



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.

Tuesday, October 13, 2015

5:30 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.

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION**
3. **WORK SESSION (5:30 P.M.)** * Times listed are approximate.
 - 3A. Discuss customers' concerns regarding water usage and billing practices. (45 minutes)
 - 3B. Presentation by GroundFloor Development regarding consideration for 2016 TDHCA tax credits. (30 minutes)
 - 3C. Discuss regulations associated with food truck operations to be included in the municipal code. (30 minutes)
 - 3D. Discuss Rowlett Road Improvements in Garland from Bridge to Roan Road. (10 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. Presentation of check for funds donated by the Chamber of Commerce to the Rowlett Animal Shelter.
- 5B. Hear presentation of the Monthly Financial report for the period ending August 31, 2015.
- 5C. 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 September 15, 2015, City Council Regular Meeting.
- 7B. Consider action to approve a resolution accepting the bid of and awarding a contract to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.
- 7C. Consider action to approve a resolution accepting the bid of and awarding a contract to D & D Commercial Landscape Maintenance in the amount of \$22,530.95 for design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.
- 7D. Consider action to approve a resolution to authorize the Mayor to execute Contract Amendment NS1 Phase 2 to the approved professional service agreement with Neel-Schaffer, Inc. in the amount not to exceed \$21,330 for bid documents and the construction phase of Big A Shoulder Stabilization and Widening Project.
- 7E. Consider action to approve a resolution authorizing Change Order #1 to the contract with Gadberry Construction Company, Inc. in the amount of \$11,891.00, the final acceptance of the project, and the release of retainage for a final payment in the amount of \$58,011.10 for the Library Building Remodel Project, and authorizing the Mayor to execute the necessary documents.
- 7F. Consider action to approve a resolution awarding a bid to APAC-Texas, Incorporated for installation of asphalt level up and overlay street improvements in the unit amounts bid attached hereto and incorporated herein by reference as Exhibit A and an annual amount of \$801,822.37 through Dallas County's Master Road & Bridge Interlocal Maintenance Agreement and authorizing the Mayor to execute the necessary documents for said services.

- 7G.** Consider action to approve a resolution accepting the bid of and awarding contracts to Cowboy Chrysler Dodge Jeep for the purchase of three vehicles in the amount of \$131,124 through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.
- 7H.** Consider action to approve a resolution accepting the bid of and awarding a contract to Freedom-CDJR for the purchase of seven vehicles in the amount of \$199,390 through the Interlocal Cooperative Purchasing Agreement with Tarrant County and the Houston-Galveston area council (H-GAC).
- 7I.** Consider action to approve a resolution accepting the bid of and awarding a contract for the purchase of three vehicles to Silsbee Ford for the Fleet Division in the amount of \$64,859 through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.
- 7J.** Consider action to approve a resolution accepting the bid of and awarding a contract to Cowboy Chevrolet Buick GMC Cadillac in the amount of \$29,556 for the purchase of one (1) 2016 Chevrolet Express 15 Passenger Van for the Fleet Division through the Interlocal Cooperative Purchasing Agreement with the State of Texas – Comptroller of Public Accounts, RFP #071-072 A1.
- 7K.** Consider action to approve a resolution authorizing the payment for computer software maintenance and support services for the Police Department to Integrated Computer Systems (ICS) in the amount of \$150,783 and authorizing the City Manager to execute the necessary documents to continue said services.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

There are no items.

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

9. ADJOURNMENT

Laura Hallmark

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) on the 9th day of October 2015, by 5:00 p.m.



City of Rowlett
Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 3A

TITLE

Discuss customers' concerns regarding water usage and billing practices. (45 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

Customers all across North Texas have had a bit of sticker shock this summer when they began seeing the impact of outside irrigation after four years of water restrictions. The purpose of this item is to provide an explanation of why this is such a hot topic this year and to explain what the City of Rowlett is doing to help customers understand their bill.

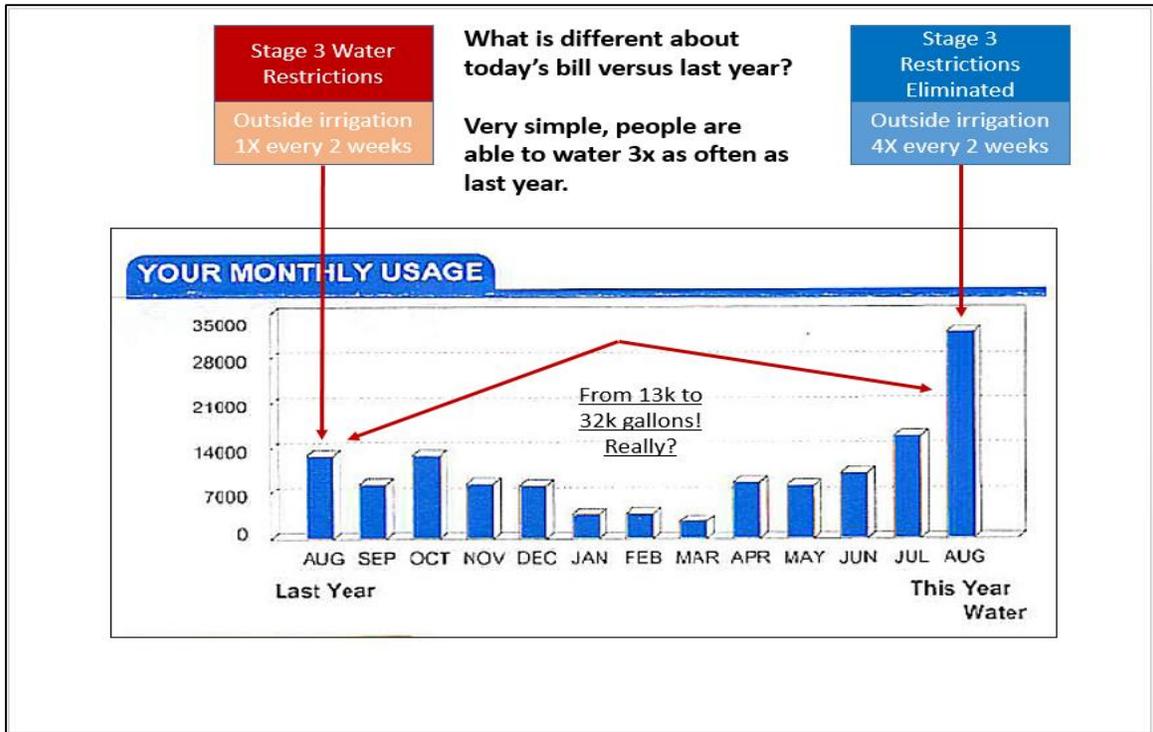
BACKGROUND INFORMATION

N/A

DISCUSSION

Customers all across North Texas have had a bit of sticker shock this summer when they began seeing the impact of outside irrigation after four years of drought and three years of water restrictions. Member and customer cities of the North Texas Municipal Water District (NTMWD) met on September 17, 2015, and spent a significant amount of time addressing the problem of how to explain to people that they are using the same amount of water that they did before the drought when the cost of that water is much higher. Add to that, customers receive a bill that has a thirteen month graph showing they didn't use that much water last year (see Chart One below). The truth is that you can't compare apples to apples when you look at last year's usage because customers were only allowed to water once every two weeks under Stage 3 Water Restrictions and now they can water twice per week. That's three times (**3X**) more often than last year. This is about education, and truthfully, cities in North Texas were not prepared to explain the conflux of annual rate increases with the elimination of drought related water restrictions.

Chart One



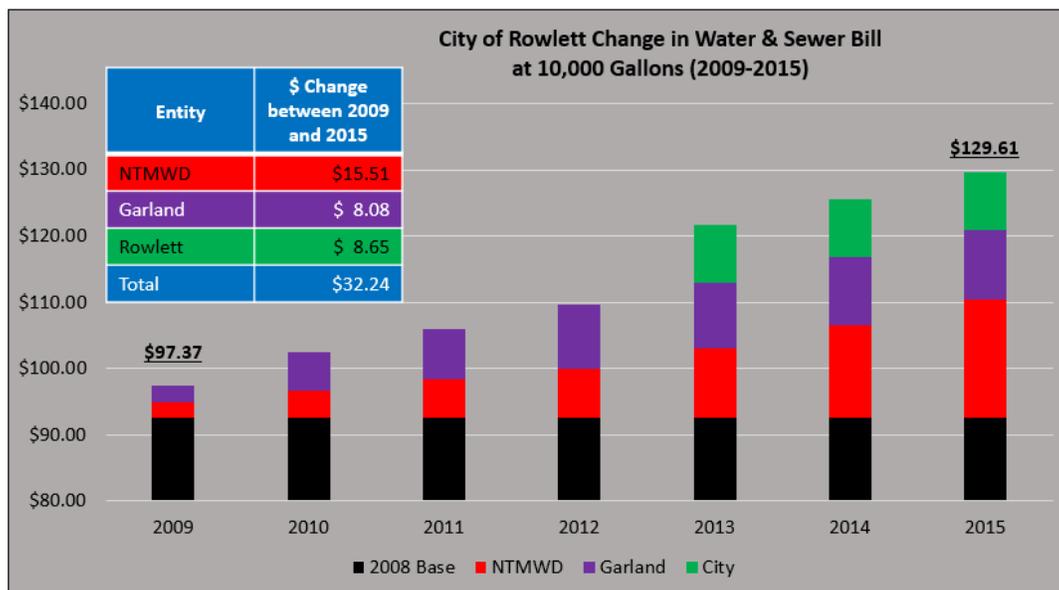
This phenomena is not just limited to North Texas. On Wednesday, September 23, 2015, a news station ran a clip with a customer questioning why his bill was so high compared to last year. And on Thursday, September 24th, Channel 4 Fox had a similar news story featuring Rowlett. For Rowlett customers, four years of drought combined with significant annual increases passed thru from the North Texas Municipal Water District (water), the City of Garland (sewer) and the City of Rowlett (water & sewer infrastructure) over the past five years has created the confusion. But, with rare exceptions, people really are using the water; however, they are paying much more for the same usage five years later.

You can see from Chart Two below that customers who use 10,000 gallons a month are paying \$32.24 per month more in 2015. Annual changes from NTMWD account for nearly half (48%) of the overall increase with Garland (sewer) and Rowlett totaling 25% and 27% respectively.

The point we want to make with this chart is that the bill has increased every year even during the drought. While Garland's increase has not been very high, customers should remember that much of NTMWD's increase in the past three to four years has been due to the cost of adding a new water line from Lake Texoma because of the zebra mussel infestation and a federal law that prohibits transporting invasive species such as these across state lines. NTMWD spent over \$400 million to fix this problem. This was an important project because Lake Texoma represents 28% of NTMWD total water capacity.

Chart Two

Change in Residential Water & Sewer Bill Between 2009 & 2015 @ 10,000 Gallons



The chart above shows the monthly impact of rate increases since 2009. Rowlett added \$8.65 per month in 2013 to provide dollars for capital maintenance. In all other years, rate increases from NTMWD and Garland have been passed to Rowlett customers.

News Coverage and Social Media

There are many reasons why water is such a big issue this year but the single biggest issue is that people haven't used this much water in three to four years. Therefore, higher usage combined with rate increases every year equals sticker shock. And, what makes it so daunting to educate our customers is that people are not necessarily interested in knowing that every other city in the area is facing the same issue – they are demanding answers about "their" bill. This isn't isolated to just a few people, pretty much everyone is using and paying more this year than in the past few years.

In the Sunday, September 20, 2015, edition of the Dallas Morning News, staff writer Kristen Taketa wrote an article entitled *Bills hit high water mark* which you can find at this link <http://www.dallasnews.com/news/metro/20150919-skyrocketing-water-bills-have-north-texas-cities-double-checking-meters.ece>. The article indicated that many cities are checking and re-checking residential water meters because of doubt raised by customers regarding the amount of their water usage. Cities named in the article, Dallas, Garland, Plano, and Richardson, have all dramatically increased the number of water meters that they have re-read and/or pulled for

testing. In addition, “they have inspected houses for leaks, recalculated bills by hand and even walked residents through their usage history to help them see why the figures are so high”.

The Dallas Observer had a great article on Thursday, September 24, 2015, by staff writer Eric Nicholson who wrote an article entitled *Long Live Expensive Water*. You can find the article at this link <http://www.dallasobserver.com/news/long-live-expensive-water-7620329>. The first paragraph includes this statement below.

The late-summer Sturm und Drang over high water rates made it to the Dallas City Council this week, where Dallas Water Utilities Director Jody Puckett explained that, calm down, your water meter's fine, you probably don't have a leak, you just probably forgot during the weird monsoons of spring and early summer how much it costs to dump thousands of gallons of water per month onto your lawn. That and the fact that water rates have increased significantly over the past few years.

The article went on to say that the loudest outcry over the water bills has been in the northern suburbs served by the NTMWD. Specific cities named were Richardson, Garland, and Plano. In addition, the article indicates why the NTMWD is raising its rates, namely to meet future capacity and to pay for the zebra mussel improvements in Lake Texoma. One other statement was made in the article which was interesting.

And it's not like the suburban water rates are terribly high, even halfway through NTMWD's price-tripling. The 60,000 gallons of water that result in a \$310 bill in Richardson (and a \$268 bill in fellow member city McKinney, a \$288 bill in Frisco and a \$344 bill in Plano) would cost \$411 in Dallas. In Houston it'd be \$444.38. In Seattle, which we'll toss in because it has the nation's highest residential water bills, it would be \$746, assuming it's the peak season and my conversion between gallons and cubic feet was correct. In Austin, whose rate structure punishes high water usage even more than Seattle, with residents paying \$23.75 for every thousand gallons used above 11,000, the bill would be a rather insane \$1,254. (Modest water usage is much more affordable — \$2.10 total for first 2,000 gallons, plus a meter fee — so as not to discourage bathing.).

As a side note, a Rowlett customer using 60,000 gallons would pay \$290, which includes the base fee and the volume charges. That is comparable to Frisco and lower than Richardson, Plano and Dallas. Just to be fair, it is at the lower end of the spectrum where Rowlett is higher than these same cities. This is where our next water study will most likely cause the most change (i.e. lower the base rate and increase the volume rate) and it stems from Rowlett adding the increases from NTMWD during the drought years to the base rate rather than the volume rate.

As indicated previously, on Thursday, September 24, 2015, Channel 4 Fox News ran a story more specific to the City of Rowlett whereby a customer was questioning a particularly high bill. You can find the link here <http://www.fox4news.com/news/24733762-story>. This story, along with others like it, has struck a chord with people who “wonder” about their usage. Quite frankly, customers using 20,000 to 30,000 gallons during the summer is routine. In fact, during our last

three year “normal” period, FY2008-FY2010, 6,353 or 34.6% of all customers used 15,000 gallons or more during the summer. During FY2014, because of Stage 3 water restrictions, that number dropped to 2,528 or 13.5%.

Put a STAR by it - One of the best news stories staff has seen this summer was done by Channel 5 NBCDFW and was run on October 8, 2015, which you can find here at <http://www.nbcdfw.com/news/local/Frisco-Informs-Residents-About-Water-Bills-Dallas-Fort-Worth-331181991.html> regarding water concerns Frisco has been hearing from their customers. However, it is a longer YouTube video, which you can find here <https://www.youtube.com/watch?v=ElF4uphhh4&sns=em> that does a seriously credible job explaining all of the issues from water meter testing to the impact of sprinkler systems to the billing system. It is 6:49 minutes long but is seriously worth watching.

In addition to the news, social media has taken off like a rocket. In some cases, a single post on Facebook has resulted in several hundred comments. Clearly it is a hot topic. Much of the information posted is not based on reality and reflects a general lack of knowledge about how much water they are really using. But, what customers are in tune with is “sticker shock” - their bill is much higher than they have seen in several years.

As a result, on September 14, 2015, the City Manager published the results of an informal study (Attachment Two) of water customer bills on Facebook to help answer the two biggest questions/statements we have heard this year, 1) my water bill has never been this high and 2) my usage has never been this high. In the post, the City Manager acknowledged that statement number one is accurate because the City has passed on significant cost increases over the past five years from the North Texas Municipal Water District (NTMWD) from which we purchase our water and smaller increases from the City of Garland who treats our sewer (see Chart Two above). However, with regard to statement #2, research determined that 70% of those whose accounts were reviewed by the City have shown multiple occasions in previous years where they have used the same amount of water or even higher. The results of the study can be found here at <http://www.rowlett.com/WaterUsageStudy>.

So, what is causing most people to question the amount of water they are using? It is simple, this is the first summer in three years that we haven't been under water restrictions. Last year at this time, people were only allowed to water once every two weeks. Now, customers can water twice each week. That is three more times every two weeks than last year. Therefore, when you look at the graph on your Rowlett water bill (see Chart One above), it shows last year's usage when we were under Stage 3 Water Restrictions. You cannot get an accurate representation of your usage by comparing to last year's water bill. Instead, for most long-time residents, you have to go back before the drought restrictions, which started in 2011.

Articles of Bad Meters in other Communities

Several individuals have posted, blogged or referenced stories about bad meters in other communities. On Facebook, there have been posts about the replacement of water meters in

Chicago, Illinois. The reporter from the September 24, 2015, Channel 4 Fox News story referenced meter issues in Port Orange, Florida. Atlanta, Georgia has been another fan favorite to point fingers at. You can pretty much use Google to find many such articles.

The truth is that these incidences bear no reference to Rowlett. We have a regular replacement program and we don't currently have any meters over 15 years old. Age obsolescence, the reason most water meters begin acting up, is the reason why we have a water meter replacement program with a maximum age target of 12-years.

The water meter problem in Port Orange, Florida was an age obsolescence issue. Our Assistant City Manager, Jim Proce knows the individual hired to fix this problem. In this case, Port Orange had no maintenance plan and all of their Sensus brand meters were well over 15 years old. In addition, 6,000 of them were not working at all which resulted in the collection of base charges but no volume, perhaps as long as a decade. That was not a "Sensus" problem, this was a "city maintenance" problem. Mr. Proce confirmed this with the director in Port Orange at that time who is a City Manager currently in another city. This individual indicated that Port Orange had a history of not funding maintenance.

The problem in Atlanta had two issues, mismatched equipment and broken equipment. You can find the article here <http://www.cnn.com/2011/US/03/01/water.bills.war/>. The details are below but again, it was not a "meter" problem.

- Mismatched equipment; if one component was a 3/4" (the meter base) and another was 1" (the electronic reader) this could result in a consistent more than doubling of the reading simply because a 1" can provide more than twice a 3/4" can provide, so putting a 1" MXU on a 3/4" meter results in a doubled reading, but it would not be intermittent it would be consistent. We do not have that problem. Atlanta had almost 1000 meters that had this mismatch problem. Again we do not.
- Nine percent of their meters were broken equipment that went undetected for a while. When they fixed it new meter accuracy resulted in complaints. Get water for free and when you have to pay there is a sticker shock.

In a press release by the City of Atlanta, which you can find here: <https://www.atlantawatershed.org/newsroom/press-releases/department-of-watershed-management-corrects-irrigation-billing-rate-issues-refunds-to-impacted-irrigation-meter-customers/>, they stated that the incorrect billing was primarily due to human error, not the meter.

The incorrect billing for the irrigation customers occurred because of human error, not by any technical, automatic meter reading (AMR) or systems glitch. The Department of Watershed Management has made significant, well-documented improvements to its metering and billing systems, and it is committed to continual enhancements to Atlanta's water resources and facilities. Specifically, the billing improvements include two-person authorization controls, additional rate entry cards, a post-input review, self-audit measures, and other more rigorous and accurate procedures for entering new and changed rates.

Finally, the article about the City of Aurora, Illinois, a Chicago suburb, Aurora had issues with the fully automated smart meters. The article, entitled *Another suburb reports problems with digital water meters* was published in the Chicago Tribune on July 25, 2015, which you can find here: <https://smartmeternewsupdates.wordpress.com/2015/07/25/another-suburb-reports-problems-with-digital-water-meters/>. In the Aurora case, the City used Sensus meters; however, the article references another suburb, Tinley Park, which used a different brand of digital meter but resulting in the same issues. Essentially, what the two cities found were strange readings where patterns could not be determined. In Aurora's case, Sensus investigated these meters and found that water had gotten into the electronic equipment of these water meters. Sensus has since said that they are beefing up the waterproofing on future digital readers.

Generally, AMR systems with non-mechanical meters (the fully automated smart meters) have had problems where used. These meters have no moving parts, bad seals, and, if it gets wet, the electronic equipment does not work or it reads wildly. If our digital reading device, called an MXU, is faulty, we can read the physical meter. Please note that Rowlett does have 60 of these "iperle" meters that were purchased in 2011. None of them are reading unusually high readings at this time; however, staff is monitoring those meters to detect any unusual anomalies.

Leaks, Swimming Pools and the Unexplained

While staff has fielded many complaints about the "cost" of water this summer, there have been a few that had an exceptionally high amount of usage that may or may not be explained by a leaky toilet, broken sprinkler head, or a myriad of other issues. In one case, a customer used 80,000 gallons when he normally uses about 3,000-4,000 gallons. In this case, we notified him that we believed he had a leak which he later confirmed. In other cases, such as the one highlighted in the Channel 4 Fox News report on September 24, 2015, we pulled and tested the meter confirming that it was operating within manufacturer specifications. In such cases, we normally would suspect a leak but when the customer indicates that they have had a plumber check for a leak and there was none to be found, what do we do? Ultimately, we have to rely on our water meters and this is where the rubber meets the road - our customers don't agree. We can offer our customers terms, such as a payment schedule over 3-6 months to pay the bill but when the customer is adamant that they didn't use that much and our meter tests indicate that the meter is operating properly, we simply have no other choice but to deny the customer an adjustment.

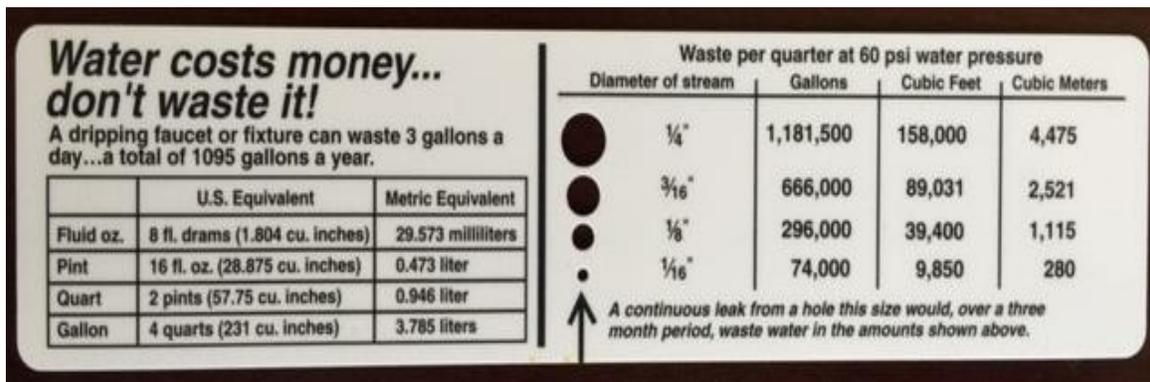
Over the past couple of months, we have conducted a series of rereads and we have pulled meters for testing. In the case of rereads, it wasn't until September before the number of requests far exceeded such requests for the same period last year. At the time of this memorandum, we still have 130 reread requests outstanding for a total of 235 just for September. While this seems high compared to last year, it represents only 1.2% of the total 19,000 accounts we have in the City.

Month	2014	2015	% Change
July	24	25	4%
August	18	23	28%
September*	25	105	320%

***As of September 29, 2015, we have 130 additional requests to reread water meters not included in the 105 completed so far in September.**

Water leaks are a serious problem and can actually go unseen by the naked eye. People assume that if they use a high amount of water, they would be able to see it. This is not necessarily true. For example, soaker hoses are recommended to run about 30-60 minutes depending upon temperature and how arid the ground is. Unless you have an automatic timer, it is easy to lose track of time and forget about it for a longer period than desired and the gallons add up. The more interesting fact is that the water doesn't run down the street and the next day, you can't tell you've watered.

An actual "leak", can be much worse than forgetting to turn off the soaker hose and add up to hundreds of thousands of gallons. The graphic below is a ruler from www.txsmartscape.com that we purchased many years ago but the math doesn't change. Even a small leak of 1/8" could use nearly 100,000 gallons a month and a larger leak of 1/4" could add up to almost 400,000 gallons a month.



Toilets

Leaky toilets can use a surprising amount of water and go virtually undetected. One resident, who typically uses about 5,000 gallons per month, saw his August and September bill jump to 19,400 and 56,200 respectively. The customer did not "see" any obvious leaks in his house or yard and assumed that the reading from the water meter was incorrect. The problem with most toilet leaks is that they can be intermittent and residents will not always know that the toilet is continuously running. In some cases, toilet leaks can stick at times while working fine at other times making it difficult to detect during customer requested rereads and leak checks by Rowlett staff.

Whether it comes from a leak or actual use, in some cases we have incurred the expense to pull and test a meter. So far since July, we have tested eleven meters and have two others in the queue to be tested.

Location	Year Installed	Volume		
		High	Mid	Low
Woodlands	2013	100.1%	100.0%	99.0%
Melcer	2013	100.1%	100.0%	96.0%
Dartmouth	2005	99.1%	99.0%	92.0%
Ardis	2014	98.6%	97.8%	59.6%
Cabbot Cove	2012	102.4%	101.0%	91.0%
Conlin	2012	100.2%	100.0%	100.0%
Merritt	2012	100.1%	100.0%	98.0%
Sea Breeze	2013	100.0%	101.0%	100.0%
Oak Lane	2014	100.2%	101.1%	100.8%
Southbay Circle	2003	100.3%	100.0%	90.0%
Standard		98.5%-101.5%	98.5%-101.5%	90.0%-101.5%
Note: two meters out of the eleven tested failed and have been replaced. In such cases, we make an adjustment for the customer because the meter failed - even though the failures typically result in less water being charged to the customer.				

Swimming Pools

Likewise, swimming pools can use an astounding amount of water even without a leak. According to Seametrics (www.seametrics.com/blog/water-conservation-facts/), in an article *entitled 50 Amazing Water Conservation Facts You Should Know*, “a swimming pool naturally loses about 1,000 gallons...a month to evaporation”. In addition, they point out that just “a 7 mph wind at the surface of the pool can increase evaporation losses 300 percent”. Add in other factors prevalent in North Texas, sunlight, lack of humidity, high temperatures for extended periods of time, and you have a recipe for a considerable amount of usage. This is supported by American Leak Detection, Inc., (<http://www.americanleakdetection.com/how-much-water-evaporates-from-a-pool-each-day.php>) who state in an article entitled *How much water evaporates from a pool each day* that “on average, swimming pools lose about a quarter of an inch of water each day, yet variations in wind intensity, humidity and sunlight can drastically change water loss rates”. Scientific American, Inc., (<http://www.scientificamerican.com/article/top-10-water-wasters/>), in an article entitled *Top 10 Water Wasters: From Washing Dishes to Watering the Desert* say that “...because most pools have automatic refillers, owners often fail to notice the loss until their next bill arrives.

When swimming pools do have a leak, water losses can be much worse. Like other infrastructure, pools develop cracks in their foundations, linear tears and pipe damage over time. Add in a four year drought in North Texas and there may be more leaky swimming pools than homeowners realize.

Regardless of the reason for swimming pool water losses, whether leaks or evaporation, water usage can be remarkably high. The table below shows how many gallons a pool can lose at various inches and the cost of that water.

Pool Size	Surface Area	Gallons Lost per Month			
		0.25" Per Day	0.50" Per Day	0.75" Per Day	1.00" Per Day
Small (12x24)	288	1,346	2,693	4,039	5,386
Medium (16x32)	512	2,394	4,788	7,181	9,575
Large (20x40)	800	3,740	7,481	11,221	14,961
Olympic (82x164)	13,448	62,874	125,748	188,621	251,495
Note ¹ : A typical 16x32 backyard swimming pool with an average depth of 5 feet holds 19,200 gallons.					
Note ² : Every 1,000 gallons of water loss costs \$4.07; therefore, even normal evaporation of 5,000 to 10,000 gallons per month would add \$20.35-\$40.70 to a customers' monthly water bill.					

Next Steps

We have added this Work Session item for Council to provide time for a short presentation and an opportunity for Council to ask questions about customer water usage and billing practices. In addition, we have several more items as follows:

- Public Education – There are two key pieces of information we have prepared to help customers better understand their water usage and what factors are driving the higher costs this summer.
 1. A Frequently Asked Questions (FAQ) guide will help customers answer questions about their water bill, what factors are driving the higher costs this summer, and what they can do to lower their water usage and save money. The FAQ has been published on Facebook and the City's website.
 2. We have prepared a series of videos that have already been published on the City's Facebook site and website. This series of videos teach our customers how to read their own water meter, how to determine how much time they are watering their yard, and what impact the relaxation of water restrictions last year had on this year.
- Public Integrity and Transparency – With regard to meter accuracy and billing integrity, we have a two prong approach we are taking as listed below.
 1. We have scheduled a meeting with Garland to negotiate a reciprocal agreement to test each other's water meters. In a true random test, 68 "tests" (i.e. meters) provides a 90% confidence rate that what you find in the test, you would find in the field. The results will be published.
 2. We will engage our independent auditor, Weaver & Tidwell to "audit" the same 68 meters from the meter readings through the billing system. Our goal is to provide assurance that what is being read in the field is what is being billed to the customer.

They are able to do that work in October and anticipate a quick turnaround. They also have the software necessary to develop the random sample of the 68 water meters.

- Customer Service – We will continue to reread meters upon request and meet with customers to explain their bills.

Finally, next year we will get ahead of this issue and start publishing and republishing video and other educational notices regarding water usage to tune our customers in to the upcoming summer and ways they can save water.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Information only. No action recommended.

ATTACHMENTS

Attachment One – Frequently Asked Questions Regarding Water Bill

Attachment Two – Results of Informal Study of Customer Water Bills

Mayor ~ Todd Gottel
 Mayor Pro Tem ~ Michael Gallops
 Deputy Mayor Pro
 Tem ~ Tammy Dana-Bashian

City Council ~
 Robbert van Bloemendaal
 Carl Pankratz
 Debby Bobbitt
 Rick Sheffield

City Manager ~ Brian Funderburk



City of Rowlett
 4000 Main Street
 Rowlett, TX 75088

Phone ~ 972.412.6100
 Fax ~ 972.412.6118
www.rowlett.com

*A unique community where families
 enjoy life and feel at home*

FREQUENTLY ASKED QUESTIONS REGARDING WATER BILL

How is my water bill actually calculated?

The City of Rowlett has over 19,000 accounts with each account having one or more water meters. Each water meter is electronically read once every 30 days. That reading is uploaded into the billing system, and the account is charged based on the amount of usage. For fiscal year 2014-2015 (Oct 1 – Sep 30), each account with 5/8 to 3/4 inch water meters is charged a base rate of \$27.96 plus volume use charges of \$4.07 per 1,000 gallons up to 25,000 gallons per month and \$4.57 per 1,000 gallons above 25,000 gallons. Therefore, if a household uses 30,000 gallons of water, they would be charged \$152.56 [\$27.96 base rate + \$101.75 for 25,000 gallons (\$4.07 x 25) + \$22.85 (\$4.57 x 5)].

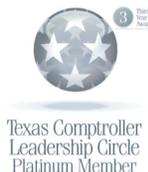
Are sewer charges calculated the same as water?

Not exactly. Sewage is not metered at the property; therefore, the City uses the amount of water usage measured by the water meter to calculate sewer charges. However, for residential customers, the City has a cap of 10,000 gallons. Therefore, if a customer uses less than 10,000 gallons of water, the City would use the actual amount of water usage to calculate the sewer volume charges. If a customer used a higher amount, they are only charged 10,000 gallons for sewer. For FY2015, each residential account has a base rate of \$17.05 plus volume use charges of \$4.39 per 1,000 gallons up to 10,000 gallons per month. Therefore, if you used 30,000 gallons of water, you would be charged \$60.95 [\$17.05 base rate + \$43.90 for 10,000 gallons (\$4.39 x 10)].

Why is my water bill so high this summer?

We have heard two main questions/statements from numerous customers this summer - that their bill has never been this high and/or that they have never used this much water. The answer is complicated because every customer has different personal habits and some have irrigation systems or swimming pools while others do not. After reviewing hundreds of bills this summer and discussing the issue with other cities, the number one major factor that makes this year different than last year is that we were under Stage 3 Water Restrictions last year. These restrictions limited outside watering to once every two weeks. This year, the restrictions have been removed and customers can water twice per week. That is three times (3X) more often than last year. As a result, people are using their sprinkler systems, soaker hoses, filling swimming pools, etc., without the restrictions from last year. Our findings below were published earlier this summer.

1. My bill has never been this high. For many customers this is a true statement. Over the past seven years, Rowlett has increased the water and sewer charges by an average of 5.5% each year (based on 10,000 gallons of usage) to pass on increases from North Texas Municipal Water District (NTMWD) for water purchases and the City of Garland for sewer treatment. In addition, in 2013, the City of Rowlett added a monthly charge of \$8.65 to implement a \$3.2 million capital maintenance program. For additional details, please review the results of the study at www.rowlett.com/WaterUsageStudy.



2. My usage has never been this high. For most customers, this is not accurate. Most customers we have talked to are comparing their water usage from last year to this year. This is not an accurate comparison because the City was in Stage 3 Water Restrictions last year, meaning residential customers could only water once every two weeks. This year, on May 1st, North Texas Municipal Water District eliminated the Stage 3 Water Restrictions, allowing residential customers to water twice a week and many customers are taking advantage of that change. Of the 39 customers included in the study, 70% used as much or more water in years prior to the drought. Again, I encourage you to please visit www.rowlett.com/WaterUsageStudy for more information.

Does the City of Rowlett use “estimates” in billing?

The City reads each customers’ water meter every month to obtain actual usage. The only time “estimates” may be used are in situations when the customers’ water meter is pulled and tested or even rarer times when a resolution to an issue cannot be resolved during the billing period. Otherwise, we do not estimate bills.

Does the North Texas Municipal Water District software system influence the reading of City of Rowlett water meters?

The answer to this question is no. While the City of Rowlett has a contract to purchase bulk water from the North Texas Municipal Water District, the City distributes that water from its own water system. As a result, Rowlett, like other cities, uses its own water meters and billing software to formulate a bill from the meter reading. Therefore, the North Texas Municipal Water District does not interact or influence city water meters, only the rates that are charged to the City under the contract.

Is it true that Rowlett does not have a voting membership on the North Texas Municipal Water District Board?

Yes, that is true. Rowlett is a “customer” city, not a member city; therefore, Rowlett does not have a vote on water policy or conservation measures with the North Texas Municipal Water District. Only member cities like Plano, Garland, etc. have voting membership. There are 13 member cities and 34 customer cities.

Does the City of Rowlett use “smart” meters?

No, the City does not use what is referred to as “smart” meters.

Smart meters use an ultrasonic transducer to send ultrasonic sound waves through the water to determine the velocity of the water. Since the cross-sectional area of the meter body is a fixed and known value, when the velocity of water is detected, the volume of water passing through the meter can be calculated with very high accuracy. THESE METERS HAVE NO MOVING PARTS.

The City of Rowlett meter manufacturer is Sensus. The type of meters Rowlett purchases uses displacement meters which have a mechanical design, that have either an oscillating piston or a nutating disc. This mechanical technology relies on the water to physically displace the moving measuring element in direct proportion to the amount of water that passes through the meter. The moving piston/disk drives the register which provides the reading.

Rowlett uses two types of registers, those with LED read and those with mechanical read. Both are driven by the piston/disk. Both registers can be physically read if the electronic transmission from our "radio-read technology does not work. "Radio-read" technology captures water meter data by driving by each customer's physical location. This technology is accurate and reliable and is not a "smart" meter as defined above.

Unlike some organizations who use smart meters exclusively, Rowlett's electronic technology is connected to the physical water meter by a wire. Therefore, if there is any reason to question a reading, or if the radio read fails and a "no-read" condition occurs, Rowlett staff is able to read the physical water meter to obtain an accurate reading.

How can I tell if I have a leak?

Water leaks are a serious problem and can actually go unseen by the naked eye. People assume that if they use a high amount of water, they would be able to see it. This is not necessarily true. For example, many people have been using soaker hoses this summer to protect their foundation. If you don't have an automatic timer on the hose, it is easy to lose track of time and run over your planned schedule. With soaker hoses, you may not see water "running" down the street like you would expect if you had a broken sprinkler head. And, oftentimes, you may not even be able to tell the next day that you even watered. Leaky toilets can also cause a surprise on your next water bill. The problem with most toilet leaks is that they can be intermittent and residents will not always know that the toilet is running. In some cases, toilet leaks can stick at times while working fine at other times making it difficult to detect.

An actual "leak", can be much worse than forgetting to turn off the soaker hose and add up to thousands of gallons of water. A small water leak of 1/8" could use nearly 100,000 gallons in a month. A larger leak of 1/4" could add up to almost 400,000 gallons in a month. If you see a sharp spike in your water usage, you should consider having a plumber check for leaks.

Is my water bill going up this year?

Yes. The City is passing on increases from the North Texas Municipal Water District (water) and the City of Garland (sewer) of about \$4.08 per month. The North Texas Municipal Water District increased its rates for customer cities from \$2.11 to \$2.34 per 1,000 gallons totaling \$734,169 or 10.9%. This increase will cost each Rowlett customer \$3.30 per month in the upcoming year. The City of Garland increased its rates for sewage treatment from \$2.59 to \$2.67 per 1,000 gallons totaling \$119,205 or 3.1%. After three years of losses due to the drought restrictions, the City of Rowlett cannot absorb the cost of such increases and must pass these along to our customers.

How can I reduce my water usage?

The average residential customer in Rowlett uses about 6,000 gallons of water each month for domestic household use. Usage can vary depending upon how many individuals live in the home and personal habits. Even so, every household can do something to conserve water and save money. The City of Rowlett has helpful water saving tips on our website at Rowlett.com on this link <http://www.rowlett.com/index.aspx?nid=396>. You can also visit WaterIQ for other tips at this link <http://www.wateriq.org/>.

For individuals who have automatic irrigation systems, we would recommend that you periodically, at least once a year, check your system for broken sprinkler heads or leaks. Automatic sprinkler systems are the single biggest water users on a residential property and can account for 15,000 to 25,000 gallons of water or more each month during the summertime. Licensed irrigation specialists and landscape professionals will tell you that most people tend to over water. Txsmartscape has some really good tips for how to water your lawn in north Texas which you can find in their digital magazine Flora here at this link <http://digital.turn-page.com/i/489934-flora-magazine-2015-a-texas-smartscape-experience/21>.

Have a swimming pool? You may be surprised to learn that swimming pools can use an astounding amount of water even without a leak. According to Seametrics (www.seametrics.com/blog/water-conservation-facts/), in an article entitled “50 Amazing Water Conservation Facts You Should Know”, “a swimming pool naturally loses about 1,000 gallons...a month to evaporation”. In addition, they point out that just “a 7 mph wind at the surface of the pool can increase evaporation losses 300 percent”. Add in other factors prevalent in North Texas, sunlight, lack of humidity, high temperatures for extended periods of time, and you have a recipe for a considerable amount of usage. This is supported by American Leak Detection, Inc., (<http://www.americanleakdetection.com/how-much-water-evaporates-from-a-pool-each-day.php>) who state in an article entitled “How much water evaporates from a pool each day”, that “on average, swimming pools lose about a quarter of an inch of water each day, yet variations in wind intensity, humidity and sunlight can drastically change water loss rates”. Scientific American, Inc., (<http://www.scientificamerican.com/article/top-10-water-wasters/>), in an article entitled Top 10 Water Wasters: From Washing Dishes to Watering the Desert say that “...because many pools have automatic refillers, owners often fail to notice the loss until their next bill arrives.

Additional Questions?

If you have questions, please email us at utilities@rowlett.com or call us at 972-412-6105.

**CITY OF ROWLETT
RESULTS OF INFORMAL STUDY OF CUSTOMER WATER BILLS
FOR JULY 2015**

Concerns Regarding Water Usage:

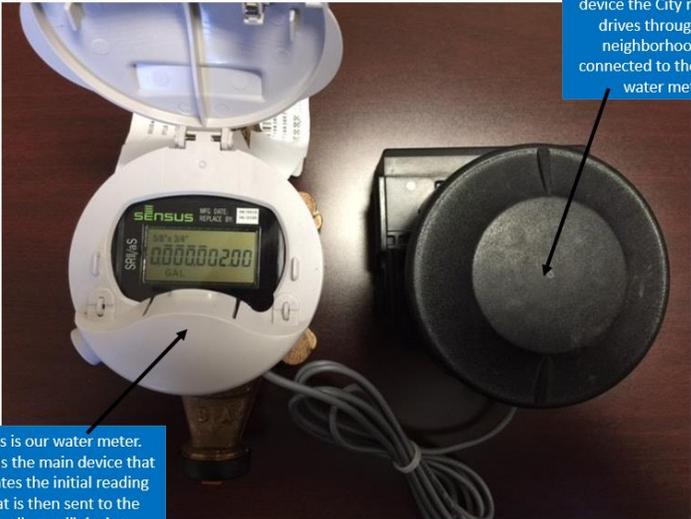
Like other North Texas communities, the City of Rowlett has received a high number of inquiries from customers regarding their water bill. There are two distinct questions or statements we are consistently hearing:

1. My bill has never been this high.
2. My usage has never been this high.

As a result, over the past week, the City of Rowlett has conducted a study of customer usage for those who have lived in Rowlett at least seven years. Based on additional requests to be included in the study, we have reviewed 39 accounts.

Before I get to the results, we want to address a few of the other issues that have been raised on Facebook and by email.

Question	Response
Does the North Texas Municipal Water District (NTMWD) software system influence the reading of City of Rowlett water meters?	The answer to this question is no. While the City of Rowlett purchases water from NTMWD, the City distributes that water from its own distribution system. As a result, Rowlett, like other cities, uses its own billing software to read customer water meters and formulate a bill from that reading. Therefore, the NTMWD does not interact or influence City water meters, only the rates that are charged.
Is it true that Rowlett does not have a voting membership on the NTMWD board?	Yes, that is true. Rowlett is a “customer” city, not a member city; therefore, Rowlett does not have a vote on water policy or conservation measures with NTMWD. Only member cities like Plano, Garland, etc. have voting membership. There are 13 member cities and 34 customer cities.
Does the City of Rowlett use “estimates” in billing?	The City reads each customers’ water meter every month to obtain actual consumption. The only time “estimates” are used are in situations when the customers’ water meter is pulled and tested or even rarer times when a resolution to an issue cannot be resolved during the billing period.
Does the City of Rowlett use smart meters?	The City does use “radio-read” technology, which captures water meter data by driving by each customer address. This technology is accurate and reliable; however, unlike some organizations who use smart meters exclusively, our electronic technology is installed on top of a physical water meter. Therefore, if there is any reason to question a reading, Rowlett staff is able to read the physical water meter to determine if the “radio-read” was accurate.

Question	Response
	<p data-bbox="646 226 1354 310">City of Rowlett Water Meter and Electronic “Radio-Read” Device</p>  <p data-bbox="594 751 802 863">This is our water meter. This is the main device that creates the initial reading that is then sent to the “radio read” device.</p> <p data-bbox="1203 279 1411 422">This is our electronic “radio read” device. This is the device the City reads as it drives through each neighborhood. It is connected to the physical water meter.</p>

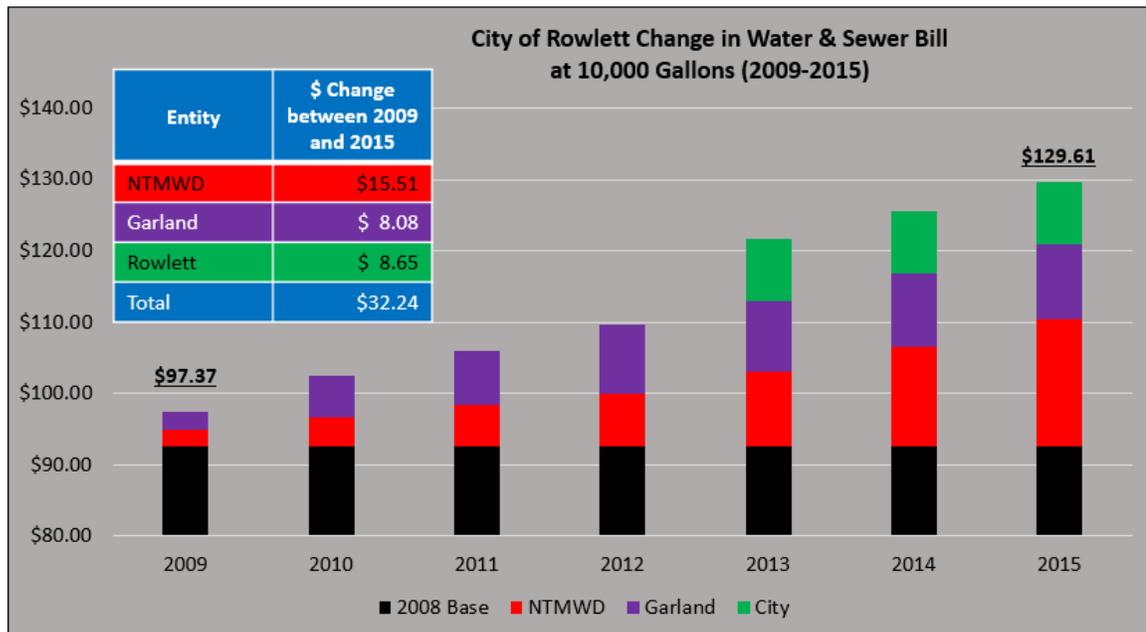
At this point, we address the two primary questions asked most.

1. **My bill has never been this high.** For many customers this is a true statement. Over the past seven years, Rowlett has increased the bill (water and sewer only) by an average of 5.5% each year (based on 10,000 gallons of usage) to pass on increases from NTMWD for water purchases and the City of Garland for sewer treatment. In addition, in 2013, the City of Rowlett added a monthly charge of \$8.65 to implement a \$3.2 million capital maintenance program.

You can see from the chart below that customers who use 10,000 gallons a month are paying \$32.24 per month more in 2015. Annual changes from NTMWD account for nearly half (48%) of the overall increase, with Garland (sewer) and Rowlett totaling 25% and 27% respectively.

The point we want to make with this chart is that the bill has increased every year, even during the drought. While Garland’s increase has not been very high, customers should remember that much of NTMWD’s increase in the past 3-4 years has been due to the cost of adding a new water line from Lake Texoma because of the zebra mussel infestation and a federal law that prohibits transporting invasive species such as these across state lines. NTMWD spent over \$400 million to fix this problem. This was an important project because Lake Texoma represents 28% of NTMWD total water capacity.

Change in Residential Water & Sewer Bill Between 2009 & 2015 @ 10,000 Gallons

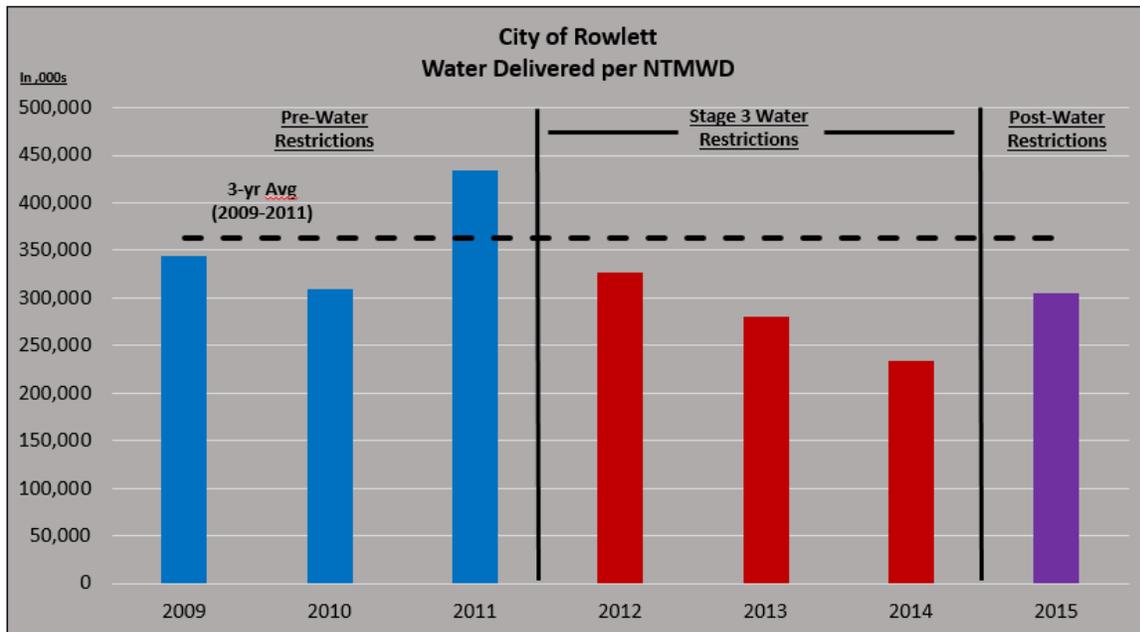


The chart above shows the monthly impact of rate increases since 2009. Rowlett added \$8.65 per month in 2013 to provide dollars for capital maintenance. In all other years, rate increases from NTMWD and Garland have been passed to Rowlett customers.

2. **My usage has never been this high.** For most customers, this is not accurate. Most customers we have talked to are comparing their water usage from last year to that of this year. This is not an accurate comparison because the City was in Stage 3 water restrictions last year, meaning residential customers could only water once every two weeks. This year, on May 1st, NTMWD eliminated the Stage 3 water restrictions, allowing residential customers to water twice a week, and many customers are taking advantage of that change. Of the 39 customers included in the study, *70% used as much or more water in years prior to the drought.*

In addition, we have pulled our water deliveries from NTMWD since 2009. As one can see from the chart below, the amount of water the City had delivered from NTMWD is very typical when there are no water restrictions.

Gallons of Water Delivered from NTMWD in July (2009-2015) to City of Rowlett



The chart above shows the amount of water delivered by NTMWD during the month of July, from 2009 thru 2015. The red area reflects the period during the Stage 3 Water Restrictions. As one can see, the amount of water delivered during July 2015, is very typical when there are no water restrictions.

From a personal perspective, I would like to share with you what I learned about my own bill. In July 2015, I used 32,000 gallons. Typically, I use about 5,500 gallons per month for household use (based on three month winter average). Therefore, my bill suggests I used about 26,500 gallons for outside irrigation. When I reviewed my irrigation system dashboard, I determined that I have eight zones with a water schedule of 220 minutes, or 3.7 hours. This means each time I water the yard, I am using approximately 2,640 gallons (based on a chart of typical water meter capacity by King Pumps™ from waterpumpsupply.com, which shows that irrigation systems that have at least 50 pounds per square inch will use about 12 gallons per minute). So, based on the City of Rowlett's \$4.07 rate per 1,000 gallons, it costs me \$10.74 per watering day. I water twice a week, which equals eight times per month, plus I began using my soaker hoses toward the end of this billing cycle. Therefore, just the cost of outside irrigation adds \$85.92 per month plus whatever I used with my soaker hoses. This is on top of fees for sewer, trash and drainage.

Last July, I used 13,000 gallons, due to only being able to water once every two weeks, and paid \$76.49 just for water (includes the base rate). This July's water bill was \$161.70, based on 32,000 gallons, more than doubling my bill. This is also what we are finding with many of our customers included in the study. In addition, most customers I have personally talked to have no idea how many minutes their irrigation system runs. I would suggest that all of you look at both how many minutes your system is set to run and for how many days per month. It is an eye-opening experience.

For me, I know my next month's bill will be even higher because I used soaker hoses around my foundation during the entire month. This will add to the total. Finally, I want to show you my total bill

from last year compared to this year so that you can see the impact watering twice a week versus once every two weeks has had for me.

CITY MANAGER'S UTILITY BILL FOR JULY 2015

Category	July 2014	July 2015	Net \$ Change
Water base rate	\$25.79	\$27.96	\$2.17
Water volume charge	50.70	133.74	83.04
Sewer base rate	16.80	17.05	0.25
Sewer volume charge*	43.90	43.90	0.00
Drainage	5.50	5.50	0.00
Refuse	15.49	15.65	0.16
Tax on Refuse	1.28	1.29	0.01
Ice Storm Cleanup Fee	3.02	n/a	-3.02
Total	\$162.48	\$245.09	\$82.61
Water Usage (gal)	13,000	32,000	19,000
*Sewer is capped at 10,000 gallons for residential customers.			

I also want to mention an August 13th article in the Star-Telegram. It indicated that it had been 36 days without any rain at DFW, the sixth-longest streak on record. This comes after May, 2015 was determined to be the wettest May on record. The bottom line is that with high temperatures and no rain, people water more. This cycle is replicated every summer unless the region is experiencing water restrictions.

I want to thank our customers who participated in this study. If you have any other questions after reviewing the study results on the next page, please contact me at bfunderburk@rowlett.com.

**CITY OF ROWLETT
SELECTED RESIDENTIAL CUSTOMER WATER USAGE
2009-2015**

<u>Neighborhood</u>	<u>Aug-09</u>	<u>Aug-10</u>	<u>Aug-11</u>	<u>Aug-12</u>	<u>Aug-13</u>	<u>Aug-14</u>	<u>Aug-15</u>
Castle Hill Estates	5,100	32,200	34,800	39,600	21,200	4,700	23,900
Dalrock Heights Addition	16,600	18,300	20,900	19,200	12,900	5,400	14,400
Flower Hill PH 3	4,700	7,000	12,300	8,200	7,700	3,900	15,900
Flower Hill PH 6	21,500	34,900	26,700	26,300	17,200	7,800	22,300
Harborview No. 1	9,700	18,600	48,300	33,900	37,200	14,900	34,700
Kenwood Heights	12,000	1,600	2,700	1,400	1,100	1,000	2,100
Kenwood Heights Ph 3	3,100	6,100	4,600	5,500	4,800	3,200	25,000
Lakecrest Estates	9,900	6,200	8,500	10,500	9,400	7,600	7,100
Lakeland Heights	11,000	8,100	11,800	10,300	8,200	5,100	10,100
Lakeridge Estates 1	14,900	15,700	16,500	29,800	8,000	7,700	9,000
Liberty Creek	27,000	34,900	38,100	28,800	28,900	13,000	32,000
Magnolia Springs PH 2 A/B	35,200	42,200	41,700	29,000	18,300	9,100	33,800
Mariner Park Section 1	11,000	4,000	12,600	14,500	11,400	15,400	19,300
Mariner Park Section 1	STUCK	21,500	16,000	36,900	43,500	18,500	61,700
Mariner Park Section 2	4,000	14,200	14,700	23,200	20,300	14,000	23,000
Mariners Cove Phase 1	33,600	80,800	48,400	30,000	32,100	32,200	97,900
Quail Glen Addition	13,100	5,400	22,000	18,400	11,800	12,700	11,400
Ridgecove	22,100	41,600	39,500	25,500	21,300	15,400	38,200
Ridgecrest Addition No. 2	2,300	9,100	7,800	6,400	7,800	1,800	5,000
Springfield Addition PH 1	13,300	27,000	26,200	27,400	19,200	6,800	31,400
Springfield Addition PH 4	4,500	7,200	7,300	6,800	5,400	2,500	3,800
Springfield Estates PH A	9,700	17,600	19,000	30,100	16,400	8,300	32,700
Springfield Estates PH B	20,000	31,900	32,100	22,800	23,600	10,900	32,300
Springfield Estates Phase B	12,200	23,000	30,200	19,400	10,300	7,200	34,500
The Peninsula No. 2	7,900	5,800	6,800	7,700	5,500	4,700	5,200
The Peninsula No. 6	20,700	50,800	29,200	17,900	13,900	27,200	17,000
Toler Bay Estates	16,300	21,600	44,200	16,100	13,900	21,700	35,800
Toler Bay Estates 4	4,900	10,300	14,300	23,500	10,000	7,500	25,300
Toler Ridge No. 2	12,900	20,600	18,200	23,200	11,100	7,700	20,800
Toler Ridge No. 2	8,200	22,200	12,800	11,900	6,200	5,000	6,500
Villas At Waterview PH 2	5,300	7,200	11,000	6,100	6,000	2,600	8,800
Waterview PH 2	18,600	31,700	31,900	45,200	31,100	16,800	44,200
Waterview PH 9	26,200	17,200	40,600	49,500	22,700	6,400	18,900
Westwood Estates No. 3	14,900	17,100	27,000	18,300	19,400	9,600	33,200
Westwood Estates No. 3	4,600	6,300	11,200	13,100	5,100	1,500	4,900
Westwood Estates No. 5	8,300	20,200	32,200	24,200	17,600	6,400	13,900
Westwood Estates No. 5	6,100	9,600	10,200	14,300	6,100	6,600	14,800
Westwood Shores PH 1	16,600	19,000	7,000	8,000	21,500	14,800	20,500
Winners Circle	4,900	10,300	14,300	23,500	10,000	7,500	25,300

Amounts as high or higher than in Aug 2015.

Percentage of customers who have used an equal amount or higher in previous years (27 out of 39)

69.2%



City of Rowlett

Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 3B

TITLE

Presentation by GroundFloor Development regarding consideration for 2016 TDHCA tax credits (30 minutes).

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

GroundFloor Development has approached City staff about a property located in Downtown, where they would seek Texas Department of Housing and Community Affairs (TDHCA) tax credits. GroundFloor Development would submit their application to TDHCA as Workforce housing. City staff has met with representatives from GroundFloor Development and visited two of their developed properties located in McKinney and Dallas.

Staff from the GroundFloor Development will conduct the presentation during this Work Session item.

BACKGROUND INFORMATION

The Texas Department of Housing and Community Affairs (TDHCA) Housing Tax Credits program is an annual program. In order to gain valuable points, private development entities will seek City participation in the process. Participation from respective municipalities can come in the form of providing a supporting resolution, provision of financial incentives/support, and designation of areas as targeted reinvestment areas in a concerted revitalization plan.

City Council has provided support of TDHCA programs in the past. Most recently, the City provided support for a senior housing program by Evergreen Senior Communities, which was located along Old Rowlett Road, north of Big A Road. This support came in the form of a supporting resolution adopted by City Council on January 20, 2015. City Council also approved a Planned Development Ordinance for the subject property June 2, 2015. TDHCA ultimately awarded the Evergreen project tax credits in July 2015.

This year, GroundFloor Development contacted City staff to seek City support for a similar request to TDHCA. The main difference is that GroundFloor will be seeking credits as a Workforce housing program, whereas Evergreen's project was strictly a senior program.

The property where GroundFloor is seeking to submit an application to TDHCA is located at the northwest corner of Industrial Street and Melcer Street (see map on following page). This property is approximately five acres and is located within the Downtown Urban Village Form-Based Code district.



DISCUSSION

The TDHCA Housing Tax Credits program contains a detailed scoring system application that is very competitive. Private development entities complete these applications, but require participation from the respective City where the project is located in order to gain valuable points in the process.

As stated previously in this staff report, GroundFloor Development contacted City staff seeking City support for Workforce Housing. According to their website (www.groundfloordev.com), GroundFloor's mission is as follows:

GroundFloor Development's principals possess extensive multifamily, townhome and condominium infill development experience and have formed unmatched working relationships with industry-leading professionals and local government officials critical to the success of each project. The company has developed a proven approach to successful project execution including strategic site selection, progressive design and construction capabilities. GroundFloor has the unique skill sets to access public-private project financing sources through their strong community and municipal support network.

GroundFloor distinguishes itself through its ability to solve complex problems with while incorporating fast moving current market trends. The company's entrepreneurial approach to site development allows it to strategically invest in key emerging neighborhoods before these areas have become saturated.

Furthermore, the background information of the website is as follows:

GroundFloor Development specializes and focuses on building well-conceived urban multifamily housing communities and mixed-use developments to serve and accommodate the growing demand for metropolitan living. Founded in 2009, and led by Brandon Bolin and Alan McDonald, GroundFloor Development directs its resources

toward projects located in high population growth areas in Texas – where people need and desire quality urban living as commuting costs continue to rise and single-family home buying power declines.

The proposed development is located in the Downtown Urban Village form-based district. The proposed development would be “mixed residential” and permitted by right. The reason for the work session is to discuss support of the application for TDHCA credits, and not necessarily the form of the development.

Within context of the Realize Rowlett 2020 Comprehensive Plan, the property is located in the Old Town strategic opportunity area. Within this opportunity area, the below Guiding Principles were identified as being the principles that the Old Town was in strongest support of:

- 2. Grow the City’s economy through diversification of job and business opportunities*
- 3. Make Rowlett a community that is attractive to people at all stages of their lives*
- 4. Invest in places of lasting value and distinctive character*
- 5. Maximize the benefits of major public infrastructure investments (existing, planned)*
- 7. Diversify mobility options within the City and connect activity areas*
- 8. Create centers with a mix of activities at key locations in Rowlett*
- 11. Position Rowlett for an appropriate scale of investment and reinvestment supported by market trends.*

As stated in the Summary section of the staff report, GroundFloor Development will be conducting the presentation before City Council. At the conclusion of the item, staff is requesting feedback from City Council whether staff should pursue further conversations with GroundFloor to bring forth supporting resolutions for consideration.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff seeks direction from City Council whether to move forward with support of this project in its proposed location.



City of Rowlett

Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 3C

TITLE

Discuss regulations associated with food truck operations to be included in the municipal code (30 minutes).

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

The City of Rowlett currently inspects and permits mobile food vendors/food trucks. Staff receives periodic inquiries from food trucks to temporarily provide service in various areas of the City. Since food trucks are only permitted as part of special events, staff would like to discuss the potential for a formal food truck program within the City of Rowlett.

BACKGROUND INFORMATION

The City of Rowlett does not have any formal programs for mobile food vendors/food trucks. Currently, the only opportunity for food trucks in public locations is in concert with special events. In addition, the City's ordinances related to food trucks have not progressed at the same pace as the food truck industry. If the City desires to have a food truck venue and/or program, then a policy direction, coupled with Ordinance amendments, will be necessary.

DISCUSSION

City staff performed high-level research of municipalities within and outside the Metroplex to learn more about these operations. The goal of the research was two-fold—1) to learn how these programs could be implemented as a community event and further economic development; and 2) to learn how the industry has progressed to ensure our standards and regulations are current.

There are a number of municipalities that have successful food truck programs both within and outside of the Metroplex. What all of these programs have in common is that they proactively embraced these programs for the betterment of their respective municipalities. This includes infrastructure improvements (e.g., electricity hookups), temporary complementary facilities (e.g., stages, venues, park improvements), traffic control/street closures, and marketing of these programs.

There are a number of options for food truck events where the City could engage. Three of these options that seem the easier to implement include:

- 1) Downtown location along Coyle Street between Martin Drive and the traffic circle with a temporary street closure;
- 2) Parks/City facilities coupled with special events or stand-alone event;
- 3) Private Property where the food truck operation is part of business operations.

Staff recognizes that there are numerous opportunities for such events, and is therefore seeking input from City Council whether or not to move forward with one of the above, or another option. Should City Council direct staff to move forward, the next steps would be to identify amendments to our Code of Ordinances, and to identify a business/marketing plan for an event/event series.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff recommends that City Council provide direction to staff regarding moving forward with additional research and/or Code amendments for food trucks. If the direction is to move forward, staff requests that City Council provide potential target areas where to focus.



City of Rowlett
Staff Report

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

AGENDA DATE: 10/013/16

AGENDA ITEM: 3D

TITLE

Discuss Rowlett Road Improvements in Garland from Bridge to Roan Road. (10 minutes)

STAFF REPRESENTATIVE

Timothy Rogers, Director of Public Works
Robbin Webber, Assistant Director of Public Works

SUMMARY

The City of Garland will reconstruct Rowlett Road from Roan Road to the south side of the Bridge. The purpose of this item is to alert Council to the project and the request from Garland to allow for crossover lanes on Rowlett's side of the bridge during the construction period.

BACKGROUND INFORMATION

The City of Garland awarded the contract for the Rowlett Road Improvements on October 5, 2015.

DISCUSSION

The City of Garland anticipates starting construction in Mid-November. Message boards will be installed prior to the contractor starting work. The reconstruction will take approximately 6 months to complete.

Maintenance of traffic will include the reduction of four lanes to two lanes. The first phase will consist of closing of the two northbound lanes and diverting northbound traffic to the southbound lanes so the work can be completed in the most efficient and safest way possible. Traffic control will be set up to carry two-way traffic in southbound lanes. An asphalt transition will be installed just north of the bridge, City of Rowlett side of the bridge, enabling traffic to transition back onto the north bound lanes. The same process will be repeated on the southbound once the northbound lanes are complete. There will only be a single lane for each direction until the work is complete.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

There is no action required. This is for informational purposes only.



City of Rowlett
Staff Report

4000 Main Street
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www.rowlett.com

AGENDA DATE: 10/13/15

AGENDA ITEM: 5A

TITLE

Presentation of check for funds donated by the Chamber of Commerce to the Rowlett Animal Shelter.

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

BACKGROUND / HISTORY

The Rowlett Chamber of Commerce partners with the City of Rowlett throughout the year in various events and is very excited to give a donation of \$1,000.00 to the Rowlett Animal Shelter to help with the cost of housing the animals. The Chamber of Commerce recently held its 25th Annual Golf Classic with 120 players attending and is donating a part of its proceeds to the Animal Shelter. They celebrated their 25th year of the tournament in style by opening it with bagpiper Don Shannon and the golfers were able to eat dinner in the newly enclosed pavilion – a pleasant ending to a long, hot day in the sun. The City is proud to partner with the Chamber and looks forward to a long relationship.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
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www.rowlett.com

AGENDA DATE: 10/13/2015

AGENDA ITEM: 5B

TITLE

Hear presentation of the Monthly Financial report for the period ending August 31, 2015.

STAFF REPRESENTATIVE

Kim Galvin, Director of Financial Services

SUMMARY

Attached is the Comprehensive Monthly Financial Report for August 2015, 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. Eleven months of FY2015, or 91.7 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 August 2015. Eleven months of FY2015, or 91.7 percent of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$81.5 million for FY2015. This amount is 96.8 percent of the approved operating budget of \$84.2 million and is 4.4 percent more than forecast through the month of August.

- General Fund revenues are \$0.9 million or 2.6 percent higher than expected
- Utility Fund revenues are \$0.4 million or 1.6 percent higher than expected.

Expenditures: Expenses totaled \$76.0 million year-to-date for FY2015. This amount is 88.2 percent of the approved operating budget of \$86.1 million and is 2.6 percent lower than forecast through the month of August.

- General Fund expenditures are \$1.1 million or 3.3 percent lower than expected.
- Utility Fund expenditure are \$12 thousand within expectation, or 0 percent variance.

Surplus: The net surplus from operations through August is \$5.5 million, which is \$5.5 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total decrease of \$1.9 million.

Major issues:

- Utility Fund revenues in total are higher than anticipated as the result of higher than expected impact fee revenue. Water and sewer charges for service; however, are actually lower than expected by a combined 12.1 percent.
 - These impact fees are being generated from increased development activity, primarily attributable to the Terra Lago and Harmony Hills projects. Staff was initially projecting to collect \$60,000 in utility impact fees in FY2015; however, as of August 31, 2015, \$1,531,543 has been collected. The revenue from these fees is to be used to support the development activity that generated these fees through capital projects, not for operating expense.
- Due to lower than projected usage during the Stage 3 water restrictions and record-breaking rainfall in May, staff performed a detailed analysis of the Utility Fund and concluded that it would be very difficult to make up enough usage in the remaining summer months to hit our target. As a result, staff recommended and the Council approved on August 21, 2015, a two-fold approach to manage this issue for the remainder of FY2015 as follows:
 - Amend the budget by \$1,086,700, made up of \$736,386 in water revenue and \$350,314 in sewer revenue, by reducing expenses and eliminating the \$543,318 surplus buffer budgeted in FY2015.
 - Set aside \$400,000 from the amount allocated to the Utility Fund Cash CIP. If we hit our target in the remaining months, this amount will be reinstated for ongoing projects. If the target is missed, then this amount will be used to cover any additional shortfall.
- Additionally, to strengthen the fund balance of the Utility System, staff has developed a two-year strategy primarily based on reducing the amount allocated to the Utility Fund Cash CIP and deferring a planned bond issuance. This strategy was approved in the FY2016 Adopted Budget.

RECOMMENDED ACTION

Information only. The Comprehensive Monthly Financial Report – August 31, 2015 is attached to this agenda item as Attachment 1.

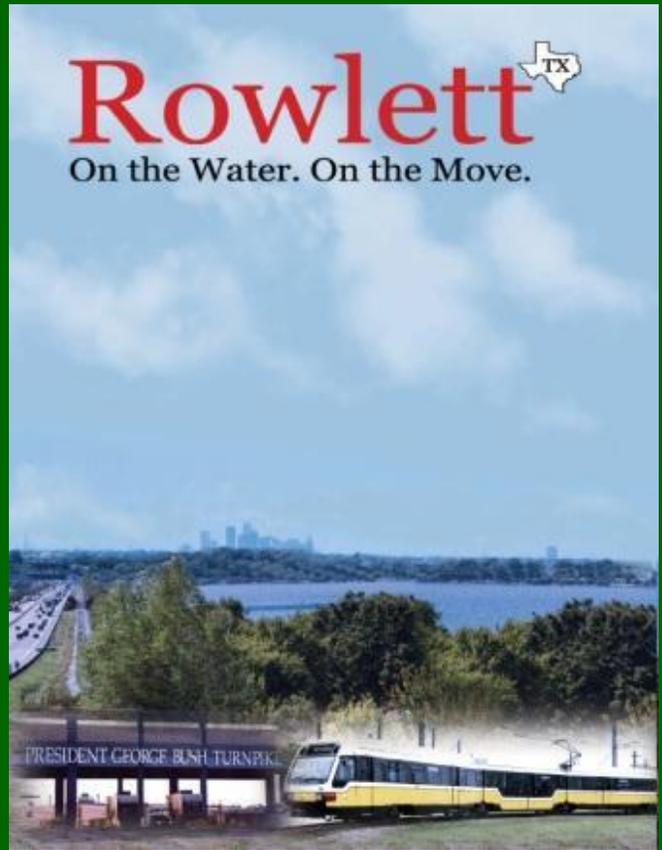
ATTACHMENTS

Attachment 1 – Comprehensive Monthly Financial Report – August 31, 2015



**Comprehensive
Monthly
Financial Report**

August 2015





MONTHLY FINANCIAL REPORT

PERFORMANCE AT A GLANCE

August 2015

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

August 31, 2015 – 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 3.7% in the 2nd quarter of 2015 after increasing 0.6% in the 1st quarter of 2015 as reported by the Bureau of Economic Analysis. The second-quarter increase mainly reflected an increase in consumer spending.

Texas Retail Sales:

Texas retail sales totaled \$41.4 billion for the month of July, an increase of \$0.1 billion (0.2%) over July 2014.

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 decreased 0.7% between the months of June and July.

UNEMPLOYMENT

National Unemployment:

The national unemployment rate decreased 3.8% from 5.3 to 5.1 from July to August.

State-Wide:

The Texas unemployment rate decreased from 4.2% in July to 4.1% in August.

Rowlett:

The City of Rowlett unemployment rate decreased between July and August from 3.9% to 3.7%. Note – city unemployment rates are not seasonally adjusted.

Attached is the Comprehensive Monthly Financial report for August 2015. Eleven months of FY2015, or 91.7% of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$81.5 million for FY2015. This amount is 96.8% of the approved operating budget of \$84.2 million and is 4.4% more than forecast through the month of August.

- General Fund revenues are \$0.9 million or 2.6% higher than expected
- Utility Fund revenues are \$0.4 million or 1.6% higher than expected.

Expenditures: Expenses totaled \$76.0 million year-to-date for FY2015. This amount is 88.2% of the approved operating budget of \$86.1 million and is 2.6% lower than forecast through the month of August.

- General Fund expenditures are \$1.1 million or 3.3% lower than expected.
- Utility Fund expenditures are \$12 thousand or 0.0% higher than expected.

Surplus: The net surplus from operations through August is \$5.5 million which is \$5.5 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total decrease of \$1.9 million.

NOTEWORTHY

KIDS KINGDOM UPDATE:

Fundraiser: Pickets for Sale!

One of the main components of that effort is the sale of engraved fence pickets, which will decorate the fence outlining Kids Kingdom, when complete. Donors may choose to have their name, their children's, their business or even a treasured pet' names engraved on their picket. These pickets are \$50 each.

Build Week: November 30 – December 6

Many, many volunteers are needed to build this magical playground, so please consider sharing your excitement, expertise and experience!



**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
August 31, 2015**

BUDGET SUMMARY OF ALL FUNDS FY2015

	2015 <u>Budget</u>	2015 <u>Forecast</u>	2015 <u>Year-to-Date</u>	<u>Variance</u>
Beginning Reserves	\$ 17,438,670	\$ 13,025,520	\$ 13,025,520	0.0%
Revenues:				
General	37,097,467	34,806,341	35,711,040	2.6%
Water & sewer	27,518,760	24,675,594	25,067,293	1.6%
Debt service	7,783,232	7,741,021	8,215,451	6.1%
Drainage	1,346,939	1,234,708	1,225,181	-0.8%
Refuse	4,699,097	4,307,582	4,487,514	4.2%
Employee health benefits	4,405,117	4,038,024	3,934,966	-2.6%
Impact fees	44,357	40,661	1,386,212	3309.2%
Police seizure	100,550	92,171	87,119	-5.5%
Economic development	316,694	290,303	289,299	-0.3%
Hotel/motel tax	47,752	43,550	64,189	47.4%
P.E.G.	85,042	63,672	188,463	196.0%
Grants	73,792	67,643	218,073	222.4%
Community Development Block Grant	186,209	170,692	141,222	-17.3%
Inspection Fees Fund	169,333	155,222	128,938	-16.9%
Juvenile diversion	33,281	30,508	30,756	0.8%
Court technology	26,936	24,691	25,850	4.7%
Court security	20,035	18,365	19,338	5.3%
Golf course	256,564	256,408	286,787	11.8%
Total Revenues	\$ 84,211,157	\$ 78,057,155	\$ 81,507,692	4.4%
Expenses:				
General	37,021,061	32,989,452	31,886,714	-3.3%
Water & sewer	28,062,142	25,056,210	25,067,941	0.0%
Debt service	7,783,232	7,779,949	7,722,854	-0.7%
Drainage	1,318,500	1,230,213	1,144,107	-7.0%
Refuse	4,657,232	4,269,129	4,332,305	1.5%
Employee health benefits	4,337,523	3,976,063	3,465,669	-12.8%
Impact fees	916,238	839,885	32,243	-96.2%
Police seizure	350,550	321,338	442,536	37.7%
Economic development	436,593	387,770	354,836	-8.5%
Hotel/motel tax	42,749	42,749	90,462	111.6%
P.E.G.	113,142	106,571	102,229	-4.1%
Grants	71,434	64,489	218,073	238.2%
Community Development Block Grant	186,209	170,692	141,222	-17.3%
Inspection Fees Fund	115,760	102,898	62,203	-39.5%
Juvenile diversion	34,399	30,577	25,518	-16.5%
Court technology	49,005	48,030	133,820	178.6%
Court security	23,989	21,990	27,939	27.1%
Golf course	559,025	559,025	707,885	26.6%
Total Expenses	\$ 86,078,783	\$ 77,997,027	\$ 75,958,556	-2.6%
Current Year Surplus/(Shortfall)	\$ (1,867,626)	\$ 60,128	\$ 5,549,136	9128.8%
Ending Reserves	\$ 15,571,044	\$ 13,085,648	\$ 18,574,656	41.9%

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

OVERALL FUND PERFORMANCE

GENERAL FUND REVENUES VS EXPENSES FY2015

Month	2015 Revenue	2015 Expenses	Monthly Variance
Oct	1,734,785	2,759,381	\$ (1,024,596)
Nov	1,807,432	2,671,992	(864,560)
Dec	12,610,694	2,938,279	9,672,416
Jan	5,184,121	2,416,012	2,768,108
Feb	-	-	-
Mar	5,664,737	5,594,393	70,344
Apr	1,462,874	3,331,111	(1,868,237)
May	1,377,737	2,995,627	(1,617,890)
Jun	2,313,029	3,261,014	(947,985)
Jul	1,516,773	2,785,749	(1,268,977)
Aug	2,038,857	3,133,155	(1,094,298)
Sep			-
Total	\$ 35,711,040	\$ 31,886,714	\$ 3,824,327
Cumulative Forecast	\$ 34,806,341	\$ 32,989,452	\$ 1,816,889
Actual to Forecast \$	\$ 904,699	\$ (1,102,738)	\$ 2,007,437
Actual to Forecast %	2.6%	-3.3%	



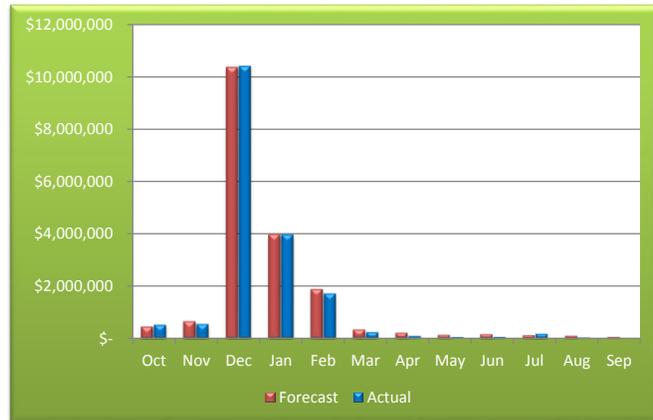
Positive

Cumulatively overall, the General Fund is better than forecasted for this time of the year, with revenues exceeding the forecast by 2.6% and expenses 3.3% lower than forecasted. These differences are primarily due to higher than expected franchise fees and building permit revenues, and the timing of supply and capital equipment purchases.

REVENUE ANALYSIS

PROPERTY TAXES FY2015

Month	2015 Forecast	2015 Actual	Monthly Variance
Oct	\$ 454,997	\$ 526,146	\$ 71,149
Nov	658,035	556,508	(101,527)
Dec	10,362,155	10,407,110	44,955
Jan	3,986,347	3,994,425	8,078
Feb	1,884,055	1,729,174	(154,881)
Mar	340,621	243,070	(97,551)
Apr	216,375	96,413	(119,962)
May	138,080	54,281	(83,799)
Jun	164,504	58,969	(105,535)
Jul	119,972	177,132	57,160
Aug	104,988	34,254	(70,734)
Sep	58,993		
Total	\$ 18,489,122	\$ 17,877,482	\$ (552,647)
Actual to Forecast			-3.0%



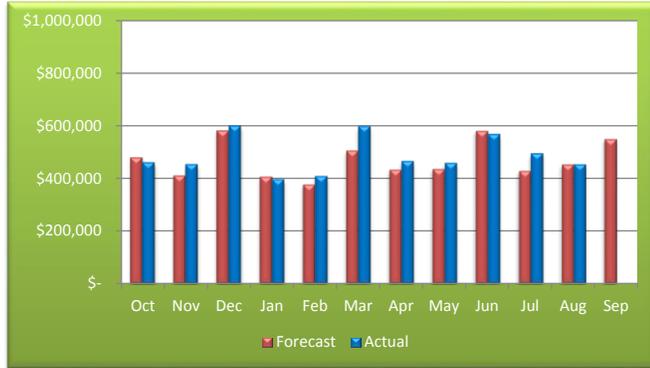
Warning

Property taxes represents nearly 50% of the total General Fund revenue budget and serves as the primary funding source for the general government. They are generally collected in December and January of each year. Cumulatively overall, property tax revenues are 3.0% lower than forecasted for this time of the year.

REVENUE ANALYSIS

SALES TAXES FY2015

<u>Month</u>	<u>2015 Forecast</u>	<u>2015 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 478,504	\$ 460,063	\$ (18,441)
Nov	410,264	452,581	42,317
Dec	581,282	598,257	16,975
Jan	405,356	396,499	(8,857)
Feb	376,136	408,413	32,277
Mar	504,779	597,027	92,248
Apr	432,807	464,601	31,794
May	434,829	457,500	22,671
Jun	579,529	566,827	(12,702)
Jul	427,562	494,168	66,606
Aug	452,415	452,415	-
Sep	548,190		
Total	\$ 5,631,653	\$ 5,348,352	\$ 264,889
<i>Actual to Forecast</i>			5.2%



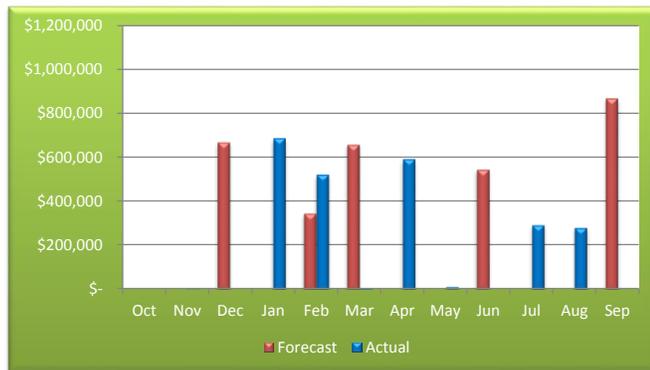
Positive

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 August represent an estimate. Overall, sales tax revenues are 5.2% higher than forecasted for this time of the year.

REVENUE ANALYSIS

FRANCHISE FEES FY2015

<u>Month</u>	<u>2015 Forecast</u>	<u>2015 Actual</u>	<u>Monthly Variance</u>
Oct	\$ -	\$ -	\$ -
Nov	-	214	214
Dec	667,417	-	(667,417)
Jan	-	683,614	683,614
Feb	343,788	519,339	175,551
Mar	656,587	4,369	(652,218)
Apr	-	589,708	589,708
May	-	10,131	10,131
Jun	543,057	-	(543,057)
Jul	-	290,866	290,866
Aug	-	278,479	278,479
Sep	867,119		
Total	\$ 3,077,966	\$ 2,376,721	\$ 165,873
<i>Actual to Forecast</i>			7.5%



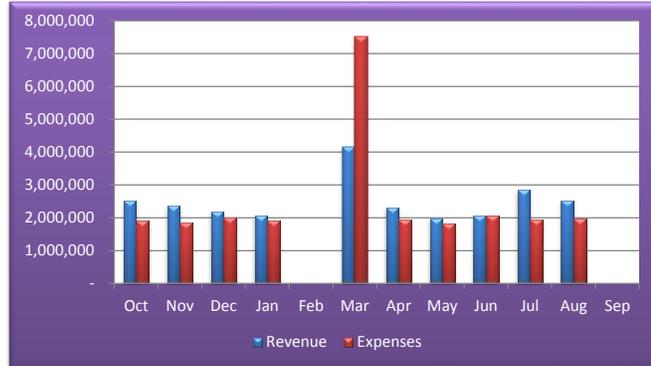
Positive

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. Natural gas franchise fee was 51.1% higher than expected. Overall, franchise fees 7.5% higher than expected.

OVERALL FUND PERFORMANCE

UTILITY FUND REVENUES VS EXPENSES FY2015

Month	2015 Revenue	2015 Expenses	Monthly Variance
Oct	2,523,628	1,923,448	\$ 600,179
Nov	2,371,585	1,871,254	500,331
Dec	2,199,908	2,022,527	177,381
Jan	2,071,743	1,921,446	150,298
Feb	-	-	-
Mar	4,162,568	7,533,495	(3,370,927)
Apr	2,319,497	1,957,159	362,338
May	1,981,222	1,833,178	148,044
Jun	2,056,178	2,076,172	(19,993)
Jul	2,843,221	1,958,034	885,187
Aug	2,537,741	1,971,227	566,514
Sep	-	-	-
Total	\$ 25,067,293	\$ 25,067,941	\$ (649)
Cumulative Forecast	\$ 24,675,594	\$ 25,056,210	\$ (380,616)
Actual to Forecast \$	\$ 391,699	\$ 11,731	\$ 379,967
Actual to Forecast	1.6%	0.0%	



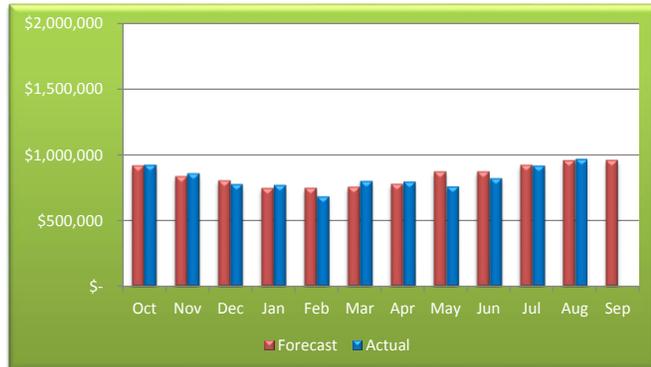
Positive

Utility fund revenues are 1.6% higher than the amended forecast as a result of higher than expected impact fees net lower than expected water and sewer revenues. Expenses are equal to the amended forecast. The fund makes semi-annual debt payments in March and September.

REVENUE ANALYSIS

SEWER REVENUES FY2015

Month	2015 Forecast	2015 Actual	Monthly Variance
Oct	\$ 916,365	\$ 919,190	\$ 2,825
Nov	833,754	855,352	21,597
Dec	802,473	772,784	(29,688)
Jan	744,348	766,420	22,071
Feb	745,497	679,354	(66,143)
Mar	753,752	796,213	42,461
Apr	775,606	791,597	15,990
May	870,292	755,162	(115,130)
Jun	869,921	816,984	(52,937)
Jul	920,105	912,597	(7,507)
Aug	954,769	963,349	8,580
Sep	956,485	-	-
Total	\$ 10,143,368	\$ 9,029,001	\$ (1,578,822)
Actual to Forecast			-1.7%



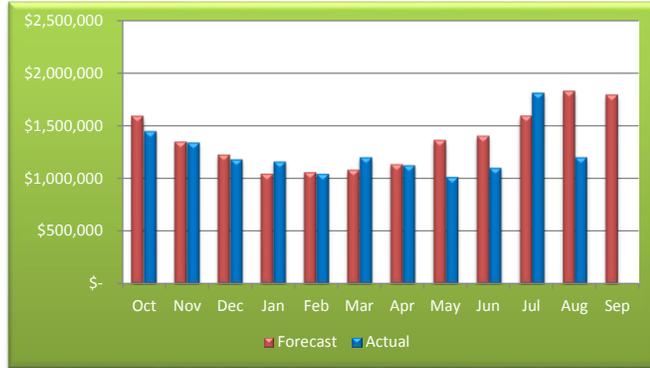
Warning

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 1.7% lower than forecasted for this time of year.

REVENUE ANALYSIS

WATER REVENUES FY2015

<u>Month</u>	<u>2015 Forecast</u>	<u>2015 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 1,591,776	\$ 1,451,221	\$ (140,555)
Nov	1,346,151	1,343,838	(2,313)
Dec	1,225,508	1,182,809	(42,699)
Jan	1,044,611	1,162,524	117,913
Feb	1,057,784	1,045,383	(12,401)
Mar	1,082,048	1,203,771	121,722
Apr	1,133,210	1,126,605	(6,605)
May	1,361,568	1,017,128	(344,440)
Jun	1,402,780	1,103,062	(299,718)
Jul	1,593,044	1,814,632	221,588
Aug	1,827,396	1,203,204	(624,192)
Sep	1,790,796		
Total	\$ 16,456,672	\$ 13,654,176	\$ (1,011,700)
Actual to Forecast			-6.9%



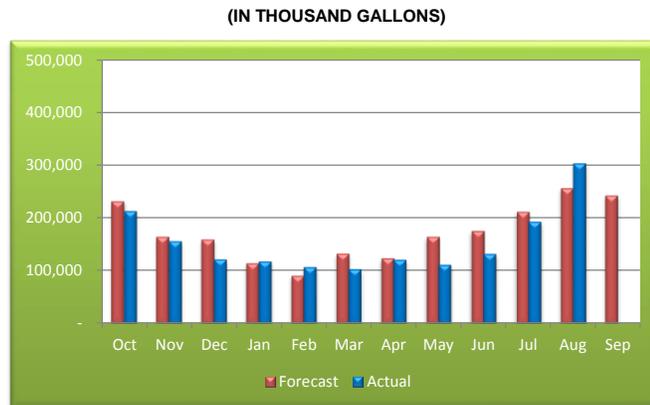
Negative

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 6.9% less than the amended forecasted for this time of year.

REVENUE ANALYSIS

WATER USAGE FY2015

<u>Month</u>	<u>2015 Forecast</u>	<u>2015 Actual</u>	<u>Monthly Variance</u>
Oct	230,714	212,743	(17,971)
Nov	164,000	155,467	(8,533)
Dec	158,656	121,571	(37,085)
Jan	113,907	117,372	3,465
Feb	90,108	106,758	16,650
Mar	132,116	103,031	(29,085)
Apr	123,449	120,442	(3,007)
May	163,827	111,168	(52,659)
Jun	175,086	131,780	(43,306)
Jul	211,170	192,582	(18,588)
Aug	255,754	302,948	47,194
Sep	241,994		
Total	2,060,780	1,675,862	(142,924)
Actual to Forecast			-9.1%



Negative

The City purchases its water from the North Texas Municipal Water District. Customer usage in August is 18.5% higher than forecast, but cumulatively usage is 9.1% lower than the revised forecast for the year. The contract with NTMWD requires the City to pay for a minimum of 3.2 billion gallons of water per year.

OVERALL FUND PERFORMANCE

REFUSE FUND REVENUES VS EXPENSES FY2015

Month	2015 Revenue	2015 Expenses	Monthly Variance
Oct	402,012	389,513	\$ 12,499
Nov	402,813	408,017	(5,204)
Dec	414,147	393,290	20,857
Jan	410,278	396,377	13,901
Feb	411,625	371,957	39,668
Mar	411,625	371,957	39,668
Apr	407,277	396,813	10,464
May	411,116	397,536	13,580
Jun	411,099	401,188	9,911
Jul	409,888	406,561	3,327
Aug	395,635	399,096	(3,461)
Sep			-
Total	\$ 4,487,514	\$ 4,332,305	\$ 155,209
Cumulative Forecast	\$ 4,307,582	\$ 4,269,129	\$ 38,453
Actual to Forecast \$	\$ 179,932	\$ 63,175	\$ 116,756
Actual to Forecast	4.2%	1.5%	



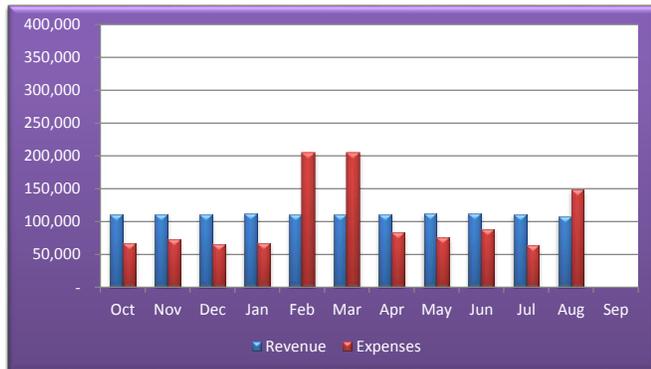
Positive

The Refuse Fund accounts for monies collected from customers on their utility bills and remitted to our solid waste provider. Revenues are currently 4.2% higher than forecasted, and expenses are 1.5% higher than forecasted.

OVERALL FUND PERFORMANCE

DRAINAGE FUND REVENUES VS EXPENSES FY2015

Month	2015 Revenue	2015 Expenses	Monthly Variance
Oct	110,599	67,145	\$ 43,454
Nov	111,354	72,873	38,481
Dec	111,572	66,014	45,558
Jan	112,079	67,593	44,486
Feb	111,715	205,389	(93,674)
Mar	111,715	205,389	(93,674)
Apr	111,925	83,177	28,749
May	112,284	76,064	36,220
Jun	112,974	88,538	24,436
Jul	111,462	63,701	47,761
Aug	107,502	148,225	(40,723)
Sep			-
Total	\$ 1,225,181	\$ 1,144,107	\$ 81,074
Cumulative Forecast	\$ 1,234,708	\$ 1,230,213	\$ 4,496
Actual to Forecast \$	\$ (9,527)	\$ (86,105)	\$ 76,578
Actual to Forecast	-0.8%	-7.0%	



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 0.8% lower than forecasted but expenses 7.1% lower than forecasted.

OVERALL FUND PERFORMANCE

DEBT SERVICE FUND REVENUES VS EXPENSES FY2015

<u>Month</u>	<u>2015 Revenue</u>	<u>2015 Expenses</u>	<u>Monthly Variance</u>
Oct	249,127	10,468	\$ 238,659
Nov	261,982	129,846	132,136
Dec	4,512,111	7,928	4,504,183
Jan	1,753,063	11,311	1,741,752
Feb	-	-	-
Mar	1,020,513	6,324,674	(5,304,161)
Apr	62,873	2,108	60,765
May	43,688	633	43,055
Jun	45,840	10,271	35,568
Jul	103,233	12,943	90,290
Aug	163,022	1,212,672	(1,049,650)
Sep	-	-	-
Total	\$ 8,215,451	\$ 7,722,854	\$ 492,597
Cumulative Forecast	\$ 7,741,021	\$ 7,779,949	\$ (38,927)
Actual to Forecast \$	\$ 474,430	\$ (57,094)	\$ 531,524
Actual to Forecast	6.1%	-0.7%	



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 6.1% higher than projected and expenses 0.7% lower than expected. The fund pays conduit debt in November and makes other semi-annual debt payments in February and August.

OVERALL FUND PERFORMANCE

EMPLOYEE HEALTH BENEFITS FUND REVENUES VS EXPENSES FY2015

<u>Month</u>	<u>2015 Revenue</u>	<u>2015 Expenses</u>	<u>Monthly Variance</u>
Oct	419,181	447,218	\$ (28,037)
Nov	291,239	249,946	41,293
Dec	354,624	332,130	22,494
Jan	358,108	202,278	155,830
Feb	-	-	-
Mar	722,117	579,469	142,648
Apr	724,226	704,687	19,539
May	362,578	368,259	(5,681)
Jun	357,163	334,018	23,146
Jul	345,730	247,664	98,066
Aug	-	-	-
Sep	-	-	-
Total	\$ 3,934,966	\$ 3,465,669	\$ 469,298
Cumulative Forecast	\$ 4,038,024	\$ 3,976,063	\$ 61,961
Actual to Forecast \$	\$ (103,057)	\$ (510,394)	\$ 407,336
Actual to Forecast	-2.6%	-12.8%	



Positive

Employee Health Benefits Fund accounts for all health related claims paid from the City's partial self-insured fund. Overall, revenues are 2.6% lower than forecasted and expenses are 12.8% lower than forecasted. Revenues reflect lower than expected premium payments due to vacancies and plan choices, and expenses are lower than forecasted due to lower than expected claims.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75030-0099
www.rowlett.com

AGENDA DATE: 10/13/15

AGENDA ITEM: 5C

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: 10/13/15

AGENDA ITEM: 7A

TITLE

Consider action to approve minutes from the September 15, 2015, City Council Regular 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.

RECOMMENDED ACTION

Move to approve, amend or correct the minutes for the September 15, 2015, City Council Regular Meeting.

ATTACHMENT

09-15-15 City Council Regular Meeting Minutes



City of Rowlett

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.

Tuesday, September 15, 2015

6:00 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 Gallops, Deputy Mayor Pro Tem Dana-Bashian, Councilmember van Bloemendaal, Councilmember Pankratz and Councilmember Sheffield

Absent: Councilmember Bobbitt

1. CALL TO ORDER

Mayor Pro Tem Gallops called the meeting to order at 6:00 p.m.

2. EXECUTIVE SESSION (6:00 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 on property at 3313 Enterprise Drive. (20 minutes)

In at 6:00 p.m. Out at 6:13 p.m.

Mayor Gottel arrived at 6:10 p.m.

- 2B.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney regarding a proposed interlocal participant agreement and an interlocal user agreement with the cities of Garland and Mesquite for a public safety radio system. (20 minutes)

In at 6:13 p.m. Out at 6:40 p.m.

3. WORK SESSION (6:40 P.M.)

- 3A.** Discuss City of Rowlett Boards and Commissions – their scope, purpose, Council’s expectations, and Council liaison appointments. (45 minutes)

Council discussion regarding Council liaison assignments, the role of the Traffic and Safety Commission, and meetings with the various boards and commissions. Further discussion regarding the boards/commissions review of their purpose as outlined in the Boards and Commissions Handbook, presentations to Council at upcoming Work Sessions, and their thoughts on how to play an advisory role for the citizens of Rowlett. After further discussion, it was the consensus of Council to disband the Traffic and Safety Commission. Formal action will be taken at a later date.

4. DISCUSS CONSENT AGENDA ITEMS

At the request of Mayor Gottel, Item 7J was pulled from the Consent Agenda and will be considered individually.

Council took a short break at 7:30 p.m.

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

Council reconvened at 7:39 p.m.

INVOCATION – Cliff King, New Horizon Vineyard Church

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE – Led by the City Council

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of Proclamation recognizing October 6, 2015, as ROWLETT NIGHT OUT.

Mayor Pro Tem Gallops presented the proclamation.

- 5B.** Presentation of \$20,000.00 Donation Check for Kids Kingdom from Milestone Electric.

Mayor Gottel introduced Mark Robinson of Milestone Electric, who presented a check to members of the Kids Kingdom Fundraising Committee.

- 5C.** Presentation of \$1,000.00 donation check for Kids Kingdom from the Rowlett Firefighters Association.

Mayor Gottel introduced Wayne Baxter, Chair of the Parks and Recreation Advisory Board, and members of the Rowlett Firefighters Association who presented a check to members of the Kids Kingdom Fundraising Committee.

5D. 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: Recognition of City employee Robert Harris - Robert has served the City of Rowlett since October 24, 2002, almost 14 years. He is a maintenance crew leader for the streets division. Robert has also served his country in the United States Navy for 23 years. He has been deployed twice to a war zone; first in the Iraq war in 2004 for 9 months and recently to Afghanistan where he served for 10 months. We are glad to have Robert back with us and thank you for your service to our country. Council meetings - Next regular Council meetings will be held on Tuesday, October 13th and 20th. Notice – no Council meeting on the first Tuesday in October – 10/6, so Council may attend National Night Out events throughout the City. P & Z meetings - Tuesday, September 22nd – held in the City Hall Conference Room at 6:30pm. National Night Out – Tuesday night, October 6th. Register your HOA or block party with Officer Chad Caldwell now – 972-412-6242. Councilmembers and City staff will be visiting as many neighborhoods as possible. Rowlett Library - Library Visioning Task Force meets Wednesday, September 23rd, 6:30pm in the Annex Conference Room. September is library card sign-up month! Upcoming events: Technology petting zoo – Saturday, Sept 26th, held @ Library @ 2pm. Family Saturday: movie & popcorn – Saturday, October 3rd @ 2pm @ RCC. Love on a leash: therapy dogs information – Saturday, October 17th, 11am @ City Hall. Parks and Recreation - National Prescription Take Back Day – Saturday, September 26th from 10am – 2pm @ RCC. Diversity Day – Saturday, October 3rd, noon – 4pm @ RCC. Movies @ Pecan Grove Park. Last movie this Friday, September 18th – Big Hero 6 – starts @ 6:30pm. Kids Kingdom - Kids Kingdom Playground Committee meets weekly, all meetings open to public – Held on Tuesday evenings at RCC; for more information check on the City's website on the home page, Rebuild Kids Kingdom! Selling fence pickets now – for the price \$50 each. Volunteers needed!! Sign up now for “build week” – Nov. 30 – Dec. 6. Activities for Seniors: Senior potluck lunch social - Second Thursday of the month; 11:30am at RCC. October 8th and November 12th are the next lunches. Lunch around town - Fourth Tuesday of the month @ 11:30 am; September 22nd next date. AARP smart drivers class - Saturday, September 26th from 9am to 1pm. \$15 for AARP members; \$20 for non-members. Call 972-412-6170 for more information or to register. Keep Rowlett Beautiful upcoming events - Great American Cleanup Day - Saturday, September 19th from 9am to 1pm (cleanup local parks). Check in at the wet zone for assignments (located behind the RCC). Call 972-463-3929 or email info@keeprowlettbeautiful.org for more information. Shredding & electronics recycling - Saturday, October 10th from 9am to 1pm. Location – Rowlett High School parking lot. Dump your e-waste and get your old documents shredded at the same time! Bring your old monitors, TVs, computers, laptops, cell phones, land-line phones, and any batteries or ink/toner cartridges. Animal Shelter - Low cost vaccine clinic at Animal Shelter – Saturday, October 12th, 1 – 3pm. Located at 4402 Industrial Street. Shelter is open Monday – Saturday, 10am – 5pm.

A Shelter staff member brought Springsteen by the meeting to meet the Mayor and Council. Springsteen is an Australian Cattle Dog mix who is one of the many animals available for adoption from the Animal Shelter.

Councilmember van Bloemendaal announced a Job Fair to be held on October 23rd from 9 a.m. to 1 p.m. at Kick 'Em Training Center. For more information, please contact Mr. van Bloemendaal at RvBDallas@yahoo.com.

6. CITIZENS' INPUT

There were no speakers.

7. CONSENT AGENDA

- 7A.** Consider action to approve minutes from the August 25, 2015, City Council Work Session, the August 26, 2015, City Council Special Meeting, and the September 1, 2015, City Council Regular Meeting.

This item was approved on the Consent Agenda.

- 7B.** Consider action approving a resolution amending the Master Fee Schedule for rate and fee changes to the Parks and Recreation fees, Water and Sewer Rates, and Solid Waste Fees.

This item was approved as RES-105-15 on the Consent Agenda.

- 7C.** Consider approving a resolution authorizing the City Manager to enter into a two-year interlocal agreement with the City of Garland for Public Health Services for FY2016 and FY2017.

This item was approved as RES-106-15 on the Consent Agenda.

- 7D.** Consider action to approve a resolution authorizing the City Manager to enter into an interlocal agreement with Dallas County for Mosquito Ground Control for FY2016.

This item was approved as RES-107-15 on the Consent Agenda.

- 7E.** Consider a resolution approving Change Order Number 2 to the contract with Tri-Con Services in the amount of \$78,533 for installation of a 16 inch by 16 inch tapping sleeve with additional work by hot tap operation for the Big A 20 Inch Water Transmission Project and authorize the Mayor to execute the necessary documents.

This item was approved as RES-108-15 on the Consent Agenda.

- 7F.** Consider action to approve a resolution authorizing the final acceptance, release of retainage and early completion bonus for the PGBT 12 Inch Waterline from Miller Heights Drive to Rowlett High School Project (WA2101) in the amount of \$126,608.00 to LKG Resources, LLC and to authorize the Mayor to execute the necessary documents for said services.

This item was approved as RES-109-15 on the Consent Agenda.

- 7G.** Consider action to approve a resolution awarding the annual bid for motor fuel to Petroleum Traders Corporation in the unit amounts bid for transporting and delivery per fuel gallon and type in an estimated annual amount of \$380,312.

This item was approved as RES-110-15 on the Consent Agenda.

- 7H.** Consider action to amend the Fiscal Year 2014-15 Adopted Operating and Capital Improvements Program Budget.

This item was approved as ORD-032-15 on the Consent Agenda.

- 7I. Consider action to approve a resolution accepting the bid of and awarding a contract to HD Supply Waterworks in the amount of \$144,094.78 for the purchase of inventory and line replacement parts and materials for the distribution system.

This item was approved as RES-111-15 on the Consent Agenda.

- 7J. Consider action to authorize the City Manager to negotiate and execute an interlocal participation agreement and an interlocal user agreement with the cities of Garland and Mesquite for the acquisition of equipment and facilities, and the participation in the Public Safety Radio Project.

This item was pulled from the Consent Agenda and considered individually.

A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember van Bloemendaal, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as RES-112-15.

- 7K. Consider appointments to the various Boards and Commissions.

This item was approved on the Consent Agenda.

Passed the Consent Agenda

A motion was made by Councilmember Sheffield, seconded by Mayor Pro Tem Gallops, to approve the Consent Agenda as read to include those appointments to the Boards and Commissions as amended in the Work Session previously this evening and 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

- 8A. Conduct a public hearing and consider the adoption of a resolution authorizing the creation of the Bayside Public Improvement District (PID) submitted on behalf of Bayside Land Partners LLC for the property known as Bayside.

Jim Grabenhorst, Director of Economic Development, presented the background information for this item. The public hearing opened and closed with one speaker: Kent Donahue, 15433 Knoll Trail, Dallas; spoke in support. Mr. Grabenhorst provided further clarification of how PID assessments are paid.

A motion was made by Councilmember Sheffield, seconded by Mayor Pro Tem Gallops, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as RES-113-15.

- 8B.** Consider action to approve an ordinance approving and adopting the budget for FY2015-2016.

Terri Doby, Budget Officer, provided the information regarding the proposed budget. Jim Proce, Assistant City Manager, provided information regarding the Neighborhood Advocate Program, which includes a review of City codes and working with homeowners' associations, among other things.

A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Sheffield, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as ORD-033-15.

- 8C.** Consider an ordinance approving and adopting the proposed ad valorem tax rate of \$0.787173 per \$100 of taxable value for FY2015-2016.

Terri Doby, Budget Officer, provided the information regarding the proposed tax rate.

A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember van Bloemendaal, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as ORD-034-15.

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

There was no action taken.

9. ADJOURNMENT

Mayor Gottel adjourned the meeting at 9:11 a.m.



City of Rowlett

Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 7B

TITLE

Consider action to approve a resolution accepting the bid of and awarding a contract to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.

STAFF REPRESENTATIVE

Erin Jones, Senior Planner

SUMMARY

The purpose of this item is to provide for the construction of a pavilion for Isaac Scruggs Park utilizing Community Development Block Grant (CDBG) funding.

BACKGROUND INFORMATION

In 2014, park improvements included construction of shade structures and a basketball court at Isaac Scruggs Park. The addition of the pavilion and additional landscaping is considered Phase II of the park improvements.

DISCUSSION

Notice to bidders for the construction of a pavilion at Isaac Scruggs Park was advertised in the *Rowlett Lakeshore Times* on August 13 and 20, 2015. The bid documents were also placed on the City's website. Sealed bids were received in the Purchasing Office until 2:00 p.m., August 27, 2015, and then publicly opened and read aloud in the City Council Conference Room in accordance with Texas Local Government Code.

Five bids were received for the construction of a pavilion ranging in cost from \$37,950 to \$76,880.

FINANCIAL/BUDGET IMPLICATIONS

Budget Account Number	Project Title	Budget Amount	Actual Amount
4115530 6400	CDBG – Isaac Scruggs Park	\$62,158	\$37,950
Total		\$62,158	\$37,950

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution accepting the bid of and awarding a contract to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac

Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT TO LEA PARK AND PLAY IN THE AMOUNT OF \$37,950 FOR THE PURCHASE AND CONSTRUCTION OF A PAVILION AT ISAAC SCRUGGS PARK; AUTHORIZING THE CITY MANAGER, AFTER CITY ATTORNEY APPROVAL, TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID PURCHASE AND TO ISSUE PURCHASE ORDERS PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to construct a pavilion at Isaac Scruggs Park; and

WHEREAS, the Purchasing Division has obtained competitive bids and recommends the contract be awarded to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac Scruggs Park as per Bid # 2015-86; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to accept the bid of and award the contract to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac Scruggs Park.

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

Section 1: That the City Council of the City of Rowlett does hereby accept the bid of and award a contract to Lea Park and Play in the amount of \$37,950 for the construction of a pavilion at Isaac Scruggs Park.

Section 2: That the City Council of the City of Rowlett does hereby authorize the City Manager, after City Attorney approval, to execute the necessary documents for said purchase, and to issue purchase orders, to conform to this resolution as appropriate thereto.

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

ATTACHMENT

Exhibit A – Bid Tabulation

ATTACHMENT 1

City of Rowlett Bid #2015-86 - Isaac Scruggs Parks Pavilion
4004 Main St. Rowlett, TX 75088
Purchasing Phone - 972-412-6131 Fax - 972-412-6132

Vendor Name	Bid Bond	Total Base Bid	Attachment E Acknowledged	Attachment F Acknowledged
Gilbert Construction Group Inc.	Y	\$49,798.00	N	N
Henneberger Construction Inc.	Y	\$41,400.00	Y	Y
Lea Park & Play**	N	\$37,950.00	N	N
**Quoting an Americana Navajo shelter				
Playground Shade & Surfacing Depot	N	\$49,487.00	Y	Y
Tri-Con Services	Y	\$76,880.00	N	N



City of Rowlett Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 7C

TITLE

Consider action to approve a resolution accepting the bid of and awarding a contract to D & D Commercial Landscape Maintenance in the amount of \$22,530.95 for design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.

STAFF REPRESENTATIVE

Erin Jones, Senior Planner

SUMMARY

The purpose of this item is to provide design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park utilizing Community Development Block Grant (CDBG) funding.

BACKGROUND INFORMATION

In 2014, park improvements included construction of shade structures and a basketball court at Isaac Scruggs Park. Phase II will include the construction of a pavilion as well as irrigation, landscape, fence, and sidewalk improvements.

DISCUSSION

Notice to bidders for the design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park was advertised in the *Rowlett Lakeshore Times* on August 13 and 20, 2015. The bid documents were also placed on the City website. Sealed bids were received in the Purchasing Office until 2:00 p.m., September 1, 2015, and then publicly opened and read aloud in the City Council Conference Room in accordance with Texas Local Government Code.

One bid was received for the design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park in the amount of \$22,530.95. The estimate of the project is \$22,000.00; therefore, City staff believes this bid is reasonable and recommends award to the design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park.

FINANCIAL/BUDGET IMPLICATIONS

Budget Account Number	Project Title	Budget Amount	Actual Amount
4115530 6400	CDBG – Issac Scruggs Park	\$62,158.00	\$22,530.95
Total		\$62,158.00	\$22,530.95

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution accepting the bid of and awarding a contract to D & D Commercial Landscape Maintenance in the amount of \$22,530.95 for design and construction improvements including irrigation, landscape, fence, and sidewalk at Isaac Scruggs Park and authorizing the City Manager to execute the necessary documents for said purchase.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT TO D & D COMMERCIAL LANDSCAPE AND MAINTENANCE IN THE AMOUNT OF \$22,530.95 FOR THE DESIGN AND CONSTRUCTION IMPROVEMENTS INCLUDING IRRIGATION, LANDSCAPE, FENCE, AND SIDEWALK AT ISAAC SCRUGGS PARK; AUTHORIZING THE CITY MANAGER, AFTER CITY ATTORNEY APPROVAL, TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID PURCHASE AND TO ISSUE PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to design and construct improvements including irrigation, landscaping, fencing, and sidewalks at Isaac Scruggs Park; and

WHEREAS, the Purchasing Division has obtained competitive bids and recommends the contract be awarded to D&D Commercial in the amount of \$22,530.95 for the design and construction improvements including irrigation, landscaping, fencing, and sidewalks at Isaac Scruggs Park as per Bid # 2015-87; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to accept the bid of and award the contract to D&D Commercial in the amount of \$22,530.95 for the design and construction improvements including irrigation, landscaping, fencing, and sidewalks at Isaac Scruggs Park.

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

Section 1: That the City Council of the City of Rowlett does hereby accept the bid of and award a contract to D&D Commercial in the amount of \$22,530.95 for design and construction improvements including irrigation, landscaping, fencing, and sidewalks at Isaac Scruggs Park.

Section 2: That the City Council of the City of Rowlett does hereby authorize the City Manager, after City Attorney approval, to execute the necessary documents for said purchase, and to issue purchase orders, to conform to this resolution as appropriate thereto.

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

ATTACHMENT

Exhibit A – Bid Tabulation

**City of Rowlett Bid Tabulation For Irrigation/Landscape Design & Installation, Fencing, and Sidewalk Construction at Scruggs Park
4004 Main St., Rowlett, TX 75088 Bid #2015-87
Purchasing Phone - 972/412-6131 - Fax 972/412-6132
September 1, 2015**

			D & D Commercial Landscape
			Donnie Watts
			214-233-6697
		Addendum 1 Acknowledged?	Yes
ITEM			
NO.	QTY	DESCRIPTION	TOTAL
1	1	Irrigation and Landscape Design Including furnishing the materials and installation at	\$14,530.95
2	1	Fence Installation at Isaac Scruggs Park including furnishing the materials	\$5,500.00
3	1	Sidewalk Construction at Isaac Scruggs Park	\$2,500.00
		GRAND TOTAL	\$22,530.95
		Exceptions to bid:	None



City of Rowlett
Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 7D

AGENDA LOCATION

Consent Agenda

TITLE

Consider action to approve a resolution to authorize the Mayor to execute Contract Amendment NS1 Phase 2 to the approved professional service agreement with Neel-Schaffer, Inc. in the amount not to exceed \$21,330 for bid documents and the construction phase of Big A Shoulder Stabilization and Widening Project.

STAFF REPRESENTATIVE

Timothy Rogers, Director of Public Works
Robbin Webber, Assistant Director of Public Works

SUMMARY

This project consists of stabilizing 850 linear feet (LF) of roadway and widening the shoulder by six feet.

BACKGROUND INFORMATION

On December 15, 2014, a task authorization was issued to Neel-Schaffer for the design of the Big A Shoulder stabilization and widening project. The scope of services included geo technical testing, provide the design of the pavement section and to determine what drainage improvements need to be made to enable the widening of the shoulder by six linear feet. Staff met with Neel-Schaffer, Inc. representatives to discuss possible solutions for the edge of pavement sluffing off along southern edge of the roadway.

#1 Task Authorization (Phase 1) -	\$49,830
#1 Task Authorization (Phase 2) -	\$21,330
Total	<u>\$71,160</u>

DISCUSSION

Our engineering consultant and staff determined what process, utilizing a chemical injection, to stabilize the soil/subgrade and whether or not it was economically feasible. Staff determined that the City could move forward with this project based on available funding. The CIP budget was amended on September 15, 2015, identifying funding to complete the design and construction of the Big A Shoulder Stabilization and Widening Project.

FINANCIAL/BUDGET IMPLICATIONS

Total funding in the amount of \$510,000 is budgeted for Big A Shoulder Stabilization and Widening Project (ST2103).

Project Code	Project Code Title	Project Budget	Task Authorization (Phase 2)
ST2103	Big A Road Shoulder Stabilization and Widening Project	\$510,000	\$21,330
Total		\$510,000	\$21,330

RECOMMENDED ACTION

Staff recommends City Council approve a resolution to authorize the Mayor to execute Contract Amendment NS1 Phase 2 to the approved professional service agreement with Neel-Schaffer, Inc. in the amount not to exceed \$21,220 for bid documents and the construction phase of Big A Shoulder Stabilization and Widening Project.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AND AUTHORIZING A CONTRACT AMENDMENT, NS1-PHASE 2, TO THE APPROVED PROFESSIONAL SERVICES AGREEMENT WITH NEEL-SCHAFFER, INC., IN THE AMOUNT NOT EXCEED \$21,330 FOR BID DOCUMENTS AND THE CONSTRUCTION PHASE OF BIG A SHOULDER STABILIZATION AND WIDENING PROJECT; AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett, Texas has been presented the proposed Contract Amendment NS1 Phase 2 to the approved Professional Services Agreement by and between the City of Rowlett and Neel-Schaffer, Inc., to provide for bid documents and the construction phase of Big A Shoulder Stabilization and Widening Project; and

WHEREAS, upon full review and consideration of the Agreement, and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the Mayor should be authorized to execute Contract Amendment NS1 Phase 2 on behalf of the City of Rowlett, Texas.

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

Section 1: That the Contract Amendment NS1 Phase 2 attached hereto as Exhibit A having been reviewed by the City Council of the City of Rowlett, Texas and found to be acceptable and in the best interest of the City and its citizens, be, and the same is hereby in all things approved in an amount not to exceed \$21,330.

Section 2: That the City Council of the City of Rowlett does hereby authorize the Mayor to execute the necessary documents after City Attorney approval and does further authorize the issuance of purchase orders to conform to this resolution.

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

ATTACHMENTS

Exhibit A – Contract Amendment NS1–Phase 2

Exhibit A

TASK AUTHORIZATION # NS-1 Phase 2

Client: City of Rowlett 4000 Main Street Rowlett, TX 75088 Attn: Robbin Webber.	City Project No.: Consultant Project No.: Date:										
Project Description: Phase 2 of Task Authorization #1											
Description of Services: See Attachment A – Scope of Services Deliverables: See Attachment A – Scope of Services											
Compensation shall be as follows: Basic Services (Fixed Fee Basis) \$ 13,030.00 <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Bid and Construction Phase</td> <td style="text-align: right;">\$ 11,830.00</td> </tr> <tr> <td>Soil Stabilization Provisions</td> <td style="text-align: right;">\$1,200.00</td> </tr> </table> Special Services (Reimbursable Basis - Not-to-Exceed) \$ 8,300.00 <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Permanent Easements - \$1,500 each (3 Anticipated);</td> <td style="text-align: right;">\$4,500.00</td> </tr> <tr> <td>Construction Easements - \$500 each (1 Anticipated)</td> <td></td> </tr> <tr> <td> Tree Survey and Tree Removal Sheets (2)</td> <td style="text-align: right;"> \$3,800.00</td> </tr> </table>		Bid and Construction Phase	\$ 11,830.00	Soil Stabilization Provisions	\$1,200.00	Permanent Easements - \$1,500 each (3 Anticipated);	\$4,500.00	Construction Easements - \$500 each (1 Anticipated)		 Tree Survey and Tree Removal Sheets (2)	 \$3,800.00
Bid and Construction Phase	\$ 11,830.00										
Soil Stabilization Provisions	\$1,200.00										
Permanent Easements - \$1,500 each (3 Anticipated);	\$4,500.00										
Construction Easements - \$500 each (1 Anticipated)											
 Tree Survey and Tree Removal Sheets (2)	 \$3,800.00										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Total Contracted Fee</td> <td style="text-align: right;">\$ 21,330.00</td> </tr> </table>		Total Contracted Fee	\$ 21,330.00								
Total Contracted Fee	\$ 21,330.00										
Schedule shall be as follows: Anticipated Service Dates: 10/2015 to 12/2015											

The above described services shall proceed upon return of this Task Authorization. Services will be billed monthly as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

X This Task Authorization will serve as the notice to proceed.

CONSULTANT: NEEL-SCHAFFER, INC.

CITY OF ROWLETT:

BY: 

BY: _____

TITLE: VICE PRESIDENT

TITLE: _____

DATE: 9/25/2015

DATE: _____

Exhibit A

ATTACHMENT A

SCOPE OF SERVICES

ARTICLE I

The parameters for design of the improvements shall include the following:

Provide bid documents and specifications for the **Big A Road Reconstruction, Shoulder Widening and Overlay – Task 2** project which consists of the asphalt segment of Big A Road from near it's junction with Rowlett Road to the point near LA Fitness Center where the roadway changes to concrete and is approximately 2,750 feet in length. Approximately 850 feet of this segment, from approximately 200 feet west of Freedom Lane to approximately 200 feet east of Greenway Drive, will either have a portion or all of the sub-base reconstructed depending on the geotechnical findings, and the southerly side of the roadway prism (eastbound lane) will have an additional paved shoulder width of 6 feet added, being transitioned into the existing shoulder width in approximately 100 feet on each end of the widening.. This widening of the shoulder will require an extension on the south side of the roadway of the existing box culvert lying east of Greenway Drive and the removal and relaying of the existing guard rail. Where applicable, the existing asphaltic pavement will be pulverized and utilized in the reconstruction of the sub-base and embankment. The structural components for the reconstruction section will be a minimum eight inches of flex base, four inches of Type "B" base course, 2 inches of Type "C" Binder Course and 2 Inches of Type "D" Surface course mix asphalt. The remaining segment of the roadway, approximately nineteen hundred feet, will receive base repair on problematic areas, a one inch and variable depth asphalt leveling course where needed, and a two inch asphalt overlay. Asphalt milling will be provided at driveway tie-ins and as needed and a striping plan provided.

- Project control to be based on local control monumentation and provided by the CITY. Included field surveys are intended to supplement mapping obtained for the Big A 20 Inch Water Transmission Project.
- Scale of the plans to be: 1"=20' Horizontal; 1"=4' Vertical
- Submittals to the CITY of work in progress shall be made at 30%, 60%, 90%, and 100% stages of completion. For each review, four (4) sets of drawings will be furnished to the CITY.

The ENGINEER will be required to submit a project status report every two weeks on the City's CIP Management website. All correspondence, meeting agendas and minutes, and other tracking tools for this project will be tracked and managed by the CIP management website; the ENGINEER will be required to utilize this tool throughout the project.

BASIC SERVICES - Section 1 (Lump Sum Fee Basis)

- A. Bidding Phase – ENGINEER will assist the CITY during the bid phase for the project. The following scope of services will be completed for each package.
1. Assist CITY in securing bids. Issue a Notice to Bidders to prospective contractors and vendors listed in CITY's database of prospective bidders, and to selected plan rooms. Provide a copy of the notice to bidders for CITY to use in notifying construction news publications and publishing appropriate legal notice. The cost for publications shall be paid by CITY.
 2. Print Bid Documents and distribute to selected plan rooms, and to prospective bidders that respond to the Notice to Bidders. Ten (10) sets of plans and contract documents will be provided. Additional sets of plans, specifications, and bid documents as are necessary in the receipt of bids for construction and as are required in the execution of the construction contracts, shall be furnished by ENGINEER and shall be paid for by the CITY at actual cost of reproduction.
 3. Attend a pre-bid meeting in conjunction with CITY staff to respond to bidder questions and walk

Exhibit A

ATTACHMENT A

the project.

4. Assist CITY by responding to questions and interpreting bid documents. Prepare and issue addenda to the bid documents to plan holders, if necessary.
5. ENGINEER will assist CITY in the opening, tabulating, and analyzing the bids received. Review the qualification information provided by the apparent low bidder to determine if, based on the information available, they appear to be qualified to construct the project. Recommend award of contracts or other actions as appropriate to be taken by CITY.
6. Furnish CITY or Contractor ten (10) sets of the drawings and specifications for construction.
7. Preparation of special provisions for soil stabilization by chemical injection.

B. Construction Phase

1. The ENGINEER will be expected to provide corrections to design issues that may arise during construction.
2. Attend a pre-construction conference with the CITY, franchise utility companies and Contractor.
3. Review and comment on all construction submittals (Change orders, RFI's, PCM's, etc.) from the contractor. All construction submittals will be reviewed, commented on and tracked on the CITY's CIP management website.
4. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of Contractor claims and make recommendations to the CITY on the merit and value of the claim on the basis of information submitted by the Contractor or available in project documentation.
5. Conduct, in the company of the ENGINEER, CITY, a substantial completion review of the project for conformance with the design concept of the project and general compliance with the construction contract documents.
6. Recommend final acceptance of work when acceptable.
7. Revise the construction drawings in accordance with the information furnished by Contractor reflecting changes in the project made during construction. Two (2) sets of prints, one (1) set of 4 mil mylars, and electronic versions of "Record Drawings" shall be provided by ENGINEER to the CITY. The electronic files will include plans provided in a .dwg format and specifications provided in Microsoft Word format.

Exhibit A

ATTACHMENT A

SPECIAL SERVICES - Section 2 (Reimbursable Basis)

- A. Easement/ROW Documents (provided during Final Engineering Phase) - Prepare legal metes and bounds description and exhibit for parcels as directed by the CITY and as required for the project at a fee of \$1500/ea. It is anticipated that a maximum of three permanent easement exhibits and one temporary construction easement exhibits will be required. If the permanent and temporary easements are prepared as a combined exhibit, the fee will be billed at \$1500/ea. For properties with a temporary easement only, the fee will be \$500/ea. assuming the easement document is a letter agreement format. A temporary easement that is prepared as a drawing and a metes and bound (Exhibits A & B), the fee will be \$1500/ea.

- B. Tree Survey – Provide field work for trees that will be removed to facilitate construction. Tree removal sheets will be prepared in submitted to the City.



City of Rowlett
Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 7E

TITLE

Consider action to approve a resolution authorizing Change Order #1 to the contract with Gadberry Construction Company, Inc. in the amount of \$11,891.00, the final acceptance of the project, and the release of retainage for a final payment in the amount of \$58,011.10 for the Library Building Remodel Project, and authorizing the Mayor to execute the necessary documents.

STAFF REPRESENTATIVE

Jim Grabenhorst, Director of Economic Development
Nathan Weber, Economic Development Specialist

SUMMARY

On February 3, 2015, City Council awarded a contract to Gadberry Construction Company, Inc. in the amount of \$423,050.00 for the Library Building Remodel Project. A change order in the amount of \$11,891.00 occurred on May 20, 2015, for a total project cost of \$434,941.00. A final payment, which includes retainage of \$58,011.10 has been withheld pending final staff review and approval of project completion, which has now occurred.

BACKGROUND INFORMATION

The City had several discussions regarding the Library Building Remodel Project as it relates to the Village of Rowlett development. These discussions resulted in City Council providing direction to City staff to purchase the property at 5702 Rowlett Road and remodel it for the Library use.

An RFP was issued for the remodel project including the demolition of many of the existing interior walls, the addition of a fire sprinkler system, and build out and interior finishing to meet Library operational needs.

A bulleted list of the project schedule occurred as follows:

- January 1, 2015 – Issue Request for Proposals (RFP)
- January 13, 2015 – Pre-bid Meeting
- January 14, 2015 – Deadline for Questions
- January 16, 2015 – Response to Questions
- January 22, 2015 – Deadline for submitting RFP
- January 22-23, 2015 – Selection Committee Review
- February 3, 2015 – City Council Consideration and Approval of Award
- February 13, 2015 – Contract Execution

DISCUSSION

The City issued the RFP on January 1, 2015. One response from the RFP was received by the City on January 22, 2015, at 10:00 AM. City staff analyzed this response and also requested follow-up information from the respondent. Based on the response received, City staff recommended acceptance of the proposal with Gadberry Construction Company, Inc. On February 3, 2015, City Council awarded the contract to Gadberry Construction Company, Inc. A change order (Attachment 1) in the amount of \$11,891.00 occurred on May 20, 2015, for necessary fire sprinkler changes, the removal and replacement of mildewed drywall and insulation, repair of interior metal window ledges, modifications to front service desk, and added data and telecommunications. Gadberry Construction Company, Inc. requested a final walk-through on August 21, 2015, and City staff completed a final walk-through on August 26, 2015. At said walkthrough, City staff determined all work to be complete pursuant to said contract document. All amounts due on the contract have been paid, with the exception of \$58,011.10, pending final staff review and approval of project completion, which has now occurred (Attachment 2 & 3).

The completion of this project represents City Council's vision to continue to offer the citizens of Rowlett a usable public library space while the Village of Rowlett project is under construction.

FINANCIAL/BUDGET IMPLICATIONS

The contract award in the amount of \$423,050.00, was budgeted in the Capital Maintenance Program under Project SP2089 Library Improvements.

Project Code	Project Title	Contract Amount	Final Amount
SP2089	Library Improvements	\$423,050.00	\$434,941.00

RECOMMENDED ACTION

Approve a resolution ratifying Change Order #1 to the contract with Gadberry Construction Company, Inc. in the amount of \$11,891.00, and approving the final acceptance of the project, and the release of retainage for a final payment in the amount of \$58,011.10 for the Library Building Remodel Project, and authorizing the Mayor to execute the necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING, APPROVING, AND RATIFYING CHANGE ORDER #1 IN THE AMOUNT OF \$11,891.00 AND APPROVING FINAL ACCEPTANCE OF THE LIBRARY BUILDING REMODEL PROJECT AND RELEASE OF FINAL PAYMENT AND RETAINAGE IN THE AMOUNT OF \$58,011.10 TO GADBERRY CONSTRUCTION COMPANY, INC.; AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council awarded the contract to Gadberry Construction Company, Inc., for the Library Building Remodel Project as per project RFP No. 2015-29 on February 3, 2015; and

WHEREAS, all work has been completed, and staff recommends final acceptance of the Project, the release of final payment and retainage in the amount of \$58,011.10, and approval/ratification of Change Order #1 in the amount of \$11,891.00 for necessary fire sprinkler changes, the removal and replacement of mildewed drywall and insulation, repair of window ledge breakmetal, modifications to front service desk, and added data and telecommunications.

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

Section 1: That the City Council of the City of Rowlett, Texas, accepts the completion of the Library Building Remodel Project, authorizes release of final payment and retainage in the amount of \$58,011.10, and approves and ratifies Change Order #1 in the amount of \$11,891.00 to Gadberry Construction Company, Inc.

Section 2: That the City Council does hereby authorize the Mayor to execute the necessary documents pursuant to approval and does further authorize the issuance of payments to conform to this resolution as appropriate

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

ATTACHMENTS

Attachment 1 – Change Order #1

Attachment 2 – Application & Certificate for Payment: #3 FINAL (Document G702)

Attachment 3 – Application & Certificate for Payment: Retention (Document G702)

Rowlett Library Remodel
RCO and Change Order Log

159

Request for Change Order										Change Order	
RCO #	Description	Amount Proposed	Date Issued By GC	Reason for Change	Additional Time Req.	Status	Current Request	Approved RCO Amount	Date Approved	Change Order #	
1	Delete Dry Pipe and Utilize Wet Pipe System for Entire Building	\$ (3,702)						\$ (3,702.00)	4/24/2015	1	
7	Fire Sprinkler Spigot and Connection	\$ 5,618						\$ 5,618.00	4/24/2015	1	
10	Reuse ADA openers from Existing Library	\$ (1,685)						\$ (1,685.00)	4/24/2015	1	
11	Reuse of Salvages Fixtures	\$ (1,742)						\$ (1,742.00)	4/24/2015	1	
12	Remove and Replace Mildewed Drywall and Insulation	\$ 2,589						\$ 2,589.00	4/24/2015	1	
13	Additional Sprinkler heads due to high book cases	\$ 3,034						\$ 3,034.00	4/24/2015	1	
14	Repair unforced window ledge breakmetal	\$ 1,685						\$ 1,685.00	4/24/2015	1	
15	Delete Electrical Testing Specification	\$ (2,247)						\$ (2,247.00)	4/24/2015	1	
16	Modifications to Front Desk	\$ 2,330						\$ 2,330.00	4/24/2015	1	
17	Added Data and Telecommunications	\$ 6,236						\$ 6,236.00	4/24/2015	1	
19	Deduct for keepmg and locking existing door ILO of replacing with storefront glass	\$ (225)						\$ (225.00)	4/24/2015	1	
20	0	\$ -					\$ -				
21	0	\$ -					\$ -				
22	0	\$ -					\$ -				
23	0	\$ -					\$ -				
24	0	\$ -					\$ -				
25	0	\$ -					\$ -				
26	0	\$ -					\$ -				
27	0	\$ -					\$ -				
28	0	\$ -					\$ -				
29	0	\$ -					\$ -				
30											
Total Request for Change Orders		\$ 11,891			Total	-	\$ -	\$ 11,891			

COSTS		
-3,305.00	\$	3,305.00
5,000.00	\$	(5,000.00)
-1,500.00	\$	1,500.00
-1,550.00	\$	1,550.00
2,304.20	\$	(2,304.20)
2,700.00	\$	(2,700.00)
1,500.00	\$	(1,500.00)
-2,000.00	\$	2,000.00
2,073.60	\$	(2,073.60)
5,550.00	\$	(5,550.00)
-200.00	\$	200.00
10,572.80	\$	(10,772.80)

Date	Executed Change Orders		% Change
Change Order #1	\$ 11,891		
Change Order #2	\$ -		
Change Order #3	\$ -		
Change Order #4	\$ -		
Change Order #5	\$ -		
Change Order #6	\$ -		
Change Order #7	\$ -		
Change Order #8	\$ -		
Change Order #9	\$ -		
Change Order #10	\$ -		
Total Executed Change Orders	\$ 11,891		
Contract Summary			
Original Contract Amount	\$ 423,050		
Approved Change Orders	\$ 11,891	2.81%	
Current Total Contract Amount	\$ 434,941		
Current RCO's	\$ -	0.00%	
Current Contract with RCO's	\$ 434,941		
Pending RCO's	\$ -	0.00%	
Potential Total Contract Amount	\$ 434,941	2.81%	

Previous Contract Time	60 Days
Previous Substantial Completion Date	60 Days
Previous Final Completion Date	60 Days
Net Change in Contract Time	0 Days
Revised Contract Time	60 Days
Revised Substantial Completion Date	60 Days
Revised Final Completion Date	60 Days

[Signature]
Owner Approval

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): City of Rowlett
 PROJECT: City of Rowlett Library Relocation
 5702 Rowlett Road
 APPLICATION NO: 3
 Distribution to:
 FROM (CONTRACTOR): Gadberry Construction Inc.
 1312 Conant St
 Dallas, TX 75207
 VIA (ARCHITECT): WKMC Architects
 PERIOD TO: 05/31/15
 0
 0 PROJECT NO: 0
 0
 CONTRACT FOR: City of Rowlett Library Relocation
 CONTRACT DATE: 02/11/15

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	OWNER'S REP
<input checked="" type="checkbox"/>	CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, Document G703, is attached.

1. ORIGINAL CONTRACT SUM	423,050.00
2. Net change by Change Orders	11,891.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	434,941.00
4. TOTAL COMPLETED & STORED TO DATE	434,941.00
(Column G on G703)	
5. RETAINAGE:	
a. 10 % of Completed Work	43,494.10
(Column D+E on G703)	
b. 15 % of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	43,494.10
6. TOTAL EARNED LESS RETAINAGE	391,446.90
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	376,929.90
8. CURRENT PAYMENT DUE	14,517.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	43,494.10

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Gadberry Construction, Inc.
 By: [Signature] Dustin Gadberry, CEO
 State of: Texas
 County of: Dallas
 Date: 02/06/15
 Subscribed and sworn to before me this 6th day of February 2015
 Notary Public: [Signature] TONYA WATSON
 My Commission expires: January 3, 2016
 Notary Public STATE OF TEXAS
 My Comm. Exp. January 3, 2016

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform the amount certified.)

ARCHITECT: WKMC Architects
 By: _____ Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or contractor under this Contract.

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	0.00	0.00
Total Approved this Month	0.00	0.00
TOTALS	0.00	0.00
Net change by Change Orders	0.00	

CONTINUATION SHEET

DOCUMENT G703

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached

APPLICATION NUMBER:

3

APPLICATION DATE:

25-May-15

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

31-May-15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

City of Rowlett

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
			1	General Conditions					
	Bond	8,613.00	8,613.00	0.00		35,585.00	100%	0.00	3,558.50
3	Architectural and Engineering Fees	36,500.00	29,200.00	7,300.00		8,613.00	100%	0.00	861.30
4	Site Logistics	3,000.00	3,000.00	0.00		36,500.00	100%	0.00	3,650.00
5	Cleaning/Site Maintenance	8,300.00	7,470.00	830.00		3,000.00	100%	0.00	300.00
6	Demo	19,800.00	19,800.00	0.00		8,300.00	100%	0.00	830.00
7	Concrete	1,800.00	1,800.00	0.00		19,800.00	100%	0.00	1,980.00
8	Misc. Steel	1,826.00	1,826.00	0.00		1,800.00	100%	0.00	180.00
9	Rough Carpentry	2,000.00	2,000.00	0.00		1,826.00	100%	0.00	182.60
10	Thermal/Moist/ Fire Proofing	4,360.00	4,360.00	0.00		2,000.00	100%	0.00	200.00
11	Door/Hardware	975.00	975.00	0.00		4,360.00	100%	0.00	436.00
12	Store Front Systems and Hardware	11,500.00	11,500.00	0.00		975.00	100%	0.00	97.50
13	Frame/Drywall, Acoustical	39,050.00	39,050.00	0.00		11,500.00	100%	0.00	1,150.00
14	Tape/Bed/Float/Paint	12,000.00	12,000.00	0.00		39,050.00	100%	0.00	3,905.00
15	Tile/Cove Base/Transitions/Carpet	31,303.00	31,303.00	0.00		12,000.00	100%	0.00	1,200.00
16	Laminate Counter Tops	6,300.00	6,300.00	0.00		31,303.00	100%	0.00	3,130.30
17	Specialties	7,375.00	3,688.00	3,687.00		6,300.00	100%	0.00	630.00
18	Mechanical (Plumbing & HVAC)	50,750.00	50,750.00	0.00		7,375.00	100%	0.00	737.50
19	Fire Sprinkler	36,750.00	36,750.00	0.00		50,750.00	100%	0.00	5,075.00
20	Electrical	53,000.00	53,000.00	0.00		36,750.00	100%	0.00	3,675.00
21	Low Voltage	12,500.00	11,250.00	1,250.00		53,000.00	100%	0.00	5,300.00
22	Insurance	7,670.00	7,670.00	0.00		12,500.00	100%	0.00	1,250.00
23	Fee Percentage	32,093.00	30,809.00	1,284.00		7,670.00	100%	0.00	767.00
24	Change Order #1	11,891.00	11,891.00	0.00		32,093.00	100%	0.00	3,209.30
25	0	0.00	0.00	0.00		11,891.00	100%	0.00	1,189.10
26		0.00	0.00	0.00			0%	0.00	0.00
Totals:		434,941.00	\$418,811.00	\$16,130.00	\$0.00	\$434,941.00	100%	\$0.00	\$43,494.10

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): City of Rowlett
 Rowlett, TX

PROJECT: City of Rowlett Library Relocation
 5702 Rowlett Road

DOCUMENT G702

APPLICATION NO: R
 PERIOD TO: 05/31/15

FROM (CONTRACTOR): Gadberry Construction Inc.
 1312 Conant St
 Dallas, TX 75207

VIA (ARCHITECT): WKMC Architects

0
 0 PROJECT NO: 0
 0

Distribution to:
 OWNER
 ARCHITECT
 OWNER'S REP
 CONTRACTOR

CONTRACT FOR: City of Rowlett Library Relocation

CONTRACT DATE: 02/11/15

CONTRACTOR'S APPLICATION FOR PAYMENT

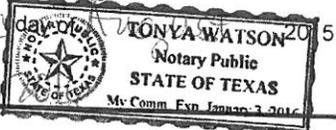
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, Document G703, is attached.

1. ORIGINAL CONTRACT SUM	423,050.00
2. Net change by Change Orders	11,891.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	434,941.00
4. TOTAL COMPLETED & STORED TO DATE.....	434,941.00
(Column G on G703)	
5. RETAINAGE:	
a. 10 % of Completed Work	0.00
(Column D+E on G703)	
b. 15 % of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703).....	0.00
6. TOTAL EARNED LESS RETAINAGE	434,941.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	
	391,446.90
8. CURRENT PAYMENT DUE	43,494.10
9. BALANCE TO FINISH, PLUS RETAINAGE	0.00
(Line 3 less Line 6)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Gadberry Construction, Inc.
 By: [Signature] Date: 08/06/15
 Dustin Gadberry, CEO

State of: Texas
 County of: Dallas
 Subscribed and sworn to before me this 6th day of August, 2015
 Notary Public: [Signature]
 My Commission expires: January 3, 2016



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform the amount certified.)

ARCHITECT: WKMC Architects
 By: _____ Date _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or contractor under this Contract.

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	0.00	0.00
Total Approved this Month	0.00	0.00
TOTALS	0.00	0.00
Net change by Change Orders	0.00	

CONTINUATION SHEET

DOCUMENT G703

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER

R

APPLICATION DATE:

25-May-15

PERIOD TO

31-May-15

ARCHITECT'S PROJECT NO

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	General Conditions	35,585.00	35,585.00	0.00					
	Bond	8,613.00	8,613.00	0.00		35,585.00	100%	0.00	
3	Architectural and Engineering Fees	36,500.00	36,500.00	0.00		8,613.00	100%	0.00	
4	Site Logistics	3,000.00	3,000.00	0.00		36,500.00	100%	861.30	
5	Cleaning/Site Maintenance	8,300.00	8,300.00	0.00		3,000.00	100%	0.00	
6	Demo	19,800.00	19,800.00	0.00		8,300.00	100%	300.00	
7	Concrete	1,800.00	1,800.00	0.00		19,800.00	100%	0.00	
8	Misc. Steel	1,826.00	1,826.00	0.00		1,800.00	100%	1,980.00	
9	Rough Carpentry	2,000.00	2,000.00	0.00		1,826.00	100%	0.00	
10	Thermal/Moist/ Fire Proofing	4,360.00	4,360.00	0.00		2,000.00	100%	182.60	
11	Door/Hardware	975.00	975.00	0.00		4,360.00	100%	0.00	
12	Store Front Systems and Hardware	11,500.00	11,500.00	0.00		975.00	100%	436.00	
13	Frame/Drywall, Acoustical	39,050.00	39,050.00	0.00		11,500.00	100%	97.50	
14	Tape/Bed/Float/Paint	12,000.00	12,000.00	0.00		39,050.00	100%	0.00	
15	Tile/Cove Base/Transitions/Carpet	31,303.00	31,303.00	0.00		12,000.00	100%	3,905.00	
16	Laminate Counter Tops	6,300.00	6,300.00	0.00		31,303.00	100%	0.00	
17	Specialties	7,375.00	7,375.00	0.00		6,300.00	100%	3,130.30	
18	Mechanical (Plumbing & HVAC)	50,750.00	50,750.00	0.00		7,375.00	100%	0.00	
19	Fire Sprinkler	36,750.00	36,750.00	0.00		50,750.00	100%	737.50	
20	Electrical	53,000.00	53,000.00	0.00		36,750.00	100%	5,075.00	
21	Low Voltage	12,500.00	12,500.00	0.00		53,000.00	100%	0.00	
22	Insurance	7,670.00	7,670.00	0.00		12,500.00	100%	5,300.00	
23	Fee Percentage	32,093.00	32,093.00	0.00		7,670.00	100%	0.00	
24	Change Order #1	11,891.00	11,891.00	0.00		32,093.00	100%	767.00	
25		0.00	0.00	0.00		11,891.00	100%	0.00	
26		0.00	0.00	0.00			0%	1,189.10	
	Totals:	434,941.00	434,941.00	0.00	0.00	434,941.00	100%	0.00	0.00



City of Rowlett
Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 7F

TITLE

Consider action to approve a resolution awarding a bid to APAC-Texas, Incorporated for installation of asphalt level up and overlay street improvements in the unit amounts bid attached hereto and incorporated herein by reference as Exhibit A and an annual amount of \$801,822.37 through Dallas County's Master Road & Bridge Interlocal Maintenance Agreement and authorizing the Mayor to execute the necessary documents for said services.

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Robbin Webber, Assistant Director of Public Works

SUMMARY

This project consists of performing maintenance on 3.20 lane miles of asphalt roadways within the City of Rowlett.

BACKGROUND INFORMATION

On June 18, 2013, the City Council approved Resolution 053-13 authorizing and entering into a Master Road & Bridge Interlocal Maintenance Agreement with Dallas County. This interlocal agreement allows the City to enter into agreements with the same terms and conditions with unspecified vendors of Dallas County. This Interlocal Agreement will be used as the foundation to enter into an agreement with APAC-Texas, Incorporated specifically for the Asphalt Roadway Maintenance Program outlined below.

DISCUSSION

The Asphalt Roadway Maintenance Program is work that can be completed through our Master Road & Bridge Interlocal Maintenance Agreement with Dallas County to utilize their contract with APAC-Texas, Incorporated. The cost estimated by APAC-Texas, Incorporated for asphalt overlay, full repairs and reclamation is \$801,822.37.

This contract includes level up and overlay with two additional components. The additional components are full depth reclamation and milling off the top layer of the old asphalt surface. The reclamation consists of pulverizing failures the full depth of 8 inches, incorporating lime at a specified rate, re-compacting the material, and installing hot mix asphalt overlay. The City's asphalt roadways will require perpetual maintenance to extend the life of the roadways. This method of improvements will provide the City with an efficient and cost effective way of maintaining our roadways.

Staff has requested that Dallas County participate in this program by providing 50% matching funds for the resurfacing of the roadways that meet their requirements. These roadways are classified as **Type B** thoroughfares meeting the Dallas County qualifications for participation. However, Dallas County didn't have adequate funds to provide a 50% match. Dallas County agreed to provide funding in an amount not to exceed \$100,000 as shown in Exhibit A for Miller Road.

LEVEL UP AND OVERLAY BY APAC (Dallas County Contract)

Type B Roadways (1.80 lane miles)

1. **Miller Road:** From PGBT (Pavement Change) to Railroad Crossing

Roadways that are not eligible for Dallas County funding. (1.4 lane miles)

2. **Big A Road:** From Rowlett Road (Pavement Change) to East End (Pavement Change)
3. **Westwood Circle:** From Miller Road to South End

Other sections of roadway will be included based on the availability of funds.

FINANCIAL/BUDGET IMPLICATIONS

The Asphalt Rehabilitation/Roadway Maintenance is work that can be completed through our interlocal agreement with Dallas County to utilize their contract with APAC-Texas, Incorporated. Dallas County will reimburse the City of Rowlett after the work has been completed for the portion they have committed to fund.

Funding in the amount of \$801,822.00 is available for the purchase of these services. Dallas County will reimburse the City of Rowlett in an amount not to exceed \$100,000.00 for a net estimated cost of \$701,822.00 to the City of Rowlett. In FY2015, Dallas County reimbursed the City \$150,000.00 for the Asphalt Roadway Rehabilitation/Maintenance.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
ST2077	Asphalt Rehabilitation/Roadway Maintenance	\$500,000.00	\$500,000.00
ST2077	Dallas County Contribution FY2015 Reimbursement	\$150,000.00	\$150,000.00
ST2077	Dallas County Contribution FY2016 Reimbursement	\$100,000.00	\$100,000.00
ST2052	Concrete Pavement Repair	\$1,070,000.00	\$51 822.00
Total		\$1,820,000.00	\$801,822.00

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution awarding a bid to APAC-Texas, Incorporated for installation of asphalt level up and overlay street improvements in the unit amounts bid attached hereto and incorporated herein by reference as Exhibit A and in the amount

of \$801,822.37 through Dallas County's Master Road & Bridge Interlocal Maintenance Agreement and authorizing the Mayor to execute the necessary documents for said services.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AWARDED A CONTRACT TO AND ACCEPTING THE BID OF APAC-TEXAS, INCORPORATED FOR THE INSTALLATION OF ASPHALT LEVEL UP AND OVERLAY STREET IMPROVEMENTS IN THE UNIT AMOUNTS BID ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS EXHIBIT A AND IN THE AMOUNT OF \$801,822.37 THROUGH DALLAS COUNTY'S MASTER ROAD & BRIDGE INTERLOCAL MAINTENANCE AGREEMENT; AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID SERVICES PURSUANT TO APPROVAL AND TO ISSUE PURCHASE ORDERS; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for a contractor to furnish and install materials for the level up and overlay of asphalt streets within the City of Rowlett; and

WHEREAS, the City of Rowlett has a current Master Road & Bridge Interlocal Maintenance Agreement with Dallas County to procure work from their contract Bid # 2011-102-5731; and

WHEREAS, Dallas County has agreed to provide funds for part of the project in an amount not to exceed \$100,000.00; and

WHEREAS, the City Council of the City of Rowlett desires to exercise such bids with APAC-Texas, Incorporated for installation of asphalt level up and overlay street improvements through the Master Road & Bridge Interlocal Maintenance Agreement with Dallas County.

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

Section 1: That the City Council of the City of Rowlett does hereby accept the bid of and award a contract to APAC-Texas, Incorporated for installation of asphalt level up and overlay street improvements in the unit amounts bid attached hereto and incorporated herein by reference as Exhibit A and in the amount of \$801,822.37.

Section 2: That staff is authorized to accept funds from Dallas County in the amount of \$100,000.00

Section 3: That the City Council does hereby authorize the City Manager or his designee to issue purchase orders to conform to this resolution in accordance with the contract attached hereto and incorporated herein by reference as Exhibit A.

Section 4: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – APAC Proposal and Dallas County Project Specific Agreement

Exhibit A



APAC-Texas, Inc.
Texas Bitulithic Company
P.O. Box 224048
Dallas, TX 75222-4048
Tel: 214.741.3531
Fax: 214.742.3540

PROPOSAL AND CONTRACT (Dallas County Interlocal Agreement)

To: City of Rowlett

Effective Date: Sept.2, 2015

APAC-Texas, Inc. ("APAC") offers to furnish all material, labor and equipment required for the performance of the following described work subject to the terms and conditions of the Dallas County Interlocal Agreement.

Description of Work and Price: Place hot mix asphalt paving @ approximately 330 lbs/sy

<u>Location</u>	<u>Limits</u>	<u>Mob</u>	<u>Tons</u>	<u>Unit Price</u>	<u>Approx. Total</u>
Various	Various	\$2000.00	6870	\$73.15/ton	\$500,626.84

*"See Attached Sheet"

Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices for actual quantities of work performed by APAC.

This estimate expires thirty (30) days from the above date.

APAC-TEXAS, INC.

ACCEPTED: City of Rowlett

W. L. Warner
Account Manager

Date _____



Exhibit A

Date

8/10/2015

APAC TEXAS INC. ESTIMATE ONLY

Project Name - City of Rowlett

FOB Price \$ 65.65

Haul charge rate \$ 0.50

Zone 19

Total Estimated Tons: 6870

Estimated Total Cost: \$ 500,626.84

Revised

Revised 9-2-15

Location/Street	Limits	Length	Width	S/Y	Depth's/y	Tons	Ty-Mix	Mileage From Plant	FOB Price	Mileage Charge	Total Charge Per Ton	Total
Westwood Circle	Miller to South End	684	24	1824	275	251	Ty B	19	\$ 62.45	\$ 7.50	\$ 69.95	\$ 17,543.46
Westwood Circle	Miller to South End	684	24	1824	165	150	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 11,007.61
Big A Road	Rowlett Road to East pavement change	2831	25	7864	220	865	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 63,276.78
Big A Road	Rowlett Road to East pavement change	850	20	1889	220	208	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 15,198.94
Miller Road	PGBH to Lafayette	765	varies	4133	220	455	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 33,256.18
Miller Road	Lafayette to Sunrise	620	25	1722	220	189	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 13,857.86
Miller Road	Sunrise to Bridge	3093	25	8592	330	1418	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 103,699.27
Miller Road	Bridge to RXR	1474	25	4094	330	676	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 49,418.92
Castle Road	Miles to Merritt	2300	26	6644	220	731	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 53,464.52
Miller Heights	cul=de=sac to PGBW	3124	24	8331	220	916	TyB	19	\$ 62.45	\$ 7.50	\$ 69.95	\$ 64,100.31
Miller Heights	cul=de=sac to PGBW	3124	24	8331	220	916	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 67,032.71
Stone Meadow	Patches	200	13	289	220	32	TyD	19	\$ 65.65	\$ 7.50	\$ 73.15	\$ 2,324.54
Stone Meadow	Patches	200	13	289	440	64	TyB	19	\$ 62.45	\$ 7.50	\$ 69.95	\$ 4,445.71
MOB											\$ -	\$ 2,000.00

Exhibit A



APAC - Texas, Inc

P.O. Box 224048

Dallas, TX 75222-4048

Telephone No.: 214-741-3531

Fax No.: 214-742-3540

Contact:

Project Name: City of Rowlett 2016 Rehab

Project Number:

CSJ:

Date: 09/11/2015

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	WESTWOOD CIRCLE - LIME TREAT 8" (48LB/SY)	2,265.00	SY	12.850	29,105.25
20	BIG A RD - MILL 2" & REMOVE	7,864.00	SY	5.350	42,072.40
30	MILLER RD - MILL 3" & REMOVE	12,686.00	SY	6.050	76,750.30
40	MILLER RD - MILL 2" & REMOVE	5,855.00	SY	5.350	31,324.25
50	MILLER RD - FIBER MESH UNDERSEAL (AC INCLUDED)	12,686.00	SY	7.000	88,802.00
70	MILLER RD - 6" FLEX PAVE REPAIR	933.00	SY	12.400	11,569.20
80	BIG A RD - 6" FLEX PAVE REPAIR	800.00	SY	12.400	9,920.00
90	STONE MEADOW CIR - 6" FLEX PAVE REPAIR	289.00	SY	30.000	8,670.00
100	PAYMENT & PERFORMANCE BOND	1.00	LS	2,982.130	2,982.13
GRAND TOTAL					\$301,195.53

NOTES:

1. APAC is providing this quote based on a verbal request from the Owner. APAC makes no guarantees as to the adequacy of the design for the above quoted items and is providing this quote based solely on information provided by the owner.
2. Unless the words "Lump Sum" appear next to a price for an item, all prices are per unit, and payments will be based upon the actual number of units performed at that price. The prices quoted are binding for 30 days. After such time, the prices are subject to escalation.
3. APAC will mobilize on the project one time. Any additional mobilizations are \$2500 per mobilization.
4. Bonds (payment and performance) and AGC fees are not included.
5. This quote does not include the following: testing, engineering / staking, excavation/ removal / haul-off, / pavement markings, utility adjustments, permits, SWPPP, backfill of curb, backfill of pavement.
6. This quote does not include prime on subgrade.
7. Sales and other taxes are not included in this quote, but a "Tax Exempt Certificate" is required in order that taxes are not charged against work performed.

Exhibit A

**.PROJECT SPECIFIC AGREEMENT
RE: MILLER ROAD, "TYPE B" PUBLIC ROADWAY -- MADE
PURSUANT TO MASTER ROAD & BRIDGE INTERLOCAL
MAINTENANCE AGREEMENT BETWEEN DALLAS COUNTY, TEXAS
AND CITY OF ROWLETT, TEXAS**

This Project Specific Agreement, (hereinafter "PSA"), supplemental to the Master Interlocal Agreement, is made by and between Dallas County, Texas (hereinafter "County") and the City of Rowlett, Texas (hereinafter "City"), acting by and through their duly authorized representatives and officials, for the purpose of transportation-related maintenance, repairs and improvements to be undertaken in certain designated blocks of enumerated public roadway as more fully set forth and described in Attachments "A" and "B", incorporated herein by reference ("Project").

WHEREAS, Chapter 791 of the Texas Government Code provides authorization for local governments to contract amongst themselves for the performance of governmental functions and services; and

WHEREAS, on or about August 6, 2013, County and City entered into a Master Interlocal Agreement ("Agreement"), whereby County agreed to provide partial funding for such duly qualified "Type B: road and bridge maintenance projects, said projects situated within the territorial limits and jurisdiction of City, and

WHEREAS, City now desires County to provide partial funding for such a duly qualified project consisting of reconstruction of designated blocks of enumerated public roadway situated in the City of Rowlett, Texas, as more fully described on Attachment "A".

NOW THEREFORE THIS PSA is made by and entered into by County and City, for the mutual consideration stated herein.

Witnesseth

Article I

Project Specific Agreement

This PSA is specifically intended to identify a Project authorized under the Master Agreement. This document sets forth the rights and responsibilities pertaining to each party hereto, and is additional and supplemental to the Master Agreement, and all amendments and supplements thereto, which are incorporated herein. All terms of the Master Agreement remain in full force and effect, except as modified herein. In the event of any conflict between the Master Agreement and this PSA, this PSA shall control.

Article II

Incorporated Documents

This PSA incorporates, as if fully reproduced herein word for word and number for number, the following items:

1. Master Interlocal Agreement authorized by County Commissioners Court Order. 2013-12264 dated August 6, 2013, and additions thereto as incorporated herein,

Exhibit A

2. The Construction Estimate (Attachment “A”), and
3. Map/Diagram of the Proposed Work Site (Attachment “B”).

Article III

Term of Agreement

This PSA becomes effective when signed by the last party whose signature makes the agreement fully executed and shall terminate upon the completion and acceptance of the Project by City or upon the terms and conditions in the Master Agreement.

Article IV

Project Description

This PSA is entered into by the parties for purpose of jointly identifying and funding repair, maintenance and improvements on duly qualified “Type B” public roadway within the City of Rowlett, Texas. The Project shall consist of making full depth repairs, milling the surface, apply fiberglass mat and asphalt overlay and restriping, in enumerated blocks of designated public streets, in the City of Rowlett, Texas, (hereinafter “Project”), and as more fully described in Attachments “A” and “B”. The Project is authorized by the aforementioned Master Interlocal Agreement, with the parties’ obligations and responsibilities governed thereby, as well as by the terms and provisions of this PSA. The Project will facilitate the safe and orderly movement of public transportation to benefit both the City and County. The City has and hereby does give its approval for expenditure of County funds for the construction, improvement, maintenance, or repair of a street located within the municipality.

Article V

Fiscal Funding

Notwithstanding anything to the contrary herein, this PSA is expressly contingent upon the availability of County funding for each item and obligation contained herein. City shall have no right of action against the County of Dallas as regards this PSA, specifically including any funding by County of the Project in the event that the County is unable to fulfill its obligations under this PSA as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this PSA or failure of any funding party to budget or authorize funding for this PSA during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the County, at its sole discretion, may provide funds from a separate source or terminate this PSA. In the event that payments or expenditures are made, they shall be made from current funds as required by Chapter 791, Texas Government Code.

Notwithstanding anything to the contrary herein, this PSA is expressly contingent upon the availability of City funding for each item and obligation contained herein. County shall have no right of action against the City as regards this PSA, specifically including any funding by City of the Project in the event that the City is unable to fulfill its obligations under this PSA as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this PSA or failure of any funding party to budget or authorize funding for this PSA during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the City, at its sole discretion, may provide funds from a separate source or terminate this PSA. In the event that payments or expenditures are made, they shall be made from current funds as required by

Exhibit A

Chapter 791, Texas Government Code.

Article VI **Agreements**

I. City's Responsibilities:

1. Where necessary, City, at its own expense, shall be responsible for the following: (a) managing construction of the Project; (b) informing the public of the proposed reconstruction of the Project; (c) locating all manholes, water valves, and other utilities within the Project, (d) making or causing to be made all utility relocations or adjustments necessary for execution and completion of the Project; (e) acquiring any right-of-way necessary to complete the Project; (f) remediating any hazardous or regulated material, or other environmental hazard in the Project location, (g) receiving and processing all payments due contractors City hires to work on the Project; (h) contracting through formal bidding procedures to acquire the services of contractors; and (i) funding the purchase of all materials necessary to perform the Project construction.
2. City shall further be responsible for all maintenance when the Project is completed.

II. County Responsibilities:

1. County shall reimburse City for proportionate Project Costs, as more fully set forth in Section III below.
2. County, its Auditor or its designated representative(s) shall have the unrestricted right to audit any and all accounting or other records regarding any funds paid or claimed under this agreement, including, but not limited to all books, records, reports, tickets, deposits, expenditures, budget or any item therein, supporting data, computer records and programs, and all items of hardware, software or firmware, or any other item utilized by the City regarding this agreement. City agrees that all related records shall be retained for a period of time not less than four (4) years from the date of the termination of this Agreement. Such records shall be provided to the County in Dallas County, Texas and available for any audit at any time upon request. The results of any audit may be furnished to City for comment.

III. Funding:

County and City mutually agree that the initial and anticipated Project cost is approximately \$441,878.22 as set forth in Attachment "A". The parties hereto further agree that City shall be totally responsible for the construction and maintenance of said Project, and that County shall only be responsible to City for a contribution, in the form of reimbursements, of \$100,000.00.

1. Should the final cost of the Project exceed the initial and anticipated Project costs, City agrees to either reduce the scope of the Project, or to seek additional funding to facilitate its completion. In either event, City shall be solely responsible for all such costs in excess thereof, and County shall bear no additional responsibilities beyond

Exhibit A

those contemplated herein.

2. City shall submit invoices to County, which invoices shall provide complete information and documentation to substantiate City's charges. County's acceptances of City's invoices are contingent upon City's compliance with County's invoicing procedures. County may withhold any disputed amounts until such time as the underlying dispute is resolved to County's satisfaction, but shall pay all undisputed amounts timely.

Article VII

Miscellaneous:

- I. **Indemnification. County and City agree that each shall be responsible for its own negligent acts or omissions or other tortious conduct in the course of performance of this Agreement, without waiving any governmental immunity available to County or City or their respective officials, officers, employees, or agents under Texas or other law and without waiving any available defenses under Texas or other law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.**
- II. **No Third Party Beneficiaries. The terms and provisions of this PSA are for the benefit of the parties hereto and not for the benefit of any third party. It is the express intention of County and City that any entity other than County or City receiving services or benefits under this PSA shall be deemed an incidental beneficiary only. This PSA is intended only to set forth the contractual right and responsibilities of the parties hereto.**
- III. **Applicable Law. This PSA is and shall be expressly subject to the County's and City's Sovereign Immunity and/or Governmental Immunity of City, Title 5 of the Texas Civil Practice and Remedies Code, as amended, and all applicable Federal and State Law. This PSA shall be governed by and construed in accordance with the laws of the State of Texas. Exclusive venue for any legal action regarding this PSA shall lie in Dallas County, Texas.**
- IV. **Notice. All notices, requests, demands, and other communication under this PSA shall be tendered in writing and shall be deemed to have been duly given when either delivered in person, via e-mail, or via certified mail, postage prepaid, return receipt requested to the respective parties as follows:**

COUNTY:

Director of Public Works
Dallas County
411 Elm Street, Suite 400
Dallas, Texas 75202

and

Commissioner Mike Cantrell
Road & Bridge District #2
411 Elm Street, Second Floor
Dallas, Texas 75202

CITY:

Brian Funderburk, City Manager
City of Rowlett
4000 Main Street
Rowlett, Texas 75030

Exhibit A

- V. Assignment. This PSA may not be assigned or transferred by either party without the prior written consent of the other party.
- VI. Binding Agreement; Parties Bound. Upon execution by the parties, this PSA shall constitute a legal, valid and binding obligation of the parties, their successors and permitted assigns.
- VII. Amendment. This PSA may not be amended except in a written instrument specifically referring to this PSA and signed by the parties hereto.
- VIII. Counterparts. This PSA may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.
- IX. Severability. If one or more of the provisions in this PSA shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not cause this PSA to be invalid, illegal or unenforceable, but this PSA shall be construed as if such provision had never been contained herein, and shall not affect the remaining provisions of this PSA, which shall remain in full force and effect.
- X. Entire Agreement. This PSA embodies the complete agreement of the parties, and except where noted, it shall supersede previous and/or contemporary agreements, oral or written, between the parties and relating to matters in the PSA.
- XI. Contingent. This PSA is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court and by resolution of the City Council of the City of Rowlett.

The City of Rowlett, State of Texas, has executed the Agreement pursuant to duly authorized City Council Resolution _____, Minutes _____, dated the ___ day of _____, 2015.

The County of Dallas, State of Texas, has executed this agreement pursuant to Commissioners Court Order Number _____ and passed on the _____ day of _____, 2014.

Executed this the _____ day of _____, 2015.

Executed this the _____ day of _____, 2015.

CITY OF ROWLETT:

COUNTY OF DALLAS:

MAYOR

CLAY LEWIS JENKINS
COUNTY JUDGE

Exhibit A

ATTEST:

CITY SECRETARY

APPROVED AS TO FORM:*

SUSAN HAWK

DISTRICT ATTORNEY

Sherri Turner

Assistant District Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

Exhibit A

ATTACHMENT "A"

PROJECT DESCRIPTION & COST
DALLAS COUNTY CONTRACT INTERLOCAL AGREEMENT
City of Rowlett: 2016 Asphalt Maintenance Program
Type B Roadways

Location	From	To	Activity	Length	Width	S/Y	Depth or Thickness	Tons	From Plant	Cost per. Ton	Cost per. Mile	Per Ton Delivered & Installed	Total Cost
MILLER ROAD	PGBT	Lafayette Drive	2.0' Type D Overlay	765	varies	4,133	2.0	455	19	\$65.65	\$7.50	\$73.15	\$33,256.18
	Lafayette Drive	Sunrise Drive	2.0' Type D Overlay	620	25	1,722	2.0	189	19	\$65.65	\$7.50	\$73.15	\$13,857.86
	Sunrise Drive	Bridge	3.0' Type D Overlay	3,093	25	8,592	3.0	1418	19	\$65.65	\$7.50	\$73.15	\$103,699.27
	Bridge	RXR Crossing	3.0' Type D Overlay	1,474	25	4,094	3.0	676	19	\$65.65	\$7.50	\$73.15	\$49,418.92
			6.0' Full Depth Repairs Type B	600	12	800	6.0	264	19	\$62.45	\$7.50	\$69.95	\$18,466.80
			Mill off 3" of the old asphalt surface, full width of roadway								\$6.05		\$76,750.97
			Mill off 2" of the old asphalt surface, full width of roadway								\$5.35		\$31,325.44
	Sunrise	RXR Crossing	Install fiberglass mat (includes AC tack coat)								\$7.00		\$88,802.78
			Install thermoplastic pavement markings, 4" yellow, 4" white and raise reflective pavement markers								\$25,000		\$26,300.00
													\$441,878.22
												Dallas County Contribution \$100,000.00	

Exhibit A

ATTACHMENT "B"



AGENDA DATE: 10/13/15

AGENDA ITEM: 7G

TITLE

Consider action to approve a resolution accepting the bid of and awarding contracts to Cowboy Chrysler Dodge Jeep for the purchase of three vehicles in the amount of \$131,124 through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Sol Moore, Fleet Supervisor

SUMMARY

To replace:

- one (1) 2004 F350 truck with one (1) Dodge Ram 2500 crew cab for the Drainage Division,
- one (1) 2004 F250 truck with one (1) Dodge Ram 2500 regular cab for the Water Division,
- one (1) 2003 2500 Chevrolet pickup with one (1) Dodge Ram 2500 with a lifting hoist for the Water Division.

BACKGROUND INFORMATION

During the FY2016 budget process, City Council approved the allocation of \$104,971 in the Utility Fund and \$45,526 in the Drainage Fund toward the purchase of replacement vehicles. As part of our “right-sizing” initiative, staff considered the tasks that each division performs in their regular duties to assign the appropriate vehicle. To ensure each Department can perform their duties as required, it is necessary to replace our current fleet equipment that has exceeded the ten-year cycle.

DISCUSSION

This agenda item is to approve a resolution accepting the bid and awarding a contract for the purchase of three vehicles in the amount of \$131,124 to Cowboy Chrysler Dodge Jeep.

The Fleet Division’s current equipment replacement program goal is to ensure fleet inventory is rotated on a predetermined schedule based on several variables such as age, mileage and maintenance costs. Based on these variables, the Fleet Division’s goal is to ensure the age of each vehicle does not exceed ten years. Staff has evaluated, determined and identified, through our right-sizing program, the needs for each vehicle in the fleet. These replacement vehicles exceed ten years of age, which is beyond the organization’s replacement program and best management practice of replacing during a ten-year cycle.

FINANCIAL/BUDGET IMPLICATIONS

Funding for the equipment replacement program in the amount of \$131,124 is available in the FY2016 Adopted Budget for replacement vehicles from Cowboy Chrysler Dodge Jeep.

Account Number	Division	Budget Amount	Proposed Amount
5017010 6709	Water (Dodge Ram 2500 Reg Cab)	\$23,227	\$41,208
5017010 6709	Water (Dodge Ram 2500 with hoist)	\$47,260	\$47,807
5017015 6709	Wastewater (Deferred due to increased cost for replacement)	\$34,484	-
Subtotal		\$104,971	\$89,015
7017050 6709	Drainage (Dodge Ram 2500 Crew Cab)	\$45,526	\$42,109
Total		\$150,497	\$131,124

Because the bids for the Dodge Ram 2500 Regular Cab came in higher than expected, the Utility Fund will defer the purchase of one planned vehicle to stay within the FY2016 budget.

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the bid of and awarding contracts to Cowboy Chrysler Dodge Jeep for the purchase of one (1) Dodge Ram 2500 crew cab, one (1) Dodge Ram 2500 regular cab, and one (1) Dodge Ram 2500 with lifting hoist for the Fleet Division in the total amount of \$131,124 through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AWARDED A BID TO COWBOY CHRYSLER DODGE JEEP FOR THE PURCHASE OF ONE (1) DODGE RAM 2500 CREW CAB , ONE (1) DODGE RAM 2500 REGULAR CAB, AND ONE (1) DODGE RAM 2500 WITH LIFTING HOIST FOR THE FLEET DIVISION IN THE TOTAL AMOUNT OF \$131,124 THROUGH THE INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH THE TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD), CONTRACT # 430-13; AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure one (1) Dodge Ram 2500 crew cab, one (1) Dodge Ram 2500 regular cab, and one (1) Dodge Ram 2500 with lifting hoist from Cowboy Chrysler Dodge Jeep for a total amount of \$131,124 for the Fleet Division; and

WHEREAS, the City of Rowlett has entered into an Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13 for products and services; and

WHEREAS, the Texas Local Government Purchasing Cooperative (BuyBoard) has taken sealed bids for one (1) Dodge Ram 2500 crew cab, one (1) Dodge Ram 2500 regular cab, and one (1) Dodge Ram 2500 with lifting hoist in the amount of \$131,124, Contract # 430-13, in place for said vehicles; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award such bids to Cowboy Chrysler Dodge Jeep.

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

Section 1: The City Council of the City of Rowlett does hereby approve the purchase of one (1) Dodge Ram 2500 crew cab, one (1) Dodge Ram 2500 regular cab, and one (1) Dodge Ram 2500 with lifting hoist from Cowboy Chrysler Dodge Jeep in the amount of \$131,124 for the Fleet Division through the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.

Section 2: The City Council does hereby authorize the City Manager or his designee to issue purchase orders to conform to this resolution in accordance with the quotations attached hereto and incorporated herein by reference as Exhibit A, B and C.

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

ATTACHMENTS

Exhibit A – Quote for a Dodge Ram 2500 Regular Cab

Exhibit B – Quote for a Dodge Ram 2500 with hoist

Exhibit C – Quote for a Dodge Ram 2500 Crew Cab

Exhibit A

**BUYBOARD #430-13
Vehicles and Heavy Duty Trucks
PRODUCT PRICING SUMMARY BASED ON CONTRACT**

**VENDOR: COWBOY CHRYSLER DODGE JEEP
1305 HIGHWAY 96 BYP
SILSBEE, TX 77656**

End User: CITY OF ROWLETT Cowboy Rep: JARROD RUNNELS
 Contact: SOL MOORE Phone/email: 409-895-3800 x 258 409-749-9556
 Phone/email: smoore@rowlett.com Date: Wednesday, September 23, 2015
 Product Description: RAM 2500 PICK UP

A. Bid Series: 59 A. Base Price: **\$ 20,987.00**

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
2FA	PREFERRED EQUIPMENT PKG	\$ 11,876.00		2016 REGULAR CAB TRADESMAN	
	6.7L DIESEL ENGINE	INC		8' BED	
	KNAPHEIDE SVC BODY& HA RACK	\$ 6,315.00		BRIGHT WHITE CLEAR COAT	
	RUBBER FLOORS	INC	sx-x8	HD VINYL 40/20/40 SEATS	\$ 195.00
	18" STEEL WHEELS	\$ 100.00		POWER WINDOWS AND LOCKS	INC
	LT 275-70R18E ALL TERRAIN TIRES	\$ 200.00		AM/FM WITH AUC INPUT	
				CLASS V RECEIVER HITCH	
				WITH 7/4 PIN CONNECTOR	
LHL	AUX SWITCHES	\$ 130.00			
XEA	TOW HOOKS	\$ 50.00			
DG7	6 SPD AUTO TRANS	\$ 500.00		180-210 DAYS ARO	
Total of B. Published Options:					\$ 19,366.00

C. Unpublished Options [Itemize each below, not to exceed 25%] \$= 0.0 %

Options	Bid Price	Options	Bid Price
FULL SIZE SPARE	INC		
Total of C. Unpublished Options:			\$ -

D. Pre-delivery Inspection: **\$ -**

E. Texas State Inspection: **\$ -**

F. Manufacturer Destination/Delivery: **\$ -**

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

H. Lot Insurance (for in-stock and/or equipped vehicles):

I. Contract Price Adjustment:

J. Additional Delivery Charge: 260 miles **\$ 455.00**

K. Subtotal: **\$ 40,808.00**

L. Quantity Ordered 1 x K = **\$ 40,808.00**

M. Trade in:

N. Exhibit A BUYBOARD Administrative Fee (\$400 per purchase order)

\$	400.00
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O. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$	41,208.00
----	-----------

BUYBOARD #430-13
Vehicles and Heavy Duty Trucks
PRODUCT PRICING SUMMARY BASED ON CONTRACT
VENDOR: COWBOY CHRYSLER DODGE JEEP
1305 HIGHWAY 96 BYP
SILSBEE, TX 77656

End User: CITY OF ROLLETT (UNITS 63-15,63-03 & 62-01) Cowboy Rep: JARROD RUNNELS
Contact: SOL MOORE Phone/email: 409-895-3800 x 258 409-749-9556
Phone/email: smoore@rowlett.com Date: Wednesday, September 23, 2015
Product Description: RAM 2500 PICK UP

A. Bid Series: 59 A. Base Price: **\$ 20,987.00**

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
2FA	PREFERRED EQUIPMENT PKG	\$ 11,876.00		2016 REGULAR CAB TRADESMAN	
	6.7L DIESEL ENGINE	INC		8' BED	
	KNAPHEIDE SVC BODY& HA RACK	\$ 6,315.00		BRIGHT WHITE CLEAR COAT	
	RUBBER FLOORS	INC	sx-x8	HD VINYL 40/20/40 SEATS	\$ 195.00
	18" STEEL WHEELS	\$ 100.00		POWER WINDOWS AND LOCKS	INC
	LT 275-70R18E ALL TERRAIN TIRES	\$ 200.00		AM/FM WITH AUC INPUT	
				CLASS V RECEIVER HITCH	
				WITH 7/4 PIN CONNECTOR	
LHL	AUX SWITCHES	\$ 130.00			
XEA	TOW HOOKS	\$ 50.00			
DG7	6 SPD AUTO TRANS	\$ 500.00		180-210 DAYS ARO	
Total of B. Published Options:					\$ 19,366.00

C. Unpublished Options [Itemize each below, not to exceed 25%] \$= 16.4 %

Options	Bid Price	Options	Bid Price
CLASS V REAR HITCH	\$ 390.00		
AUTO CRANE ECONO 2000LB	\$ 6,209.00		
CAPACITY MANUAL BOOM EXT			
MANUAL BOOM ELEVATION, JACK LEG			
FULL SIZE SPARE	INC		
Total of C. Unpublished Options:			\$ 6,599.00

D. Pre-delivery Inspection: **\$ -**

E. Texas State Inspection: **\$ -**

F. Manufacturer Destination/Delivery: **\$ -**

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

H. Lot Insurance (for in-stock and/or equipped vehicles):

I. Contract Price Adjustment:

J. Additional Delivery Charge: 260 miles **\$ 455.00**

K. Subtotal: **\$ 47,407.00**

L. Quantity Ordered 1 x K = **\$ 47,407.00**

M. Trade in:

N. Exhibit A BUYBOARD Administrative Fee (\$400 per purchase order)

\$	400.00
----	--------

O. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$	47,807.00
----	-----------

BUYBOARD #430-13
Vehicles and Heavy Duty Trucks
PRODUCT PRICING SUMMARY BASED ON CONTRACT

VENDOR: COWBOY CHRYSLER DODGE JEEP
 1305 HIGHWAY 96 BYP
 SILSBEE, TX 77656

End User: CITY OF ROWLETT Cowboy Rep: JARROD RUNNELS
 Contact: SOL MOORE Phone/email: 409-895-3800 x 258 409-749-9556
 Phone/email: smoore@rowlett.com Date: Wednesday, September 23, 2015
 Product Description: RAM 2500 PICK UP

A. Bid Series: 59 A. Base Price: **\$ 20,987.00**

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
2FA	PREFERRED EQUIPMENT PKG	\$ 11,876.00		2016 CREW CAB TRADESMAN	
	6.7L DIESEL ENGINE	INC		8' BED	
	KNAPHEIDE SVC BODY & HA RACK	\$ 6,315.00		BRIGHT WHITE CLEAR COAT	
	RUBBER FLOORS	INC	sx-x8	HD VINYL 40/20/40 SEATS	\$ 195.00
	18" STEEL WHEELS	\$ 100.00		POWER WINDOWS AND LOCKS	INC
	LT 275-70R18E ALL TERRAIN TIRES	\$ 200.00		AM/FM WITH AUC INPUT	
DJ2L92	CREW CAB UPGRADE	\$ 901.00		CLASS V RECEIVER HITCH	
				WITH 7/4 PIN CONNECTOR	
LHL	AUX SWITCHES	\$ 130.00			
XEA	TOW HOOKS	\$ 50.00			
DG7	6 SPD AUTO TRANS	\$ 500.00		180-210 DAYS ARO	
Total of B. Published Options:					\$ 20,267.00

C. Unpublished Options [Itemize each below, not to exceed 25%] \$= 0.0 %

Options	Bid Price	Options	Bid Price
FULL SIZE SPARE	INC		
Total of C. Unpublished Options:			\$ -

D. Pre-delivery Inspection: **\$ -**

E. Texas State Inspection: **\$ -**

F. Manufacturer Destination/Delivery: **\$ -**

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

H. Lot Insurance (for in-stock and/or equipped vehicles):

I. Contract Price Adjustment:

J. Additional Delivery Charge: 260 miles **\$ 455.00**

K. Subtotal: **\$ 41,709.00**

L. Quantity Ordered 1 x K = **\$ 41,709.00**

M. Trade in:

N. BUYBOARD Administrative Fee (\$400 per purchase order) **\$ 400.00**

O. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE **\$ 42,109.00**

AGENDA DATE: 10/13/15

AGENDA ITEM: 7H

TITLE

Consider action to approve a resolution accepting the bid of and awarding a contract to Freedom-CDJR for the purchase of seven vehicles in the amount of \$199,390 through the Interlocal Cooperative Purchasing Agreement with Tarrant County and the Houston-Galveston area council (H-GAC).

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Sol Moore, Fleet Supervisor

SUMMARY

To provide:

- one (1) four wheel drive Chevy Colorado for an Engineering Assistant added during FY2015,
- two (2) 2016 2WD Chevrolet Colorado Crew Cabs for two additional Building Inspector I positions added in FY2015 and FY2016,

To replace:

- one (1) 2004 F250 Quad Cab with one (1) Mega Dodge Ram 3500 for the Fire Department,
- three (3) 2003 F250s with three (3) 2016 2WD Chevrolet Colorado Crew Cabs for the Parks Department.

BACKGROUND INFORMATION

On May 12, 2015, City staff presented a Work Session item to City Council outlining a comprehensive approach to addressing staffing needs associated with increased development within the Public Works and Development Services departments. At this meeting, there was a general consensus from City Council to move forward with hiring additional staff in FY2015; increased staff was approved as part of the FY2016 budget process.

During the FY2016 budget process, City Council also approved the allocation of \$213,731 toward the purchase of replacement vehicles. As part of our “right-sizing” initiative, staff considered the tasks that each division performs in their regular duties to assign the appropriate vehicle. To ensure each Department can perform their duties as required, it is necessary to replace our current fleet equipment that has exceeded the ten-year life cycle.

DISCUSSION

This agenda item is to approve a resolution accepting the bid and awarding a contract for the purchase of seven vehicles in the amount of \$199,390 to Freedom-CDJR.

Staff has evaluated, determined and identified, through our rightsizing program, the needs for the Engineering staff, requiring a four-wheel-drive vehicle to accomplish their on-site inspections. There are several jobsites in which the engineering staff are responsible for inspections that are

not readily accessible by paved roads. At times, they are required to drive off road into areas that a two wheel drive truck is incapable of traversing. To ensure our engineering assistants can perform their duties as required, it is necessary to provide a four-wheel-drive truck for access to assigned construction sites. The Chevy Colorado is the right vehicle to be utilized for inspections conducted by the new Engineering Assistants.

Staff has evaluated, determined and identified, through our rightsizing program, the needs for Building Inspections, Parks, and Fire. The 2016 2WD Chevrolet Colorado Crew Cabs will be utilized to attend meetings and field inspections conducted by the Building Inspector I positions within the Development Services Department. One Building Inspector was added during FY2015, and the other position was added as part of the FY2016 budget. The Parks replacement vehicles are for the Parks Maintenance crew use. The Fire replacement vehicle is for a several existing uses as well as a backup for Battalion Chief use.

The Fleet Division's current equipment replacement program goal is to ensure fleet inventory is rotated on a predetermined schedule based on several variables such as age, mileage and maintenance costs. Based on these variables, the Fleet Division's goal is to ensure the age of each vehicle does not exceed ten years. Staff has evaluated, determined and identified, through our right-sizing program, the needs for each vehicle in the fleet. These replacement vehicles exceed ten years of age, which is beyond the organization's replacement program and best management practice of replacing during a ten-year cycle.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$199,390 is available in the FY2016 Adopted Budget for new and replacement vehicles from Freedom-CDJR.

Account Number	General Fund	Budget Amount	Proposed Amount
1015001 6709	Public Works Administration	\$28,000	\$29,790
1016020 6709	Building Inspections	\$56,000	\$49,700
1015010 6709	Vehicle Services Replacement (Fire)	\$75,000	\$45,350
1015010 6709	Vehicle Services Replacement (Parks)	\$65,631	\$74,550
Total		\$224,631	\$199,390

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the bid of and awarding a contract for the purchase of one (1) four wheel drive Chevy Colorado, five (5) 2016 2WD Chevrolet Colorado Crew Cabs, and one (1) Mega Dodge Ram 3500 in the amount of \$199,390 to Freedom-CDJR through the Interlocal Cooperative Purchasing Agreement with Tarrant County, TC 2015-107 and Houston-Galveston area council (H-GAC) Contract #VE11-13.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT TO FREEDOM-CDJR FOR THE PURCHASE OF ONE (1) FOUR WHEEL DRIVE CHEVY COLORADO, FIVE (5) 2016 2WD CHEVROLET COLORADO CREW CABS, AND ONE (1) MEGA DODGE RAM 3500 IN THE TOTAL AMOUNT OF \$199,390 FOR THE FLEET DIVISION THROUGH THE INTERLOCAL COOPERATIVE PURCHASING AGREEMENTS WITH TARRANT COUNTY, TC 2015-107 AND HOUSTON-

GALVESTON AREA COUNCIL (H-GAC); AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure a one (1) four wheel drive Chevy Colorado, five (5) 2016 2WD Chevrolet Colorado Crew Cabs, and one (1) Mega Dodge Ram 3500 from Freedom-CDJR in the amount of \$199,390; and

WHEREAS, the City of Rowlett has entered into Interlocal Cooperative Purchasing Agreements with Tarrant County, TC 2015-107 and the Houston-Galveston area council (H-GAC) for products and services; and

WHEREAS, the Texas Local Government Purchasing Cooperative (Texas Smart Buy) has taken sealed bids for the equipment and has contracts #071-A1 and #VE11-13 in place for said equipment; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award a contract to Freedom-CDJR.

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

Section 1: That the City Council of the City of Rowlett does hereby approve the purchase one (1) four wheel drive Chevy Colorado, five (5) 2016 2WD Chevrolet Colorado Crew Cabs, and one (1) Mega Dodge Ram 3500 in the amount of \$199,390 from Freedom-CDJR through the Interlocal Cooperative Purchasing Agreements with Tarrant County, TC 2015-107 and the Houston-Galveston area council (H-GAC).

Section 2: That the City Council does hereby authorize the City Manager or his designee to issue purchase orders to conform to this resolution in accordance with the contract attached hereto and incorporated herein by reference as Exhibits A, B and C.

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

ATTACHMENTS

Exhibit A – Four wheel drive Chevy Colorado Quote from Freedom-CDJR

Exhibit B – Two wheel drive Chevrolet Colorado Crew Cabs Quote from Freedom-CDJR

Exhibit C – Mega Dodge Ram 3500 Quote from Freedom-CDJR

Exhibit A



CHEVROLET

FREEDOM CHEVROLET

8008 MARVIN D LOVE FWY
DALLAS, TEXAS 75237
972-707-9474 fax 214-350-0085

QUOTE

Customer

Name Rowlett
Address _____
City _____ State TX ZIP _____
Phone _____

Date 9/16/2015
Order No. _____
Rep TM
FOB TC 2015-107

Qty	Description	Unit Price	TOTAL
1	2016 Chevrolet Colorado Crew Cab V6	\$ 24,750.00	\$24,750.00
1	4x4		
1	Fleet Convenience Group	\$3,800.00	\$3,800.00
1	Transfer Case Shield	\$490.00	\$490.00
1	Trailer Package	\$75.00	\$75.00
1	Auto Locking Rear	\$250.00	\$250.00
		\$325.00	\$325.00

PLEASE MAIL PAYMENT TO:
Freedom Chevrolet
8008 Marvin D. Love Fwy
Dallas, TX. 75237

TERMS: NET 30

Payment Details

- Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

Subtotal	\$29,690.00
Shipping & Handling	\$100.00
Taxes State	
TOTAL	\$29,790.00

Office use only

PLEASE REMIT PAYMENT TO FREEDOM CHEVROLET



CHEVROLET

FREEDOM CHEVROLET

8008 MARVIN D LOVE FWY
DALLAS, TEXAS 75237
972-707-9474 fax 214-350-0085

QUOTE

Customer

Name Rowlett
Address _____
City _____ State TX ZIP _____
Phone _____

Date 9/16/2015
Order No. _____
Rep TM
FOB TC 2015-107

Qty	Description	Unit Price	TOTAL
1	2016 Chevrolet Colorado Crew Cab V6	\$ 24,750.00	\$24,750.00
<p>PLEASE MAIL PAYMENT TO: Freedom Chevrolet 8008 Marvin D. Love Fwy Dallas, Tx. 75237</p> <p>TERMS: NET 30</p>			

Payment Details

Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

Subtotal	\$24,750.00
Shipping & Handling	\$100.00
Taxes State	
TOTAL	\$24,850.00

Office use only

PLEASE REMIT PAYMENT TO FREEDOM CHEVROLET



City of Rowlett
Staff Report

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

AGENDA DATE: 10/13/15

AGENDA ITEM: 71

TITLE

Consider action to approve a resolution accepting the bid of and awarding a contract to Silsbee Ford for the purchase of three vehicles for the Fleet Division in the amount of \$64,859 through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Sol Moore, Fleet Supervisor

SUMMARY

To provide:

- (1) one Ford Fusion Hybrid for a Building Inspector II position that was added in FY2016
- (2) two Ford Fusion SE's to replace (2) two 2005 sedans for the Police Department.

BACKGROUND INFORMATION

On May 12, 2015, City staff presented a Work Session item to City Council outlining a comprehensive approach to addressing staffing needs associated with increased development within the Public Works and Development Services departments. At this meeting, there was a general consensus from City Council to move forward with hiring additional staff in FY2015; increased staff was approved as part of the FY2016 budget process.

During the FY2016 budget process, City Council also approved the allocation of \$213,731 toward the purchase of replacement vehicles. As part of our "right-sizing" initiative, staff considered the tasks that each division performs in their regular duties to assign the appropriate vehicle. To ensure each Department can perform their duties as required, it is necessary to replace our current fleet equipment that has exceeded the ten-year life cycle.

DISCUSSION

This agenda item is to approve a resolution accepting the bid and awarding a contract to Silsbee Ford for the purchase of three vehicles in the amount of \$64,859.

As part of our "right-sizing" initiative, staff considered the tasks that our Development Services employees perform in their regular duties. The vehicle being requested is the minimum necessary to be able to access job sites and perform inspections by the Building Inspector II within the Development Services Department, which is one of the staff members added by the FY2016 staffing plan to address increased development. The Police vehicles are replacements for unmarked use.

The Fleet Division's current equipment replacement program goal is to ensure fleet inventory is rotated on a predetermined schedule based on several variables such as age, mileage and maintenance costs. Based on these variables, the Fleet Division's goal is to ensure the age of each vehicle does not exceed ten years. Staff has evaluated, determined and identified, through our right-sizing program, the needs for each vehicle in the fleet. These replacement vehicles exceed ten years of age, which is beyond the organization's replacement program and best management practice of replacing during a ten-year cycle.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$64,859 is available in the FY2016 Adopted Budget for new and replacement vehicles from Silsbee Ford.

Account Number	General Fund	Budget Amount	Proposed Amount
1016020 6709	Building Inspections	\$28,000	\$25,081
1015010 6709	Vehicle Services Replacement (Police)	\$43,100	\$39,778
Total		\$71,100	\$64,859

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the bid of and awarding a contract to Silsbee Ford for the purchase of one (1) Ford Fusion Hybrid and (2) two Ford Fusion SE's in the amount of \$64,859 for the Fleet Division through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (BuyBoard), Contract # 430-13.

RESOLUTION / ORDINANCE

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT TO SILSBEE FORD FOR ONE (1) FORD FUSION HYBRID AND (2) TWO FORD FUSION SE'S IN THE TOTAL AMOUNT OF \$64,859 FOR THE FLEET DIVISION THROUGH THE INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH THE TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUY BOARD), CONTRACT # 430-13; AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure one (1) Ford Fusion Hybrid and (2) two Ford Fusion SE's from Silsbee Ford in the amount of \$64,859; and

WHEREAS, the City of Rowlett has entered into an Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (Buy Board), Contract # 430-13 for products and services; and

WHEREAS, the Texas Local Government Purchasing Cooperative (Buy Board) has taken sealed bids for the equipment and has contract # 430-13 in place for said equipment; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award a contract to Silsbee Ford.

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

Section 1: That the City Council of the City of Rowlett does hereby approve the purchase of one (1) Ford Fusion Hybrid and (2) two Ford Fusion SE's in the amount of \$64,859 from Silsbee Ford for the Engineering Division through the Interlocal Cooperative Purchasing Agreement with the Texas Local Government Purchasing Cooperative (Buy Board), Contract # 430-13.

Section 2: That the City Council does hereby authorize the City Manager or his designee to issue purchase orders to conform to this resolution in accordance with the contract attached hereto and incorporated herein by reference as Exhibits A and B.

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

ATTACHMENTS

Exhibit A – Quote for Ford Fusion Hybrid from Silsbee Ford

Exhibit B – Quote for Ford Fusion SE's from Silsbee Ford



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75030-0099
www.rowlett.com

AGENDA DATE: 10/13/15

AGENDA ITEM: 7J

TITLE

Consider action to approve a resolution accepting the bid of and awarding a contract to Cowboy Chevrolet Buick GMC Cadillac in the amount of \$29,556 for the purchase of one (1) 2016 Chevrolet Express 15 Passenger Van for the Fleet Division through the Interlocal Cooperative Purchasing Agreement with the State of Texas – Comptroller of Public Accounts, RFP #071-072 A1.

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Sol Moore, Fleet Supervisor

SUMMARY

To provide a new 2016 Chevrolet Express 15 passenger van for City-wide use.

BACKGROUND INFORMATION

During the FY2016 budget process, the City Council allocated \$30,000 for the addition of a 2016 Chevrolet Express 15 Passenger Van to our Fleet for City-wide use.

DISCUSSION

The 2016 Chevrolet Express 15 passenger van will be utilized City-wide. The desired use is intended to include transportation for CERT volunteers, City staff, City Council and other dignitaries to City events, advisory board tours, and transportation for training for staff. Acquisition of this vehicle will eliminate the need to rent this type of vehicle when the need is evident for the stated function. The vehicle will be housed at Fleet and be available to all departments. This vehicle will be the minimum necessary to carry out required assignments.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$29,556 is available in the FY2016 General Fund Budget in Vehicle Services/Motor Vehicles (1015010 6709).

Account Number	General Fund	Budget Amount	Proposed Amount
1015010 6709	Vehicle Services/Motor Vehicles	\$30,000	\$29,556
Total		\$30,000	\$29,556

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the bid of and awarding a contract to Cowboy Chevrolet Buick GMC Cadillac in the amount of \$29,556 for the purchase of one (1)

2016 Chevrolet Express 15 Passenger Van for the Fleet Division through the Interlocal Cooperative Purchasing Agreement with the State of Texas – Comptroller of Public Accounts, RFP #071-072 A1.

RESOLUTION / ORDINANCE

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT TO COWBOY CHEVROLET BUICK GMC CADILLAC FOR ONE (1) 2016 CHEVROLET EXPRESS 15 PASSENGER VAN IN THE AMOUNT OF \$29,556 FOR THE FLEET DIVISION THROUGH THE INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH THE STATE OF TEXAS – COMPTROLLER OF PUBLIC ACCOUNTS, RFP #071-072 A1; AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to procure one (1) 2016 Chevrolet Express 15 Passenger Van, for the Fleet Division from Cowboy Chevrolet Buick GMC Cadillac in the amount of \$29,556; and

WHEREAS, the City of Rowlett has entered into an Interlocal Cooperative Purchasing Agreement with the State of Texas – Comptroller of Public Accounts, RFP #071-072 A1 for products and services; and

WHEREAS, the Texas Local Government Purchasing Cooperative (Buy Board) has taken sealed bids for the equipment and has RFP #071-072 A1 in place for said equipment; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award a contract to Silsbee Ford.

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

Section 1: That the City Council of the City of Rowlett does hereby approve the purchase of one (1) 2016 Chevrolet Express 15 Passenger Van in the amount of \$29,556 from Cowboy Chevrolet Buick GMC Cadillac for the Engineering Division through the Interlocal Cooperative Purchasing Agreement with the State of Texas – Comptroller of Public Accounts, RFP #071-072 A1.

Section 2: That the City Council does hereby authorize the City Manager or his designee to issue purchase orders to conform to this resolution in accordance with the contract attached hereto and incorporated herein by reference as Exhibit A.

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

ATTACHMENTS

Exhibit A – Quote for a 2016 Chevrolet Express 15 Passenger Van



City of Rowlett Staff Report

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

AGENDA DATE: 10/13/2015

AGENDA ITEM: 7K

TITLE

Consider action to approve a resolution authorizing the payment for computer software maintenance and support services for the Police Department to Integrated Computer Systems (ICS) in the amount of \$150,783 and authorizing the City Manager to execute the necessary documents to continue said services.

STAFF REPRESENTATIVE

W.M. Brodnax, Chief of Police

SUMMARY

ICS is a sole source vendor for computer maintenance and support services for the software package used by the Police Department. The annual maintenance includes software updates, patches, support and enhancements throughout the year.

BACKGROUND INFORMATION

On September 6, 2011, the City Council adopted Resolution Number 132-11 approving the purchase of public safety software and hardware to Integrated Computer Systems (ICS). The software includes CAD, RMS, Detention, Property and Evidence Tracking, Mobile (including automatic vehicle location), Crime Analysis and Report Writing. It also includes interfaces for Brazos Ticket Writing Software, as well as the Fire House Records Management System.

DISCUSSION

ICS software is the heartbeat of the police department in regards to dispatching police and fire personnel to emergency calls for service. ICS is also the software that runs on each mobile computer (patrol car computer), enabling officers to see calls for service and run queries that divulge vehicle registrations, wanted persons and driver's license information, etc. ICS also allows officers to write offense reports directly into the records management system from their police vehicle. It is imperative that ICS remain functional 24 hours a day/seven days a week. Should any one of these components fail, it could severely disrupt police services provided to the citizens in Rowlett.

In a recent needs assessment review conducted by the IT department, it was discovered that the ICS software was only being serviced during normal working hours leaving the system vulnerable after hours, weekends and holidays. For example, should there be a service disruption of any component of the ICS software after normal business hours, there would be no guarantee of repair until the next business day. This was not acceptable and placed the Rowlett Police and Fire Departments in a vulnerable situation.

A maintenance contract to increase software support to 24 hours a day, seven days a week was negotiated to ensure that should the ICS system fail, ICS personnel would respond to the City of Rowlett to bring the system back up and operational within the shortest time possible.

FINANCIAL/BUDGET IMPLICATIONS

Funding is included in the approved FY2016 budget for the Police Department under the Maintenance-Computer Software account number 1014001 6302.

Budget Account Number	Account or Project Title	Budget Amount	Proposed Amount
1014001 6302	Maintenance-Computer Software	\$150,783	\$150,783
Total		\$150,783	\$150,783

RECOMMENDED ACTION

Approve a resolution approving an increase in computer software maintenance support and authorizing the payment for computer software maintenance and support services for the Police Department to Integrated Computer Systems (ICS) in the amount of \$150,783.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING AN INCREASE IN COMPUTER SOFTWARE MAINTENANCE SUPPORT AND APPROVING THE PAYMENT FOR COMPUTER SOFTWARE MAINTENANCE AND SUPPORT FOR THE POLICE DEPARTMENT TO INTEGRATED COMPUTER SYSTEMS IN THE AMOUNT OF \$150,783; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS TO CONTINUE SAID SERVICES AND AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to acquire computer software maintenance for the public safety software applications which includes support, patches, and version upgrades; and

WHEREAS, Integrated Computer Systems has provided service for the City of Rowlett since 2011 and is a sole source vendor for said service; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to expand an existing agreement and approve payment for computer software maintenance to Integrated Computer Systems as attached hereto and incorporated herein by reference as Exhibit A.

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

Section 1: That the City Council of the City of Rowlett does hereby authorize the acquisition of expanded computer software maintenance support and does further approve payment for computer software maintenance and support for the public

safety software applications to Integrated Computer Systems (ICS) in the amount of \$150,783.

Section 2: That the City Manager is hereby authorized to execute the necessary documents for continued services on the City's behalf and the issuance of purchase orders to conform to this resolution.

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

ATTACHMENTS

Exhibit A – Invoice from Integrated Computer Systems (ICS)



3499 FM 1461
 McKinney, TX 75071
 (214) 544-0022
 fax: (214) 544-0025

Exhibit A

INVOICE

Bill To	Invoice No.	Date
City of Rowlett Allyson Wilson Attn. Accounts Payable 4004 Main Street Rowlett, TX 75088 Phone 972.412.6198	ICS11255	Oct 1, 2015

ANNUAL SOFTWARE ASSURANCE

Period Covered	P.O. Number	Consultant E-mail	Ship To	Terms
10/1/2015 - 9/30/2016		tommy@icsnews.com	Police Dept	Net 30

Product Number and Description	Qty	Amount	24X7
AS-GPS: GPS/AVL application server. (prereq: CAD-MAP-I per workstation,) (requires MDC-A plus selected MDC map software) Note: When properly configured multiple application servers may be installed on one computer. ICS recommends a minimum of (2) two computers for redundancy.	1		Yes
AS-MDC: Mobile message switch / application server	1		Yes
AS-NCIC: NCIC/TLETS, application server. Note: When properly onfigured, multiple application servers may be installed on one computer. ICS recommends a minimum of (2) two computers dedicated as application servers.	1		Yes
AS-PAG-A: Paging, text, application server, basic. (prereq: AS-PAG-B and customer supplied paging service). Note: When properly configured, multiple application servers may be installed on one computer. ICS recommends a minimum of (2) two computers dedicated as application servers.	1		Yes
AS-PAG-B: Paging, text, application server, basic. (prereq: customer supplied paging service). Note: When properly configured, multiple application servers may be installed on one computer. ICS recommends a minimum of (2) two computers dedicated as application servers.	1		Yes
AS-RIP: Rip & run print proceesing application server	1		
AS-RS: Remote support & software update service communications link	1		
CAD-911-E: Enhanced 911 processing (prereq: AS-911)	6		Yes
CAD-ALM: Alarm and false alarm billing and tracking. Officers are notified of alarm permit status on all calls for service (via their mobile client).	6		
CAD-CAL: CAD, multi-jurisdiction, call-taker. Can display, pan and zoom any image/map linked to a street, grid or premise. (prereq: images to be supplied in any ICS approved format)	1		Yes
CAD-GPS: Display vehicle and call location by latitude and longitude coordinates. (prereq: AS-GPS and CAD-MAP-I)	5		Yes

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Product Number and Description	Qty	Amount	24X7
CAD-MAP-I: CAD Mapping, unlimited layers (city, county, parcels, water, hydrants, patrol districts, etc.), 911 call plotting, initial (prereq: customer supplies ESRI maps [that pass ICS's verification process] and ESRI 97189 ArcGIS Windows Runtime License)	1		Yes
CAD-MAP-S: CAD Mapping, unlimited layers (city, county, parcels, water, hydrants, patrol districts, etc.), 911 call plotting, subsequent (prereq: customer supplies ESRI maps [that pass ICS's verification process] and ESRI 97189 ArcGIS Windows Runtime License)	5		Yes
CAD-MJ: CAD, multi-jurisdiction, dispatcher & call-taker. Can display, pan and zoom any image/map linked to a street, grid or premise. (prereq: images to be supplied in any ICS approved format)	5		N/a
CAD-NCIC: NCIC/TLETS query and return processing (prereq: AS-NCIC)	5		Yes
CAD-PAG-A: Text paging, advanced (prereq: CAD-PAG-B and AS-PAG-A)	5		Yes
CAD-PAG-B: Text paging, basic (prereq: AS-PAG-B)	5		Yes
CAD-PHO-I: CAD aerial photography/pictometry, initial (prereq: customer supplied photos in one of ICS's approved formats, CAD-MAP-I)	1		Yes
CAD-PHO-S: CAD aerial photography/pictometry, subsequent (prereq: customer supplied photos in one of ICS's approved formats, CAD-MAP-I and CAD-PHO-I)	5		Yes
CAD-PIN: CAD call and unit pin mapping, plots call history (by call type and date/time range), (prereq: CAD-MAP-I)	5		Yes
CAD-QUI: Quick search for documents, images and sounds	5		
CAD-RAP-I: Racial profiling processing and reporting, initial	1		Yes
CAD-RAP-S: Racial profiling processing and reporting, subsequent (prereq: CAD-RAP-I)	5		Yes
CAD-REC-GPS: CAD mapping, recommends resources based on the distance between the call and unit's GPS coordinates (Great-Circle formula, not driving time), drag-drop dispatch (prereq: CAD-MAP-I, CAD-GPS-I, CAD-AS-GPS, MDC-GPS)	5		Yes
CAD-VEH-I: Vehicle towing, rotation and inventory, initial	1		
CAD-VEH-S: Vehicle towing, rotation and inventory	5		Yes
CAD-WSTAT: Status monitor, web-based, resources, calls, 5-users (prereq: MS IIS server)	4		Yes
INT-CAD-ESO-I: CAD to ESO interface, initial (prereq: at patient side data collection software license and IIS server)	1		
INT-CAD-ESO-S: CAD to ESO interface, subsequent, one required for each EMS unit (prereq: ESO at patient side data collection software license, IIS server and INT-CAD-ESO-I)	3		
INT-CAD-FHSE-I: CAD call data exported to the Firehouse interface, initial	1		Yes
INT-CAD-FHSE-S: CAD call data exported to the Firehouse interface (prereq: CAD-FHSE-I, one CAD-FHSE-S per firestation)	2		Yes
SYS-MAN-CON: System management console, GEO, code tables, security groups.	5		
INT-CAD-PMAM-B: CAD alarm one way data exported to the PMAM interface	1		

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Product Number and Description	Qty	Amount	24X7
INT-CAD-PMAM-A: CAD alarm two way data exported to the PMAM back to ICS interface	1		
IQ-DEV-5: Intelli-Query, includes report designer, configuration utility, 5-pack (prereq: IQ-DEV-I and IQ-DICT)	1		
IQ-DICT: Intelli-Query CAD and Law Records data dictionary	1		
IQ-RUN-10: Intelli-Query, includes report runtime, 10-pack (prereq: IQ-DICT)	1		
LAW-1: Law records includes: incident and offense reporting, property (stolen, recovered, evidentiary), vehicle (stolen, recovered, impound), incident name, call for service, master index, (IBR) Incident Based or UCR Summary reporting and arrest (prereq: MS Term Server for mobile clients)	15		
LAW-50: Law records includes: incident and offense reporting, property (stolen, recovered, evidentiary), vehicle (stolen, recovered, impound), incident name, call for service, master index, (IBR) Incident Based or UCR Summary reporting and arrest (prereq: MS Term Server for mobile clients)	1		
LAW-ANI: Animal Control	2		
LAW-CASE-I: Case Management, initial	1		
LAW-CASE-S: Case Management (prereq: LAW-CASE-I)	20		
LAW-CIT-I: Citation processing, initial	1		
LAW-CIT-S: Citation processing (PREREQ: LAW-CIT-I)	5		
LAW-CRIME-I: Crime Analysis System with Pin Mapping, Initial (Prereq: CAD-MAP-I)	1		
LAW-CRIME-S: Crime Analysis System with Pin Mapping (Prereq: LAW-CRIME-I)	10		
LAW-FIR-I: Field Intelligence Reporting, initial	1		
LAW-FIR-S: Field Intelligence Reporting (prereq: LAW-FIR-I)	40		
LAW-JAIL-I: Jail Bookin and Management, initial	1		
LAW-JAIL-S: Jail Bookin and Management (prereq: LAW-JAIL-I)	2		
LAW-MENT: Live Scan Capture License (prereq: Mentalix hardware and software)	1		
LAW-MUG-D: Mugshot Display (prereq: LAW-MUG-I)	65		
LAW-MUG-S: Law Records Mugshot capture station (prereq: camera hardware and LAW-MUG-I)	1		
LAW-MUG-I: Law Records Mugshot capture station, initial (prereq: camera hardware)	1		
LAW-PAWN: Pawned items recording and searching	20		
LAW-PROPA-I: Property Room, advanced, wireless, automated inventory/asset tracking with bar coding, initial (prereq: wireless handheld hardware)	1		
LAW-PROPA-S: Property Room, advanced, wireless, automated inventory/asset tracking with bar coding, initial (prereq: wireless handheld hardware and LAW-PROPA)	2		
LAW-PROPB-I: Property Room Management, basic, initial	1		
LAW-PROPB-S: Property Room Management, basic (prereq: LAW-PROPB-I)	1		

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Product Number and Description	Qty	Amount	24X7
PER: Personnel tracks demographic information (pay, rank, diciplan,religen contacts, etc.), issued property, training and reporting	5		
MDC: Mobile Data Client - Integrated with CAD to display and edit the following information: call for service, call history, alerts, premise and structure, emergency response, alarms and messages. A few of the more than 40 functions: Put units and personnel in service, en-route/arrive/clear calls, transport, add remarks, self-initiated calls and activities (lunch, court, etc). One license required for each mobile device. (prereq: AS-MDC)	40		
MDC-MAG: Magnetic DL License Reader software (prereq: MDC-MAGU [3-track reader])	18		
MDC-MAP-A: Mobile advanced mapping, mark and zoom to call location plus, mark all pending calls (prereq: MDC-MAP-B, AS-GPS, vehicles equipped with ICS approved GPS devices)	40		
MDC-MAP-B: Mobile basic mapping, mark and zoom to location of the current call (prereq: customer supplied ESRI map in ICS approved format)	40		
MDC-NCIC: Mobile Data Client - NCIC/TLETS processsing (prereq: AS-NCIC)	30		
MDC-PAG: Mobile Data Client paging (prereq: AS-PAG)	40		
MDC-QUI: Quick search for documents, images and sounds	40		
MDC-RAP: Mobile Data Client - Racial Profiling	30		
MDC-TTS: Mobile Data Client - Text-to-Speech	40		
BRZ-ACC-I: Imports Brazos Accident reports, initial (prereq: MS IIS Server and customer purchased Brazos software and implementation services))	1		
BRZ-ACC-S: Imports Brazos Accident reports (prereq: BRZ-ACC-I, customer purchased Brazos software and implementation services)	15		
BRZ-CIT-I: Imports Brazos citation info and looks up person and vehicle info in ICS Law Records, initial (prereq: MS IIS Server and customer purchased Brazos software and implementation services)	1		
BRZ-CIT-S: Integration with Brazos citation module (prereq: BRZ-CIT-I and customer purchased Brazos software and implementation services)	26		
BRZ-NCI-I: Returns NCIC/TLETS info for vehicles and people to the Brazos citation module, initial (prereq: IIS server and customer purchased Brazos software and implementation services)	1		
BRZ-NCI-S: Returns NCIC/TLETS info for vehicles and people to the Brazos citation module (prereq: BRZ-NCI-I and customer purchased Brazos software and implementation services)	26		
BRZ-RAP-I: Imports Brazos racial profiling info, initial (prereq: IIS Server and customer purchased Brazos software and implementation services)	1		
BRZ-RAP-S: Imports Brazos racial profiling info (prereq: BRZ-RAP-I and customer purchased Brazos software and implementation services)	26		
BRZ-VEH-I: Imports Brazos Vehicle tow/inventory info, initial (prereq: MS IIS Server and customer purchased Brazos software and implementation services)	1		
BRZ-VEH-S: Imports Brazos Vehicle tow/inventory info (prereq: BRZ-VEH-I and customer purchased Brazos software and implementation services)	15		

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Product Number and Description	Qty	Amount	24X7
24x7: After hours critical support (24 x 7) for mission critical applications	1		Yes
Software Support Fees for 2015-2016	1	136,095.00	
INT-CAD-ESO-I: CAD to ESO interface, initial (prereq: at patient side data collection software license and IIS server)	1	978.00	
INT-CAD-ESO-S: CAD to ESO interface, subsequent, one required for each EMS unit (prereq: ESO at patient side data collection software license, IIS server and INT-CAD-ESO-I)	2	76.00	
INT-CAD-PQM-I: PRO-QA Medical to CAD Interface, initial (prereq: PRO-QA medical response license)	1	750.00	Yes
INT-CAD-PQM-S: PRO-QA Medical to CAD interface required for each CAD workstation (prereq: PRO-QA medical response license and INT-CAD-PQM-I)	5	625.00	Yes
SYS-SCORE-I: Scorecard, displays agency metrics (met goal, needs improvement, failed to meet), initial	1	675.00	
SYS-SCORE-S: Scorecard, displays agency metrics (met goal, needs improvement, failed to meet), includes four metrics monitors (prereq: SYS-SCORE-I)	1	142.00	
CAD-MAP-S: Advanced Mapping, unlimited layers (city, county, parcels, water, hydrants, patrol districts, etc.), 911 call plotting, subsequent (prereq: customer supplies ESRI maps [that pass ICS's verification process] and ESRI 97189 ArcGIS Windows Runtime License)	7	1,652.00	
24x7: After hours critical support (24 x 7) for mission critical applications	1	250.00	Yes
2015 and 2016 Add-on Software			
SAP-LAW: Software Assurance Program for (5) Law records licenses. Purchased under PO # 152216 (ICSI1202)	1	9,540.00	
Invoice Total		150,783.00	

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