



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, August 16, 2016

5:15 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**
- 2A. The City Council shall convene into executive session pursuant to the Texas Government Code, §551.071 (Consultation with City Attorney) to discuss and deliberate pending litigation and settlement, Xerox State and Local Solutions v. City of Rowlett. (15 minutes) – **TO BE DISCUSSED AFTER THE REGULAR SESSION**
3. **WORK SESSION (5:15 P.M.)** * Times listed are approximate.
 - 3A. Joint Work Session of Board of Adjustment and City Council. (35 minutes)
 - 3B. Discuss FY2017 Council Work Plan. (60 minutes)
 - 3C. Hear presentation from the Library Advisory Board regarding the Five-Year Update to the Library's Strategic Plan. (30 minutes)
4. **DISCUSS CONSENT AGENDA ITEMS**
CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)
INVOCATION
PLEDGE OF ALLEGIANCE
TEXAS PLEDGE OF ALLEGIANCE
Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.
5. **PRESENTATIONS AND PROCLAMATIONS**

- 5A. Hear presentation of the Monthly Financial report for the period ending June 30, 2016.
- 5B. 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 August 2, 2016 City Council Regular Meeting.
- 7B. Consider action to approve a resolution accepting the engineering proposal and executing a professional services agreement in the amount of \$195,620 with RJN Group, Incorporated for design of the Main Street Reconstruction Project (ST2108) from the Main Street roundabout to President George Bush Turnpike (PGBT) and authorizing the Mayor to execute the necessary documents for said services.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. Conduct a public hearing (1st) on the ad valorem tax rate for FY2016-17.
- 8B. Conduct a public hearing (1st) on the proposed budget for FY2016-17.

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 12th day of August 2016, 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: 08/16/16

AGENDA ITEM: 2A

TITLE

The Council shall convene into executive session pursuant to the Texas Government Code, §551.071 (Consultation with City Attorney) to discuss and deliberate pending litigation and settlement, Xerox State and Local Solutions v. City of Rowlett. (15 minutes) TO BE DISCUSSED AFTER THE REGULAR SESSION



City of Rowlett

Staff Report

4000 Main Street
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AGENDA DATE: 08/16/2016

AGENDA ITEM: 3A

TITLE

Joint Work Session of Board of Adjustment and City Council. (35 minutes)

STAFF REPRESENTATIVE

Garrett Langford, AICP, Principal Planner

SUMMARY

City Council has set the expectation of meeting one-on-one each year with City Boards and Commissions to discuss their respective roles and future direction. Raymond Moyer, Chair, and members of the Board of Adjustment will share the Board's perspective on their service in this capacity, reporting last year's accomplishments and this year's plans and goals. Members will also engage in conversation about the capacity in which the Board of Adjustment serves.

BACKGROUND INFORMATION

On December 1, 2015, Chairpersons and Staff Liaisons for the City's Boards and Commissions met with Council to discuss Council's request for a review of the Boards' roles and purpose as outlined in the *Boards and Commissions Handbook*. Council also asked for reports on the Boards' FY15 accomplishments and FY16 plans and goals. This information, as well as discussion over how the Boards interact with Council on behalf of the citizens of Rowlett would be included in a joint work session held between Council and each of the Boards on an annual basis. Future budgetary needs might also be discussed at that time.

DISCUSSION

The Board of Adjustment acts in a limited capacity and does not meet often. In fact, in fiscal year 2016, they have only met three times. The volume of Board of Adjustment cases is expected to increase throughout the remainder of this fiscal year and leading into fiscal year 2017. The expected volume increase is attributed to events tied to the December 26, 2015 tornado. Specifically, the Board of Adjustment has been delegated the responsibility to serve as a board of appeals under the City's building codes as well as the board responsible for evaluating and assessing substandard structures for the purposes of demolition or repair. The Board will assist in the determination of abandonment of structures as the City continues to survey impacted neighborhoods.

RECOMMENDED ACTION

No action required. Information only.



City of Rowlett

Staff Report

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AGENDA DATE: 08/16/16

AGENDA ITEM: 3B

TITLE

Discuss Fiscal Year 2017 Council Work Plan. (60 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

Each year, Council adopts a work plan for the following year. The purpose of this discussion is to review the list developed at the annual Council Strategy Planning Session on June 9th and finalize the FY2017 Work Plan.

BACKGROUND INFORMATION

On June 8th and 9th, City Council held their annual strategy and planning session. A key goal of this annual session is to develop a list of goals and strategies for the upcoming year and prioritize a top ten list to provide focal points for Council and staff. That list is included with this document as Attachment One. In addition, a status update on the current work plan is included as Attachment Two.

DISCUSSION

A key role played by a board of directors of a corporation, non-profit, or governmental agency is corporate governance. In a Council-City Manager form of government, strategic leadership is shared; however, the City Council has a critical, fiduciary role to play in strategy development. This can be achieved by developing and adopting a strategic vision or plan such as that developed with *Realize Rowlett 2020* and by developing goals and strategies on an annual basis, such as at the Rowlett City Council's annual strategy planning session.

On July 9th, the City Council developed the draft of a prioritized work plan for FY2017. Each item was weighted and scored by the City Council based on a list of 25 potential items with Council ranking their top 15 items. Scoring was based weighted with a number 1 being worth 15 points, 2 being worth 14 points, etc. Based on the ranking, there were 11 items because of a tie. In addition, the final item of the list were essentially two items. As a result, staff broke them up into 11a and 11b (see list below). Items below the line are shaded in grey.

Item	Topic/ Agenda	Raw Score
1	Hold a "premier" event that will provide regional identity	66
2	Plant trees in parks to provide shade (as a Tree City)	57

Item	Topic/ Agenda	Raw Score
3	Develop a strategy to clean up trash in Lake Ray Hubbard that comes down Rowlett Creek	56
4	Develop a focus on youth to engage teenagers in Rowlett	54
5	Add additional digital signs strategically located throughout the City	52
6	Add a Citizen Academy to understand operations of the City (i.e. Public Works)	51
7	Modify Form Based Code with front entry homes with wide streets to eliminate alleys and thus eliminate the need for alley repairs	46
8	Continue to install shade structures over park playground equipment	46
9	Develop a master plan for multi-family housing	45
10	Partner with local non-profit groups such as Keep Rowlett Beautiful to develop a City funded neighborhood entry matching grant program	43
11a	Christmas Parade	43
11b	Mural on Hwy 66	
12	Develop a rainwater collection system for parks irrigation	38
13	Develop a recycling program for multi-family developments	33
14	Utilize Council as a resource/sub-committees	33
15	Ensure that there are Special Events geared to different age groups	33
16	Finalize the future location of the Environmental Learning Center	29
17	Extending evening hours of walking trails by providing lighting	21
18	Ensure adequate public safety coverage for City due to Bayside and new development	15
19	Create a transportation department	14
20	Develop an Economic Development "Incubator" for local businesses	12
21	Add a skate park	12
22	Revisit Senior Tax Exemption (increase by \$5,000)	11
23	Develop a farmers' market	8
24	Develop strategy to require underground utilities in new development	6
25	Establish a "Tenant Association" for multi-family developments	0

Now that we have a list, the goal is to develop consensus on the final list and to ensure the "language" represents the true goal or strategy. This means that Council can move any item up or down the list with consensus. It is not necessary to re-rank or score the list. Council should be able to finalize the list based on tonight's discussion.

There are two other items that were not discussed on June 9th and should be added to the list. The first item, to create an agenda for the 2017 Texas Legislative Session, will happen anyway; however, the second item will require a significant time investment for the City Council and Planning & Zoning Commission.

Item	Topic/ Agenda	Raw Score
	Create Agenda for 2017 Texas Legislative Session	n/a
	Update Realize Rowlett 2020	n/a

By default, items remaining from the FY2016 that were started will be carried over. These items are listed below. Items in progress and are nearing completion are included in Attachment Two.

Item	Topic/ Agenda	Notes
	FROM PRIOR YEAR:	
3	Research the possible creation of neighborhood empowerment zones	FY2017 Work Plan
5	Holiday Parade – Improve Coordination	FY2017 Work Plan
6	Economic Development – Accountability Standards	FY2017 Work Plan
7	Brand/Rebranding	FY2017 Work Plan
11	Develop a strategy for the planning, acquisition and construction of City facilities to include a Municipal Complex	FY2017 Work Plan
13	Skyline Drive Improvements – Downtown Theme	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
14	Spirit of Rowlett Citizen Awards	FY2017 Work Plan
15	Herfurth Park Design & Plan	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
18	Create Downtown Tax Increment Reinvestment Zone (TIRZ)	FY2017 Work Plan
21	Highway 66 – Zoning & Planning in Place	FY2017 Work Plan (will be discussed during update of Realize Rowlett 2020 comprehensive plan)
25	Reuse Plan for Fire Station #2	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
29	Economic Development – Partner with other City Economic Development Departments to host a Dallas Event promoting the City	FY2017 Work Plan

RECOMMENDED ACTION

Develop consensus on the final prioritized list for the FY2017 Council Work Plan.

ATTACHMENTS

Attachment One – FY2017 Council Work Plan – Draft

Attachment Two – FY2016 Council Work Plan with status update

Rowlett City Council Work Plans

FY2016		
Item	Topic/ Agenda	Status
1	Develop ordinance to create neighborhood standards for rental properties (Habitation Standards Ordinance)	IP (informal committee formed. Currently identifying issues and surveying other cities codes. Should be submitted to Council for discussion in October 2016.)
2	Review neighborhood standards and codes for aesthetic and habitation purposes	
3	Research the possible creation of neighborhood empowerment zones	FY2017 Work Plan
4	Support for Arts (Event Calendar)	Done
5	Holiday Parade - Improve Coordination	FY2017 Work Plan
6	Economic Development – Accountability Standards	FY2017 Work Plan
7	Brand/Rebranding	FY2017 Work Plan
8	Update Boards & Commissions Handbook	IP (should be approved in September 2016)
9	Hold joint meetings with City Council and the Boards & Commissions to define the purpose and goals, and set strategies for future years	IP (last committee to meet on 9-20-16)
10	CIP Task Force Conversion to Standing Committee	See item 22
11	Develop a strategy for the planning, acquisition and construction of city facilities to include a Municipal Complex	FY2017 Work Plan
12	Traffic – Improve Flows	IP (May 2015 bond election includes \$800,000 to develop and implement an intelligent transportation system)
13	Skyline Drive Improvements – Downtown Theme	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
14	Spirit of Rowlett Citizen Awards	FY2017 Work Plan
15	Herfurth Park Design & Plan	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
16	Relocate and Rebrand the Downtown Event Series during the construction of the Village of Rowlett	Done
17	Create a business development recruitment strategy following the Northshore District Sub-Area Plan	Done
18	Create Downtown Tax Increment Reinvestment Zone (TIRZ)	FY2017 Work Plan
19	Hire Third Party Broker for Economic Development	Done (City hired Catalyst Commercial)
20	Revisit Signature Gateway	IP (Staff working with developer with possible minor modifications to FBC)
21	Highway 66 – Zoning & Planning in Place	FY2017 Work Plan (will be discussed during update of

Rowlett City Council Work Plans

FY2016		
Item	Topic/ Agenda	Status
		Realize Rowlett 2020 comprehensive plan)
22	Plan 2018 Bond Election	IP (in the beginning stages. Will be evaluating role of CIP Task Force and engaging Council on the progress this fall)
23	Update Information Technology Plan to include Cyber Security	Done
24	Public WIFI Downtown	IP (working with Time Warner on plan for downtown and parks)
25	Reuse Plan for Fire Station #2	FY2018 Work Plan (Revisit as part of the FY2018 bond election)
26	Develop and begin negotiation strategy on the Garland Sewer Treatment Contract	IP (contract review in progress to build negotiation strategy. Renewal is 5 years out)
27	Develop a strategy to address concerns about the water agreement with the North Texas Municipal Water District (NTMWD) related to conflicting policies regarding the water conservation policy and the take-or-pay provision	IP (City sent letter identifying concerns. The NTMWD member cities are currently discussing this issue)
28	Rowlett Creek Regional Solution	FY2017 Work Plan
29	Economic Development - Partner with other City Economic Development Departments to host a Dallas Event promoting the City	FY2017 Work Plan
30	Become more involved in regional planning entities such as the North Central Texas Council of Government (NCTCOG) & North Texas Commission (NTC)	<p>Done</p> <ul style="list-style-type: none"> • Jim Proce serves on the NCTCOG Public Works Council, the Regional Emergency Preparedness Advisory Committee and the Public Work Emergency Response Team. • Tammy Dana-Bashian will replace past Councilmember Michael Gallops on the Emergency Preparedness Planning Council (August 18th). • Mayor Gottel has just been appointed to the North Texas Commission board.

Key

Green – Done	White – FY2018
Yellow – in Progress	Tan – FY2017 strategy

Rowlett City Council Work Plans

FY2017		
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1	Hold a “premier” event that will provide regional identity.	
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5	Add additional digital signs strategically located throughout the City.	
6	Add a Citizen Academy to understand operations of the City (i.e. Public Works).	
7	Modify Form Based Code with front entry homes with wide streets to eliminate alleys and thus eliminate the need for alley repairs.	
8	Continue to install shade structures over park playground equipment.	
9	Develop a master plan for multi-family housing.	
10	Partner with local non-profit groups such as Keep Rowlett Beautiful to develop a City funded neighborhood entry matching grant program.	
11	Christmas Parade.	
	Mural on Hwy 66.	
12	Develop a rainwater collection system for parks irrigation.	
13	Develop a recycling program for multi-family developments.	
14	Utilize Council as a resource/sub-committees.	
15	Ensure that there are Special Events geared to different age groups.	
16	Finalize the future location of the Environmental Learning Center.	
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18	Ensure adequate public safety coverage for City due to Bayside and new development.	
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21	Add a skate park.	
22	Revisit Senior Tax Exemption (increase by \$5,000).	
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Rowlett City Council Work Plans

FY2017		
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	Create Agenda for 2017 Texas Legislative Session	Should be done before November 2016
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AGENDA DATE: 8/16/2016

AGENDA ITEM: 3C

TITLE

Hear presentation from the Library Advisory Board regarding the Five-Year Update to the Library's Strategic Plan. (30 minutes)

STAFF REPRESENTATIVE

Kathy Freiheit, Director of Library Services

SUMMARY

As an accreditation requirement, the Texas State Library and Archives Commission (TSLAC) mandates that all members of the state library system must have a strategic plan in place that is reviewed and updated every five years.

The purpose of this item is to discuss the proposed strategic plan, seeking Council consensus so that a formal resolution adopting the plan can be presented on September 6, 2016.

BACKGROUND INFORMATION

The Library's strategic plan provides a blueprint for future growth and development. As an accreditation requirement of the Texas State Library and Archives Commission, the plan supports professionalism and ensures accountability through proven ability and effectiveness. Providing input and support in planning efforts is one of the most important functions of the Library Advisory Board.

In addition to creating an infrastructure for the allocation of existing resources and justification for new funding, the plan also facilitates the identification and accomplishment of goals and objectives. The plan is an important tool in development of annual library department work plans and reporting of outcomes.

In June 2016, members of the Library Advisory Board met with Library administrative staff in a strategic planning workshop. Contributors in this review and update of the 2011 plan included:

- Rowlett Public Library Advisory Board Members
 - Pat Harris, Chair
 - Jerry Hickman, Vice-Chair
 - Bill Schwab, Regular member
 - Tana Daniels, Regular member
 - Deborah Smith, Regular member
 - Cassie Wilson, Alternate member
- Kathy Freiheit, Director of Library Services

- Laura Tschoerner, Library Services Manager
- Phil Barott, Information Systems Administrator
- Mary Lynn Saxton, Youth Services Librarian

In opening the dialogue, Library staff reiterated the value of State Library accreditation, which includes resource sharing through the statewide interlibrary loan system, subsidized interlibrary courier services, TexShare database subsidies, and eligibility for cooperative grants. Discussion continued in revisiting the impact of Downtown development, which prompted the May 2015 closure and move of the Library facility to a temporary location at 5702 Rowlett Road. In July 2015, Council created a 13-member Library Visioning Task Force, a group of citizens and key stakeholders charged with establishing design priorities for an interim facility under construction in the Village of Rowlett. Appointees included three Library Advisory Board members: Pat Harris (Regular Member & Task Force Chair), Cassie Wilson (Alternate Member), and Jerry Hickman (Alternate Member representing Friends of the Rowlett Public Library). Based upon the work of the Task Force to date, the Board affirmed interim facility design priorities including:

- Dedicated Teen Area
- Community “Living Room” Space
- Quiet Study Area
- Group Study Area
- Public Computers
- Customer Self-Checkout, Self-Registration & Staff-Assisted Service Desk
- Mobile Staff Desk/s
- Multi-Purpose Flexible Activity Area
- Class/Board Meeting Room
- Mobile Shelving in Children’s Area
- After Hours & Internal Book Returns

Library staff then provided a state-of-the-library presentation on current services and program offerings. Of special note are recent service innovations which include a combined services (reference/circulation) desk, the new Apollo integrated library system with its many customer-friendly features, launch of a social media presence, and enhanced means for customer notifications including communication through text, email, and electronic newsletters. Young children’s programming includes a renewed emphasis on early literacy, boosted through initiatives like 1,000 Books before Kindergarten (1KBK) and outreach to area daycare centers. Afterschool book clubs and other activities for children and young adults are built on interdisciplinary and applied elements of STEM (science, technology, engineering and mathematics) education, while others incorporate online games and videos, utilize the DVD collection to incorporate popular culture icons like superheroes, or make a link between current movies and books. Adults and families are served through a variety of interactive story times, crafts programs, celebration of holidays and special events. The continued provision of General Educational Development (GED) and English as a Second Language (ESL) classes target groups which are often underserved. A Summer Reading Program for people of all ages continues on as a mainstay,

not only for its inarguable value in sustaining children's vital learning and classroom skills while school is out, but also for its immense contributions to the quality of life, by encouraging the joys of recreational reading and facilitating a lifelong discovery of knowledge.

Finally, a technology overview called attention to the current status of both staff and public computing equipment, digital education efforts including new online resources and one-on-one computer assistance, expanded digital download platforms, and expectations for the implementation of RFID (radio frequency identification) security, which will enable customer self-checkout.

On August 11, 2016, the Library Advisory Board adopted an updated strategic plan and recommended its adoption by the Rowlett City Council.

DISCUSSION

Members of the Library Advisory Board reviewed the roster of library department values created in 2011. Several were enhanced through supplemental verbiage and a new statement was added:

We encourage learning to empower people in their search for knowledge and growth, and in finding ways to enhance their quality of life.

The Library's vision and mission statements as revised in 2011 were affirmed without change.

Considerable discussion ensued with respect to library service roles. Descriptions for existing roles were refreshed and two additions were made in recognizing the importance of both early literacy and digital literacy. Inherent and less prominent roles, including the provision of business and career information, community referral, and consumer information were excluded from the listing.

The remainder of the workshop was devoted to in-depth discussion, staff commentary, and Board input on the 2011 plan goals and objectives, which were assessed in their entirety. Of note is that an essential question pondered five years ago remains salient: How does the library remain relevant in a Digital Age? Another high-priority future concern is that of community meeting space, one of four key elements identified in 2011. Space is a critical and limiting factor in developing objectives because library programs, physical collections, and services are predicated upon it. Another commonality between the 2011 and 2016 plans was concern over adequate parking space for customers.

It was acknowledged that the library continues its operations in a transitional state, working from a space-limited temporary facility, while in wait for finalized decisions on interim facility design and furnishings. Creating a definitive future vision under these circumstances is challenging, as the view is somewhat occluded. A more comprehensive long-term planning investment is anticipated to be undertaken within the first 12-24 months of residence in the relocated interim facility, where it is anticipated to remain for the next 5-7 years.

Drawing upon Board input, feedback, and insights gained at the June 18, 2016, workshop, library administrative staff began work on proposed goals and objectives in a draft 2016 plan update. A 2011 goal for customer training in the use of technology and online resources was incorporated and expanded upon in a detailed Technology Plan section within the document. This section addresses the current state of library technology, critical issues, and technology goals for public services, staff, library programs and the provision of public computers. Visions for future technology offerings include the incorporation of 3D printers and maker programs, more sophisticated computers with software for sound and video editing, resumption of basic computer classes, and instruction in higher level computer interests such as coding. Other services might include the lending of hardware such as tablets or wireless library hot spots, which bring computer access to groups and individuals working in locations without Internet access.

All other goals from the 2011 were essentially unchanged and reflect objectives recommended by staff as steps toward their achievement.

On August 11, 2016, library staff presented the draft 2016 plan to members of the Library Advisory Board for their review. After discussion, the Board adopted the updated strategic plan and recommended its adoption by the Rowlett City Council.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Discuss the proposed strategic plan and provide consensus to staff so that a formal resolution adopting the plan can be presented to Council on September 6, 2016.

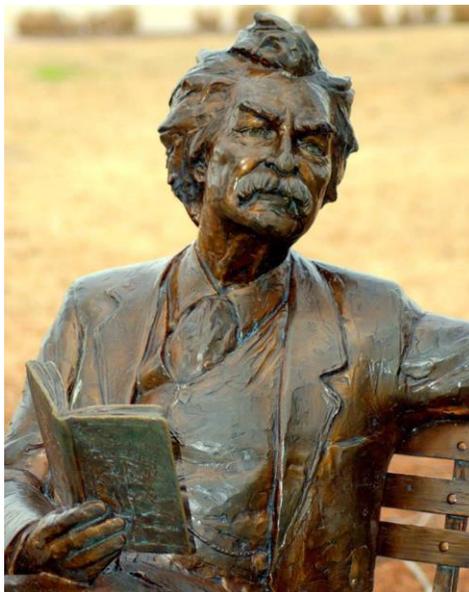
ATTACHMENTS

Attachment One – Draft Strategic Plan dated August 11, 2016

ROWLETT PUBLIC LIBRARY

STRATEGIC PLAN 2016

August 11, 2016



Enriching, Enlightening & Entertaining

Library Advisory Board

Pat Harris, Chair

Kathy Freiheit, Director of Library Services

Laura Tschoerner, Library Services Manager

Philip Barott, Information Systems Administrator

Mary Lynn Saxton, Youth Services Librarian

Introduction

Providing support in the planning and development of library resources and services is one of the most important functions of the Library Advisory Board. Rowlett Public Library's strategic plan provides a blueprint for future growth and development. In addition to creating an infrastructure for allocation of existing resources, justification for new funding, and identification of resource and service priorities, the plan provides a framework for accomplishment of goals and objectives, and documenting outcomes.

As an accreditation requirement, the Texas State Library and Archives Commission (TSLAC) mandates that all members of the state library system must have a strategic plan in place that is reviewed and updated every five years. TSLAC accreditation standards support professionalism and also ensure accountability through proven ability and effectiveness. Therefore, in June 2016, members of the Library Advisory Board met with administrative library staff to review and update the plan approved in 2011.

Contributors in the review and update included:

- Rowlett Public Library Advisory Board Members
- Director of Library Services
- Library Services Manager
- Information Systems Administrator
- Youth Services Librarian

In May 2014, the Rowlett City Council formally approved an agreement with Catalyst Urban Development for a \$30M downtown development project. The project called for razing of the existing 15,600 s.f. library facility at 3900 Main Street, moving the library to a temporary location, then returning it to newly constructed, leased space on the ground floor of the most prominent Main Street address in the Downtown area.

During the entire month of May 2015, the library was closed to the public so that the facility could be relocated to a 10,125 s.f. temporary facility at 5702 Rowlett Road. The move prompted downsizing of the physical collection, reference and circulation services desks were combined into one, and staff shifted from individual offices to shared workspaces. Many library programs, including GED and ESL classes, were moved to the Rowlett Community Centre or City Hall.

In July 2015, Council approved a resolution creating a Library Visioning Task Force, charged with making recommendations for interior design and prioritization of space within the Downtown leased space facility. Task force appointees included two members of the Library Advisory Board, as well as a third Board member who serves as alternate in representing the Friends of the Rowlett Public Library.

With the library in transition and operating from a temporary location with significant space constraints, the scope for update of the strategic plan was limited to review and revision of the existing 2011 plan. A more comprehensive approach to building a new plan is anticipated with return of the library to Downtown, where it is anticipated to remain for the next 5-7 years.

Armed with the results of an October 2015 Visioning Task Force customer survey and input from its representatives, the Advisory Board and staff reviewed and affirmed the library's vision and mission statements, and considered its values and service roles. Goals and objectives from the 2011 plan were discussed in their entirety, with staff offering current status and Board members providing feedback and input.

Dialog included the renewed challenge of parking and meeting space when the library returns to Downtown, and the continuing impact of digital media and technology on library services in the 21st Century.

With final review of the goals, objectives and strategies for implementation created by staff, the revised plan will be approved by the Library Advisory Board and recommended to the City Council for adoption and resolution.

Rowlett Public Library Timeline

- Date Uncertain – The library begins as a project of the Rowlett Home Demonstration Club. A small collection of donated books are housed in a corner of a classroom in the Rowlett Public School (currently City Hall).
- March 1950 – The library becomes a Dallas County Library branch.
- March 1952 – The City of Rowlett becomes incorporated by the vote of 84 citizens.
- Collection growth prompts move of the library to a portable building on school grounds and later, into the old firehouse.
- 1970 – The library moves to a room in City Hall.
- April 1983 – The library moves to remodeled space in the former school cafeteria at 4006 Main Street.
- 1985 – The library ceases to be a branch of the Dallas County Library System and is fully funded and managed by the City of Rowlett.
- November 1986 - The City of Rowlett establishes the Rowlett Public Library and its Advisory Board via Ordinance 111876B.
- August 1993 - A bond election is passed by Rowlett voters to build a new library. A site was selected three doors down from the old library.
- July 1995 – Library groundbreaking takes place.
- October 1996 – The library opens at 3900 Main Street, with (then) First Lady of Texas, Laura Bush, as guest speaker.
- May 2015 – The library relocates to a temporary location at 5702 Rowlett Road, in anticipation of relocating to newly constructed space within the Village of Rowlett. The former library facility is demolished in March 2016.

The library now circulates over 325,000 items and accommodates 144,000 visitors annually.

Community Background

Rowlett is a city of over 58,000 people straddling northeastern Dallas County and western Rockwall County on the western shores of Lake Ray Hubbard. The City is divided by a county line and also by the lake. Rowlett children attend public schools in either the Garland or Rockwall Independent School District, depending on their county of residence.

The City was incorporated in 1952 and became a city governed by home-rule charter in 1979. Growth increased rapidly with the opening of Lake Ray Hubbard in 1971, with the population almost doubling between 1990 and 2000, and increasing another 20 percent between 2000 and 2010. Build-out is expected around the year 2030 with approximately 75,000 residents.

Rowlett's citizens are predominantly young (median age 37.5), affluent (median family income over \$83,000), and educated (32% of adult population having obtained a bachelor's degree or higher). Many young residents are raising families, as 42% of households have children. The community has also become increasingly accessible with completion of the eastern extension of the President George Bush Turnpike in December 2011, and completion of the Dallas Area Rapid Transit Authority Blue Line light rail route in 2012. Convenient transit within the Dallas Metroplex and surrounding cities, coupled with modest home prices (median home values in the \$200,000s) make Rowlett a desirable place to live. Housing is 84% owner-occupied. (City of Rowlett Economic Development Department, 2014)

For recreation, in addition to the library, the City has a recently remodeled community center and family water park; a municipal golf course; an extensive parks system including athletic fields, and trails; and Lake Ray Hubbard. The City sponsors annual events in summer and fall that feature music, food, crafts, and other opportunities for family recreation and community building.

Rowlett Public Library serves the citizens of Rowlett and, to a lesser degree, residents of the neighboring communities of Garland, Rockwall, Dallas, Wylie, Sachse, Mesquite, and others. Rockwall and Dallas public libraries impose non-resident fees, but are accessible (with certain restrictions) through use of a TexShare card. All Rowlett library cardholders can access digital media using several platforms, and additional online resources are also available 24/7. Interlibrary loan borrowing services are limited to cardholders who are residents of Rowlett.

Library Department Values

- We treat each individual with dignity and respect their privacy, access to information, and intellectual freedom.
- We work together in a team environment to provide knowledgeable, welcoming service.

- We encourage learning to empower people in their search for knowledge and growth, and in finding ways to enhance their quality of life.
- We support the City to serve the community.
- We manage our resources responsibly, ethically, and honestly, and strive to continuously improve our services.

Library Vision

Rowlett Public Library will provide a communal environment for cultural exchange, recreational pursuits, and information access to stimulate learning and readership.

Library Mission Statement

The mission of the Rowlett Public Library is to promote activities and ideas which will encourage, enrich and expand interests of library users; stimulate the awareness and usage of libraries to promote individual enlightenment, community enrichment, and economic vitality throughout the City; and to inform, entertain, enrich, and foster the self-learning process by facilitating access to its collections, services, and technology.

Library Service Roles

- Current topics and titles
Resources which meet current and timely demands for popular materials.
- General information resources
Information in a variety of formats on topics related to educational, occupational, recreational, and personal needs and interests.
- Early literacy
Programs, services, and spaces which foster discovery and ensure that children will enter school ready to read and write, and continue to develop a love of learning throughout their lives.
- Digital literacy
High-speed Internet access and assistance in the use of software, hardware, and social media to empower information seekers and link people to the online world.
- Lifelong learning

Resources and activities which stimulate, enrich, and expand the personal interests of people of all ages throughout their lives.

- Information literacy
Training and assistance in developing the skills to locate, evaluate, and effectively utilize information to satisfy curiosity, resolve issues, answer questions, and stimulate imagination.
- Community meeting place
Welcoming and accessible physical spaces for people to meet, socialize, network, relax, and interact with their neighbors.

Goals and Objectives

Provide programs and services to support the Library's mission and service roles:

- Offer materials on a wide variety of topics related to current social and cultural trends.
- Maintain a collection of popular and best-selling books in a variety of formats for recreational and educational reading.
- Deliver accurate and timely reference assistance and reader's advisory services, in person, electronically, and by telephone.
- Develop and promote programs to encourage lifelong reading and learning for all:
 - Reflect the diversity of the community in the library's collections and programming
 - Identify underserved segments of the community and develop programs and services to meet their needs
 - Strive to connect with citizens, regardless of their abilities
 - Consider intergenerational programs to facilitate connections between age groups

Enhance customer services:

- Equip staff with resources and ongoing training to foster professional development and teamwork.
- Cultivate an environment where the City's values are embraced and the highest standards are expected.
- Provide staff with the necessary tools and equipment to provide exceptional customer service.
- Actively seek ways to improve Library services based on customer feedback and develop ongoing opportunities for customers to have a voice in the delivery of services.
- Enhance overall communication with customers by utilizing new technologies.

Encourage a lifelong love of reading and learning in children:

- Provide developmentally appropriate programs that support early literacy.

- Expand children’s participation in the summer reading program through enriching activities, marketing, and visibility within the community.
- Develop programs which encourage interaction and ongoing learning exchanges between children and caregivers.
- Maintain a collection of resources supporting the child-rearing information needs of parents, grandparents, and caregivers.

Encourage young adults to use and value the Library:

- Plan and conduct regularly scheduled programs that engage and inspire young adults.
- Expand participation of middle school and high school students in the summer reading program through enriching activities, marketing, and visibility within the community.
- Explore new ways to actively engage young adults through programs and services of interest.

Encourage lifelong reading and learning for adults:

- Provide adult reading programs throughout the year that nurture education, culture, and entertainment.
- Encourage reading and use of the Library and its resources through various means of advertising both inside and outside of the Library.
- Consider possibilities for author and discussion programs involving local sponsorships and community partners.

Foster adult literacy and continuing education:

- Provide resources and support for General Education Development (GED).
- Provide resources and support for English as a Second Language (ESL) instruction.
- Offer instructional study resources for standardized tests in a variety of formats.
- Develop and promote programs and resources to help library customers learn more about using technology.

Support efforts to maintain the library facility as a comfortable and accessible gathering place for customers and staff:

- Verify compliance with ADA requirements regularly.
- Explore options for additional meeting space.
- Monitor impact of parking availability on customers and staff.
- Evaluate efficacy of space assignments within relocated facility and assess their suitability for programming needs, quiet study, group interaction, support of technology needs, and other individual and group uses.

Library Technology Plan

Technology is an essential element in a library's strategic plan. The plan is important not only in describing what the library offers citizens, but also in terms of identifying the tools needed by staff to do an effective job. The library currently has needs which need to be met in both areas, so many of these goals target areas for improvement. The ultimate goal is to be able to provide excellent service and resources for customers and staff.

Current State of Technology

Tools and applications available for providing service to the public include:

- Apollo Integrated Library System from Biblionix, LLC
 - Cloud-based software, accessed through Firefox web browser
 - Online catalog hosted by vendor
 - Customers can access accounts remotely and receive both email & text message notifications regarding overdue items and the availability of reserved items
- 3M Electromagnetic theft detection system
- Public computing hardware including 8 thin clients tied into a central terminal server running Microsoft Server 2012
- Public Computer software includes Microsoft Office 2013 and Firefox
- Public Computer use, including authentication, printing and time management is provided through EnvisionWare software
- Mobile printing for computers and mobile devices not on the public network is provided through EnvisionWare software
- Filtering software from WebTitan works in conjunction with EnvisionWare software and offers customers a choice in filtering options
- Open wireless access
- 3 Computers serving as Online Public Access Catalogs (OPACs or PACs) run on Microsoft Windows XP and kiosk mode software
- 1 Photocopier for public use
- 4 AWE Early Literacy Stations for children's use
- Public website, separate from the catalog that is part of the main City website, is powered by CivicPlus
- Digital platforms include OverDrive and Hoopla
- Subscription databases provide access to a variety of other digital content
- Technology training appointments can be made with a staff member for one-on-one instruction

Staff tools include:

- 17 Staff workstations running Microsoft Windows 7 Professional

- 1 Copier/scanner/black & white printer, networked for staff use
- 6 Regular barcode scanners, 1 2D barcode scanner, and 4 pen scanners
- 2 Color printers
- 4 Desktop printers (2 in use, 2 in storage)
- Staff have access to Microsoft Office 365 through a City subscription
- Staff intranet is set up through the City's SharePoint system
- Participation in the TSLAC Navigator interlibrary loan system, through which the library has access to OCLC catalog records
- 6 Laptops (donated by Atmos Energy) used for program support and one-on-one training
- Various tools, including 3D printer pens, robotics kits, and LittleBits circuit building kits support STEAM and youth programming
- Munis software for budget management & Tyler Cashiering for fine and fee collection
- Kronos software for staff timekeeping and payroll use
- Spiceworks software for reporting and tracking of computer problems and projects
- Canon point-and-shoot digital camera for publicity uses
- RTI Eco-Master disc cleaning and repair system for DVDs, CDs, and Blu Ray media

Problems with Current Technology

- Public computers are unacceptably slow, have limited functionality, and present frequent problems for staff and customers
- Staff computers are dated and often require a long time to perform simple tasks
- Laptops and public computers are insufficient in number for class instruction
- 3M security system generates frequent false positives alarms, annoying staff and customers and undermining trust in the system

Technology Goals

Public Services:

- Migrate to Radio Frequency Identification (RFID) security system
- Implement customer self-checkout
- Consider using Apollo's "Gabbie" messaging service, allowing customers to renew materials and communicate with staff via text messages
- Assess technology needs for relocated library facility
- Research lending options for Wi-fi hotspots, programmed children's tablets, etc.
- Incorporate additional early digital literacy elements in children's programming
- Resume regular technology education programming, expanding scope to include more than basic tech help, as meeting space permits

Rowlett Public Library Strategic Plan
August 2016

- Review plan for website content maintenance and update as necessary
- Create plan for website overhaul, pending larger city plans for changes or upgrades to current website software
- Replace current Public Access Catalogs (PACs) with wall-mounted tablets
- Create system for better use of online resources, including publicity, staff and customer engagement, and assessment of resource effectiveness

Staff:

- Purchase new digital camera
- Assess need for projection equipment
- Acquire staff tablet computers for implementation in new service models
- Continue participation in the city IT User's Group to keep staff informed of citywide technology plans and to facilitate computer upgrades
- Establish staff core technology competencies, train staff to meet them, and establish a system for review
- Create a program for training select employees beyond basic core technology competencies
- Monitor library technology trends in support of best practices and new offerings for customers
- Explore additional staff software, such as Adobe design, scheduling and productivity software, etc.
- Create a system for assessing staff technology needs and implement on a regular basis
- Establish a formal technology maintenance and cleaning schedule
- Maximize use of statistical reporting data, such as physical and virtual library visits, website hits, materials checkout, and use of online resources
- Pursue possibility of additional staff to support technology education

Programming:

- Acquire mobile cart with monitor and video gaming equipment for young adult programming
- Purchase a 3D printer for program use
- Research other peripherals for program enhancement
- Pursue grants or other funding for the purchase of laptops to improve tech education programs

Public Computers:

- As a stopgap measure to remedy issues with existing public computers, replace thin client setup using computers previously used by staff
- Replace stopgap equipment with new computers, or seek grants or other funding if budget requests are not realized
- Assess feasibility of equipping designated public computer workstations with assistive and adaptive technology

- Investigate feasibility of adding other types of technology for public use, including 3D printers, tablets, and more sophisticated software for public computers

DRAFT



City of Rowlett

Staff Report

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

AGENDA DATE: 08/16/2016

AGENDA ITEM: 5A

TITLE

Hear presentation of the Monthly Financial report for the period ending June 30, 2016.

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

Attached is the Comprehensive Monthly Financial Report for June 2016, 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. Nine months of FY2016, or 75.0% 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 June 2016. Nine months of FY2016, or 75.0% of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$72.6 million for FY2016. This amount is 80.9% of the approved operating budget of \$89.7 million and is 3.7% more than forecast through the month of June.

- General Fund revenues are \$0.1 million or 0.4% higher than expected
- Utility Fund revenues are \$0.1 million or 0.7% lower than expected.

Expenses: Expenses totaled \$67.0 million year-to-date for FY2016. This amount is 76.9% of the approved operating budget of \$87.1 million and is 2.8% more than forecast through the month of June.

- General Fund expenses are \$0.7 million or 2.4% lower than expected.
- Utility Fund expenses are \$1.2 million or 6.7% higher than expected (primarily due to sewer treatment expenses resulting from a faulty meter and is currently under review).

Surplus: The net surplus from operations through June is \$5.6 million, which is \$0.8 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total increase of \$2.7 million.

**Note: 2016 Budget amounts reflect pending budget amendments that will be considered for Council approval in September.*

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Information only. The Comprehensive Monthly Financial Report – June 30, 2016, is attached to this agenda item as Attachment 1.

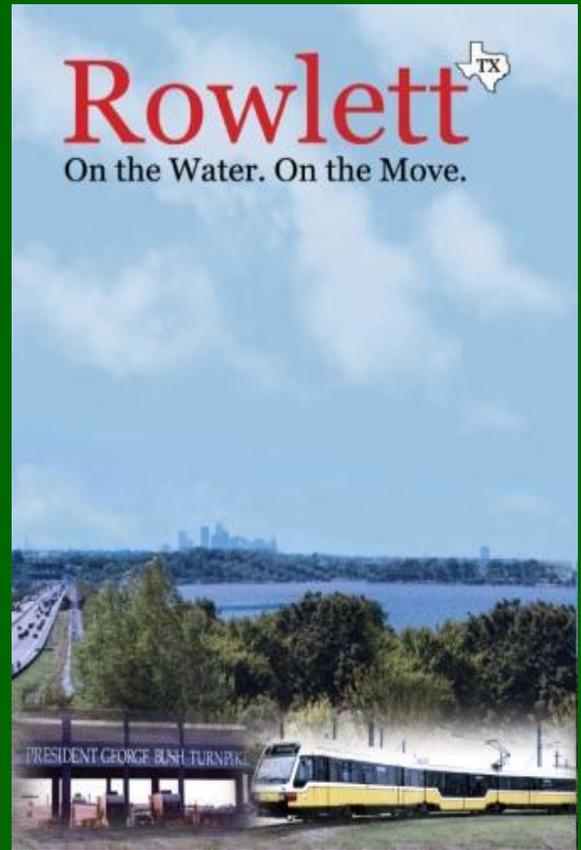
ATTACHMENTS

Attachment 1 – Comprehensive Monthly Financial Report – June 30, 2016



Comprehensive Monthly Financial Report

June 2016





MONTHLY FINANCIAL REPORT

PERFORMANCE AT A GLANCE

June 2016

	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	WARNING	Page 6
UTILITY FUND REV VS EXP	NEGATIVE	Page 7
SEWER REVENUES	NEGATIVE	Page 7
WATER REVENUES	POSITIVE	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	WARNING	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

June 30, 2016 – 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 1.1% in the 1st quarter of 2016 after increasing 1.4% in the 4th quarter of 2015 as reported by the Bureau of Economic Analysis. The first-quarter increase was a result of increased spending on household services net decreases in business investment and private inventory investment.

Texas Retail Sales: 
 Texas retail sales totaled \$41.3 billion for the month of April, a decrease of \$0.8 billion (1.9%) over April 2015.

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 0.9% between the months of April and May.

Attached is the Comprehensive Monthly Financial report for June 2016. Nine months of FY2016, or 75.0% of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$72.6 million for FY2016. This amount is 80.9% of the approved operating budget of \$89.7 million and is 3.7% more than forecast through the month of June.

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Expenditures: Expenses totaled \$67.0 million year-to-date for FY2016. This amount is 76.9% of the approved operating budget of \$87.1 million and is 2.8% more than forecast through the month of June.

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- Utility Fund expenditures are \$1.2 million or 6.7% higher than expected.

Surplus: The net surplus from operations through June is \$5.6 million which is \$0.8 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total increase of \$2.7 million.

**2016 Budget amounts reflect pending budget amendments.*

UNEMPLOYMENT

NOTEWORTHY

National Unemployment: 
 The national unemployment rate increased from 4.7% to 4.9% between May and June.

State-Wide: 
 The Texas unemployment increased from 4.4% to 4.5% between May and June.

Rowlett: 
 The City of Rowlett unemployment rate increased from 3.3% to 3.8% between May and June. Note – city unemployment rates are not seasonally adjusted.

CIP BOND PROJECTS Although some projects have experienced inevitable tornado-related delays, the \$25.8 million bond projects, voter-approved in May, 2015 to fund street, park and public safety projects, are underway. Kids Kingdom, the state of the art, 22,000 square foot, community-inspired playground located in Pecan Grove Park (5300 Main Street) held a grand opening on July 9, 2016.



**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
June 30, 2016**

BUDGET SUMMARY OF ALL FUNDS FY2016

	2016 <u>Budget</u>	2016 <u>Forecast</u>	2016 <u>Year-to-Date</u>	<u>Variance</u>
Beginning Reserves	\$ 14,113,838	\$ 13,111,690	\$ 13,111,690	0.0%
Revenues:				
General	39,989,346	33,864,764	34,008,688	0.4%
Water & sewer	28,901,031	19,313,654	19,174,797	-0.7%
Debt service	7,997,408	7,700,919	7,584,916	-1.5%
Drainage	1,360,397	1,020,296	1,002,371	-1.8%
Refuse	4,827,003	3,620,251	3,710,986	2.5%
Employee health benefits	5,010,230	3,350,861	3,621,350	8.1%
Police seizure	100,550	75,413	81,451	8.0%
Economic development	316,694	237,520	176,441	-25.7%
Hotel/motel tax	47,752	33,999	60,434	77.8%
P.E.G.	85,893	42,946	92,214	114.7%
Grants	356,634	254,692	447,656	75.8%
Community Development Block Grant	179,247	134,435	133,820	-0.5%
Inspection Fees Fund	225,000	168,750	242,904	43.9%
Juvenile diversion	33,281	24,957	21,858	-12.4%
Court technology	26,936	20,205	17,937	-11.2%
Court security	20,035	15,030	13,439	-10.6%
Golf course	257,005	128,387	127,665	-0.6%
Disaster	-	-	2,058,837	0.0%
Total Revenues	\$ 89,734,442	\$ 70,007,080	\$ 72,577,763	3.7%
Expenses:				
General	40,781,726	29,744,216	29,016,834	-2.4%
Water & sewer	24,714,594	18,401,532	19,626,851	6.7%
Debt service	8,552,017	7,354,183	7,439,949	1.2%
Drainage	1,401,835	1,017,555	878,456	-13.7%
Refuse	4,774,880	3,581,160	3,607,647	0.7%
Employee health benefits	4,967,764	3,724,253	3,362,034	-9.7%
Police seizure	187,097	140,323	210,346	49.9%
Economic development	443,023	327,804	331,175	1.0%
Hotel/motel tax	48,749	36,374	22,767	-37.4%
P.E.G.	90,543	67,907	87,474	28.8%
Grants	359,565	254,692	447,656	75.8%
Community Development Block Grant	179,247	134,435	133,820	-0.5%
Inspection Fees Fund	218,760	159,863	109,608	-31.4%
Juvenile diversion	38,738	28,309	22,270	-21.3%
Court technology	43,874	32,906	21,373	-35.0%
Court security	23,672	17,754	20,523	15.6%
Golf course	254,990	127,280	142,958	12.3%
Disaster	-	-	1,471,606	100.0%
Total Expenses	\$ 87,081,074	\$ 65,150,546	\$ 66,953,347	2.8%
Current Year Surplus/(Shortfall)	\$ 2,653,368	\$ 4,856,534	\$ 5,624,416	15.8%
Ending Reserves	\$ 16,517,207	\$ 17,968,224	\$ 18,736,107	4.3%

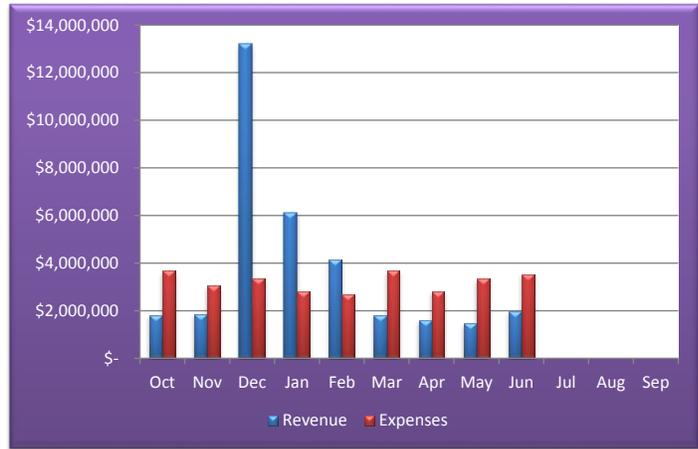
Positive
Warning
Negative

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 FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 1,803,893	\$ 3,689,831	\$ (1,885,938)
Nov	1,857,665	3,060,768	(1,203,103)
Dec	13,210,437	3,373,494	9,836,943
Jan	6,131,916	2,801,063	3,330,853
Feb	4,140,663	2,670,152	1,470,511
Mar	1,812,124	3,709,750	(1,897,626)
Apr	1,619,532	2,825,972	(1,206,440)
May	1,466,459	3,347,937	(1,881,478)
Jun	1,966,000	3,537,868	(1,571,869)
Jul			
Aug			
Sep			
Total	\$ 34,008,689	\$ 29,016,835	\$ 4,991,854
Cumulative Forecast	\$ 33,864,764	\$ 29,744,216	\$ 4,120,548
Actual to Forecast \$	\$ 143,925	\$ (727,382)	\$ 871,306
Actual to Forecast %	0.4%	-2.4%	



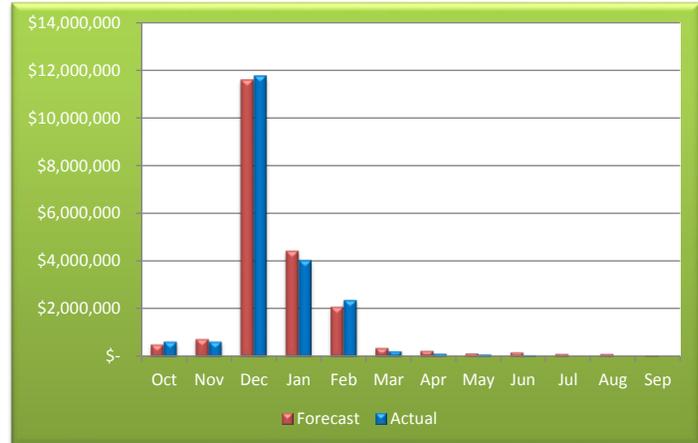
Positive

Cumulatively overall, the General Fund is better than expected for this time of the year. Revenues are 0.4% lower due to lower than expected property tax revenue and franchise fees, and expenses 2.4% lower than forecasted due to vacancies and the timing of supply purchases.

REVENUE ANALYSIS

PROPERTY TAXES FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 518,315	635,883	\$ 117,568
Nov	746,373	642,668	(103,705)
Dec	11,610,248	11,750,304	140,057
Jan	4,478,238	4,068,982	(409,257)
Feb	2,114,724	2,394,128	279,404
Mar	373,187	235,787	(137,399)
Apr	248,791	134,165	(114,626)
May	145,128	93,102	(52,026)
Jun	186,593	68,478	(118,115)
Jul	124,396		
Aug	124,396		
Sep	62,198		
Total	\$ 20,732,585	\$ 20,023,497	\$ (398,099)
Actual to Forecast			-1.9%



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 1.9% lower than forecasted for this time of the year.

REVENUE ANALYSIS

SALES TAXES FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 487,626	\$ 497,364	\$ 9,738
Nov	481,375	507,859	26,484
Dec	631,413	665,451	34,038
Jan	418,858	439,620	20,762
Feb	431,362	496,445	65,083
Mar	631,413	649,840	18,427
Apr	493,878	536,056	42,178
May	487,626	524,507	36,881
Jun	600,155	600,155	-
Jul	525,136		
Aug	481,375		
Sep	581,400		
Total	\$ 6,251,617	\$ 4,917,297	\$ 253,591
<i>Actual to Forecast</i>			5.4%



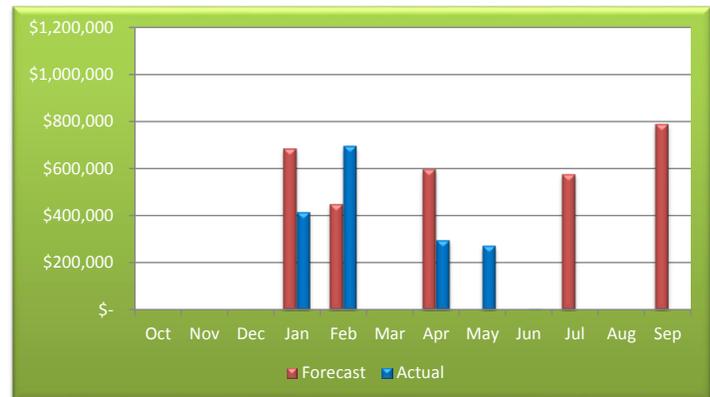
Positive

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. Overall, sales tax revenues are 5.4% higher than budgeted for this fiscal year. The sales taxes reported here for June represent an estimate.

REVENUE ANALYSIS

FRANCHISE FEES FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	\$ -	\$ -	\$ -
Nov	-	-	-
Dec	-	9	9
Jan	684,373	412,265	(272,108)
Feb	449,247	692,114	242,867
Mar	-	-	-
Apr	597,132	293,626	(303,506)
May	-	271,398	271,398
Jun	-	2,245	2,245
Jul	575,539		
Aug	-		
Sep	787,599		
Total	\$ 3,093,891	\$ 1,671,657	\$ (61,340)
<i>Actual to Forecast</i>			-3.5%



Warning

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. The natural gas franchise fee was \$40,666 or 9.0% below budget for this fiscal year. Cumulatively overall, franchise fees are 3.5% lower than forecasted for this time of the year.

OVERALL FUND PERFORMANCE

UTILITY FUND REVENUES VS EXPENSES FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 2,682,717	\$ 1,591,358	\$ 1,091,359
Nov	2,473,831	1,552,229	921,602
Dec	2,016,697	2,049,374	(32,677)
Jan	2,021,574	1,736,059	285,514
Feb	1,882,458	5,490,651	(3,608,193)
Mar	1,960,561	1,896,682	63,879
Apr	2,091,813	1,623,947	467,866
May	2,004,766	1,746,650	258,116
Jun	2,040,379	1,939,901	100,478
Jul			
Aug			
Sep			
Total	\$ 19,174,797	\$ 19,626,851	\$ (452,054)
Cumulative Forecast	\$ 19,313,654	\$ 18,401,532	\$ 912,122
Actual to Forecast \$	\$ (138,857)	\$ 1,225,320	\$ (1,364,176)
Actual to Forecast	-0.7%	6.7%	



Negative

Utility fund revenues are 0.7% lower than forecast as a result of lower than expected wastewater revenues. Expenses are 6.7% higher than forecast due to higher than expected wastewater treatment expenses. The fund makes semi-annual debt payments in February and September.

REVENUE ANALYSIS

SEWER REVENUES FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 909,883	\$ 959,040	\$ 49,157
Nov	873,354	937,249	63,895
Dec	842,927	794,871	(48,056)
Jan	830,971	766,081	(64,890)
Feb	822,173	743,564	(78,609)
Mar	810,975	762,127	(48,848)
Apr	846,813	823,416	(23,397)
May	899,217	782,299	(116,917)
Jun	967,756	806,107	(161,649)
Jul	1,044,105		
Aug	1,056,180		
Sep	1,017,048		
Total	\$ 10,921,401	\$ 7,374,753	\$ (429,315)
Actual to Forecast			-5.5%



Negative

Sewer sales represent over 40% of the Utility Fund budget and cover the cost of sewer treatment paid to City of Garland. Cumulatively overall, sewer revenues are 5.5% lower than forecasted for this time of year.

REVENUE ANALYSIS

WATER REVENUES FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 1,403,401	\$ 1,621,805	\$ 218,404
Nov	1,266,499	1,446,969	180,470
Dec	1,132,796	1,145,412	12,617
Jan	1,069,153	1,187,109	117,956
Feb	1,039,399	1,065,031	25,632
Mar	1,018,224	1,117,106	98,881
Apr	1,121,145	1,188,397	67,252
May	1,248,648	1,141,028	(107,620)
Jun	1,585,123	1,170,967	(414,157)
Jul	2,033,999		
Aug	2,158,983		
Sep	1,950,603		
Total	\$ 17,027,975	\$ 11,083,824	\$ 199,434
<i>Actual to Forecast</i>			1.8%



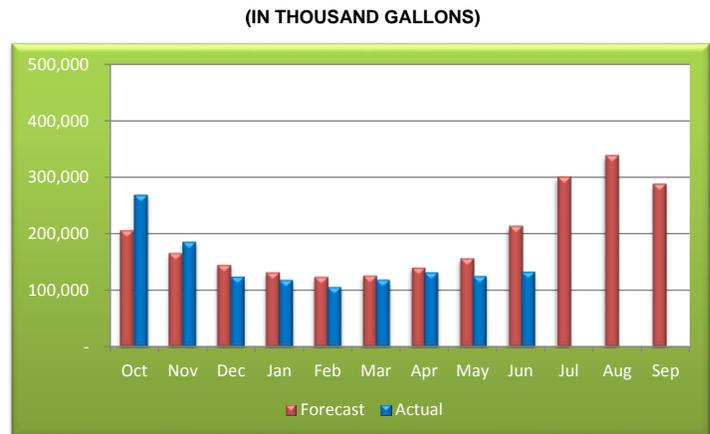
Positive

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. Cumulatively, water revenues are 1.8% higher than the forecast for this time of year.

REVENUE ANALYSIS

WATER USAGE FY2016

<u>Month</u>	<u>2016 Forecast</u>	<u>2016 Actual</u>	<u>Monthly Variance</u>
Oct	205,688	268,258	62,570
Nov	165,430	185,897	20,467
Dec	144,647	124,951	(19,696)
Jan	131,535	119,045	(12,490)
Feb	123,505	106,152	(17,353)
Mar	125,372	119,261	(6,111)
Apr	139,784	132,105	(7,679)
May	155,805	125,700	(30,105)
Jun	213,519	133,483	(80,036)
Jul	300,529		
Aug	338,135		
Sep	287,959		
Total	2,331,906	1,314,852	(90,431)
<i>Actual to Forecast</i>			-6.4%



Negative

The City purchases its water from the North Texas Municipal Water District. Customer usage in June is 37.5% lower than forecast; cumulatively customer usage is 6.4% lower than forecast. 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 FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 391,264	\$ 388,769	\$ 2,495
Nov	421,039	398,249	22,790
Dec	416,530	412,957	3,574
Jan	414,551	399,248	15,304
Feb	410,311	406,265	4,045
Mar	412,556	409,631	2,925
Apr	424,338	394,913	29,426
May	409,541	402,503	7,037
Jun	410,855	395,113	15,742
Jul			
Aug			
Sep			
Total	\$ 3,710,986	\$ 3,607,648	\$ 103,338
Cumulative Forecast	\$ 3,620,251	\$ 3,581,160	\$ 39,091
Actual to Forecast \$	\$ 90,734	\$ 26,488	\$ 64,246
Actual to Forecast	2.5%	0.7%	



Positive

The Refuse Fund accounts for monies collected from customers on their utility bills and remitted to our solid waste provider. Revenues are currently 2.5% higher than forecasted, and expenses are 0.7% higher than forecasted.

OVERALL FUND PERFORMANCE

DRAINAGE FUND REVENUES VS EXPENSES FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 107,637	\$ 67,427	\$ 40,210
Nov	113,549	73,163	40,386
Dec	112,214	73,269	38,945
Jan	112,904	66,819	46,085
Feb	109,356	338,156	(228,800)
Mar	111,234	75,175	36,059
Apr	113,054	59,373	53,681
May	110,681	60,128	50,553
Jun	111,742	64,946	46,796
Jul			
Aug			
Sep			
Total	\$ 1,002,372	\$ 878,456	\$ 123,916
Cumulative Forecast	\$ 1,020,296	\$ 1,017,555	\$ 2,741
Actual to Forecast \$	\$ (17,924)	\$ (139,099)	\$ 121,175
Actual to Forecast	-1.8%	-13.7%	



Positive

The Drainage Fund accounts for monies collected from customers on their utility bills for the municipal drainage system. Cumulatively overall, the fund is better than forecasted for this time of the year, with revenues 1.8% lower than forecasted but expenses 13.7% lower than forecasted.

OVERALL FUND PERFORMANCE

DEBT SERVICE FUND REVENUES VS EXPENSES FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 256,615	\$ 3,910	\$ 252,705
Nov	253,679	898	252,781
Dec	4,274,836	127,318	4,147,518
Jan	1,501,932	14,247	1,487,685
Feb	1,016,301	7,269,552	(6,253,251)
Mar	107,207	10,035	97,172
Apr	70,761	3,702	67,059
May	55,460	7,558	47,901
Jun	48,126	2,730	45,397
Jul			
Aug			
Sep			
Total	\$ 7,584,916	\$ 7,439,950	\$ 144,966
Cumulative Forecast	\$ 7,700,919	\$ 7,354,183	\$ 346,736
Actual to Forecast \$	\$ (116,003)	\$ 85,767	\$ (201,769)
Actual to Forecast	-1.5%	1.2%	



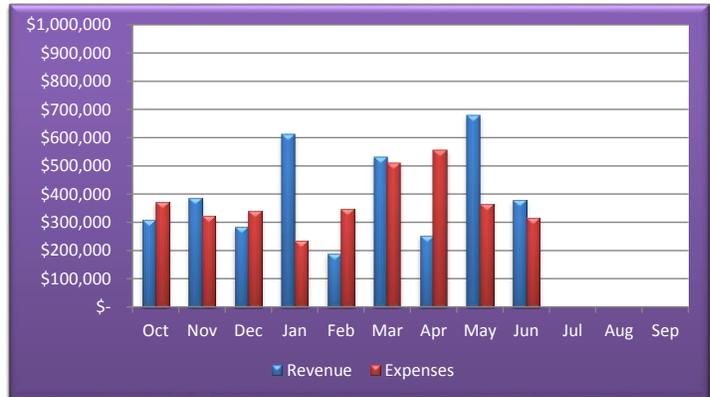
Warning

General Debt Service Fund is used to pay principal and interest on tax-supported debt. Revenues are 1.5% lower than projected, and expenses 1.2% higher than expected. The fund pays conduit debt in December and makes other semi-annual debt payments in February and August.

OVERALL FUND PERFORMANCE

EMPLOYEE HEALTH BENEFITS FUND REVENUES VS EXPENSES FY2016

<u>Month</u>	<u>2016 Revenue</u>	<u>2016 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 307,170	\$ 370,713	\$ (63,543)
Nov	387,817	323,391	64,426
Dec	283,162	340,261	(57,099)
Jan	610,908	233,094	377,814
Feb	190,704	347,350	(156,646)
Mar	532,069	510,261	21,808
Apr	253,148	555,584	(302,436)
May	678,513	364,868	313,645
Jun	377,858	316,513	61,344
Jul			
Aug			
Sep			
Total	\$ 3,621,349	\$ 3,362,035	\$ 259,313
Cumulative Forecast	\$ 3,350,861	\$ 3,724,253	\$ (373,392)
Actual to Forecast \$	\$ 270,487	\$ (362,218)	\$ 632,705
Actual to Forecast	8.1%	-9.7%	



Positive

Employee Health Benefits Fund accounts for all health related claims paid from the City's partial self-insured fund. Overall, revenues are 8.1% higher than forecasted and expenses are 9.7% lower than forecasted.



City of Rowlett
Staff Report

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

AGENDA DATE: 08/16/16

AGENDA ITEM: 5B

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: 08/16/16

AGENDA ITEM: 7A

TITLE

Consider action to approve minutes from the August 2, 2016 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 August 2, 2016 City Council Regular Meeting.

ATTACHMENT

08-02-16 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, August 2, 2016

5:45 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 Dana-Bashian, Deputy Mayor Pro Tem Sheffield, Councilmember van Bloemendaal and Councilmember Bobbitt

Absent: Councilmember Brown and Councilmember Hargrave

1. CALL TO ORDER

Mayor Pro Tem Dana-Bashian called the meeting to order at 5:45 p.m.

2. EXECUTIVE SESSION

3. WORK SESSION (5:45 P.M.) * Times listed are approximate.

3A. Joint meeting of Economic Development Advisory Board and Council. (45 minutes)

Chair Drew Howard called the Board to order at 5:46 p.m. Members present were Elaine Ritchie, Barry Young, Diane Lemmons, Larry Glick, and Bobby Montgomery. Mr. Howard presented the Board's mission statement, and reviewed the revision of the Chamber's member's appointments, revision of the incentive policy and process with an emphasis on job creation; reviewed accomplishments over the past year – the cooperation agreement with the Chamber of Commerce reviewing their fiscal health, participating in retention visits, legislative trip to Austin and participation in roundtable events; and reviewed plans for the upcoming year and long-term goals. Mayor Gottel arrived at 6:11 p.m. Mr. Howard adjourned the Board at 6:20 p.m.

3B. Presentation of the Fiscal Year 2017 (FY2017) Proposed Budget. (30 minutes)

3C. Discuss customer concerns with Frontier Communications. (20 minutes)

4. DISCUSS CONSENT AGENDA ITEMS

Deputy Mayor Pro Tem Sheffield asked for clarification of dollar amounts for item 7C. Mayor Pro Tem Dana-Bashian asked that item 7B be pulled for Individual Consideration because it was a bond election item and wanted it to be celebrated. Councilmember Bobbitt wanted items 7D and 7E to be pulled for Individual Consideration for public discussion.

Council adjourned the Work Session at 7:30 p.m.

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

Council reconvened in the Regular Session at 7:39 p.m.

INVOCATION – Randy Tahyi, The Anchor Church

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

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of Proclamations recognizing the 2016 Rowlett Arts and Humanities Commission’s Special Needs Artists Exhibit winners.

Councilmember van Bloemendaal presented proclamations to the winners Zachary Crosby and Zachary Stringer and members of the Arts and Humanities Commission presented each winner with a check.

- 5B.** Hear a presentation on the third quarter investment report for June 30, 2016.

Kim Wilson, Director of Financial Services, presented the report.

- 5C.** 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:

COUNCIL MEETINGS

- NEXT REGULAR COUNCIL MEETINGS WILL BE HELD ON TUESDAY, AUGUST 16TH
- SPECIAL WORK SESSION HELD TUESDAY, AUGUST 23RD TO DISCUSS BUDGET FOR FY2017

P & Z MEETINGS

- MEETING WILL BE HELD ON TUESDAY, AUGUST 9TH AND 23RD AT 6:30PM

REBUILD ROWLETT “GO FUND ME” AND “PAYPAL” ACCOUNTS

- THE ROWLETT CHAMBER FOUNDATION, A NON-PROFIT ORGANIZATION, STARTED REBUILD ROWLETT GO FUND ME AND PAYPAL ACCOUNTS
- MAKE A TAX-DEDUCTIBLE DONATION TO HELP ROWLETT RESIDENTS REBUILD THEIR LIVES AND HOMES
- WWW.GOFUNDME.COM/REBUILDDROWLETT
- PAYPAL – WWW.REBUILDDROWLETT.ORG

ROWLETT LIBRARY

- GET READY FOR BACK TO SCHOOL – STARTS AUGUST 22ND!
 - LIBRARY SKILLS – THURSDAY, AUGUST 11TH AT 4:30PM AND SATURDAY, AUGUST 13TH AT 2PM
 - ELECTRONIC RESOURCES FOR TEENS – THURSDAY, AUGUST 18TH AT 4:30PM AND SATURDAY, AUGUST 20TH AT 2PM
 - SMART SNACKS AND LUNCHES – THURSDAY, AUGUST 25TH AT 4:30PM AND SATURDAY, AUGUST 27TH AT 2PM
 - CHECK ALL THE DETAILS AT THE LIBRARY'S WEBSITE @WWW.ROWLETT.COM/LIBRARY OR FACEBOOK PAGE @ WWW.FACEBOOK.COM/ROWLETTPUBLICLIBRARY

PARKS AND RECREATION

- WET ZONE OPEN DAILY EXCEPT TUESDAYS
 - WET ZONE OPEN THROUGH SUNDAY, AUGUST 14TH, HOURS ON AUGUST 14TH ARE 10AM – 3PM
 - ANNUAL POOCH PLUNGE – SUNDAY, AUGUST 14TH FROM 4-7PM
 - CHECK WEBSITE FOR OPERATING HOURS FOR OTHER DAYS OF THE WEEK; www.rowlett.com/wetzone
- SUMMER CONCERT SERIES – 7:00 P.M. FRIDAY NIGHTS IN AUGUST AT PECAN GROVE PARK
 - FREE ADMISSION, FEATURES A VARIETY OF FOOD TRUCKS
 - AUGUST 5 – WALKIN THE LINE (JOHNNY CASH TRIBUTE BAND)
 - AUGUST 12 – ESCAPE (JOURNEY TRIBUTE BAND)
 - AUGUST 19 – TIME TRAIN (VARIETY BAND)
 - AUGUST 26 – ME AND MY MONKEY (BEATLES TRIBUTE BAND)
 - MORE INFO AT WWW.ROWLETT.COM/SUMMERCONCERTSERIES

ANIMAL SHELTER

- LOW COST VACCINE CLINIC AT ANIMAL SHELTER –
 - SATURDAY, AUGUST 20TH, 1 – 3PM
 - LOCATED AT 4402 INDUSTRIAL ST.
 - SHELTER IS OPEN MONDAY – SATURDAY, 10AM – 5PM

REGISTER FOR CITIZENS POLICE ACADEMY

- EMAIL OR CALL COMMUNITY SERVICES OFFICER CHAD CALDWELL – CCALDWELL@ROWLETT.COM OR 972-412-6242 FOR THIS 12 WEEK COURSE HELD ON THURSDAY EVENINGS STARTING SEPTEMBER 1ST
Councilmember van Bloemendaal commented that the Citizens Police Academy was a great experience and he encouraged residents to participate.

Councilmember Bobbitt announced a new ACTOR production of “Love Thy Neighbor” starting August 5-7, and August 12-14. Friday/Saturday at 8 p.m., Sunday at 2 p.m. Tickets \$15 Adults, \$10 Students and Seniors. Shows at Main Street Events, 4111 Main Street.

Animal Shelter staff brought Howdy, a Corgi mix, who is one of the many animals available for adoption at the Animal Shelter.

6. CITIZENS' INPUT

Jina Norberg, Rowlett; spoke regarding the proposed reduction in tax.

7. CONSENT AGENDA

- 7A.** Consider action to approve minutes from the July 19, 2016 City Council Regular Meeting.

This item was approved on the Consent Agenda.

- 7B.** Consider action to approve a resolution accepting the bid and awarding the contract to Dyna-Mist Construction in the amount of \$74,169 for the Katy Railroad Park Soccer Field Project consisting of two (180' X 120') practice soccer fields, and authorizing the Mayor to execute the necessary documents for said services.

This item was pulled for Individual Consideration.

Angie Smith, Director of Parks and Recreation, presented the information, stating this was one of the items from the 2015 Bond election.

A motion was made by Mayor Pro Tem Dana-Bashian, 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 approved as RES-088-16.

- 7C.** Consider action to approve a resolution for Amendment Number 1 to the contract with Lee Engineering in the amount of \$153,130 to provide additional engineering services for the design of the SH66/Dalrock Road Intersection Improvement Project to meet Texas Department of Transportation (TxDOT) Dallas District Standard Operating Procedure and authorizing the Mayor to execute the necessary documents.

This item was approved as RES-089-16 on the Consent Agenda.

- 7D.** Consider approving a resolution authorizing the City Manager to issue a contract modification in the amount of \$75,000, for a total not to exceed \$225,000, for comprehensive disaster recovery management services to CDR Maguire.

This item was pulled for Individual Consideration.

Kim Wilson, Director of Financial Services, presented the information, stating that the expertise of CDR Maguire has documented funds so that the total out of pocket expense for their services will be an estimated \$20,000.

A motion was made by Councilmember Bobbitt, seconded by Deputy Mayor Pro Tem Sheffield, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-090-16.

- 7E.** Consider action to approve a resolution regarding a tree mitigation plan and related tree removal permit application for more than three trees associated with Manors on Miller for property located North of Miller road and West of Dorchester, further described as 8.437 +/- acres of land located in the S.A. & M.G. RR Survey, Abstract No.1407, City of Rowlett, Dallas County, Texas.

This item was pulled for Individual Consideration.

Marc Kurbansade, Director of Development Services, presented the information, stating that staff visited the site to investigate other options for larger trees and agrees with the plan as presented.

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Mayor Pro Tem Dana-Bashian, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-091-16.

Passed the Consent Agenda

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Bobbitt, 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.** Consider action to approve a resolution authorizing the City Manager to enter into an interlocal agreement or series of interlocal agreements with Dallas County for aerial spraying for mosquitoes and authorizing the City Manager to approve expenditures not to exceed \$90,000 for mosquito control measures.

Marc Kurbansade, Director of Development Services, along with Chuck Dumas, Environmental Services Manager, presented the information and explaining that residents are able to opt out of ground spraying. Continued discussion regarding the potency of the various chemicals used for both ground and aerial spraying. Public comments from the following speakers:

1. Jeffrey Sheldon, 7242 Liberty Grove, Rowlett; spoke in opposition to spraying.
2. Laurieann Dygowski, 7242 Liberty Grove, Rowlett; spoke in opposition to spraying.

A motion was made by Councilmember van Bloemendaal, seconded by Deputy Mayor Pro Tem Sheffield, to DENY the item as presented. The motion carried with a unanimous vote of those members present.

- 8B.** Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2016-2017 (FY2017) on the agenda of a future meeting and schedule two public hearings.

Ms. Wilson presented the information for this item.

A motion was made by Mayor Pro Tem Dana-Bashian, seconded by Councilmember Bobbitt, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-092-16.

- 8C.** Present the Community Development Block Grant Program – 2016-2020 Consolidated Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016-2020 Community Development Block Grant Consolidated Plan; and authorize

the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development.

Mr. Kurbansade introduced the City's consultant, Jo Carroll, who presented the proposed Consolidated Plan. The public hearing opened and closed with one speaker: Chris Kilgore, 5809 Ambassdor, Rowlett.

A motion was made by Deputy Mayor Pro Tem Sheffield, 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 approved as RES-093-16.

- 8D.** Present the Community Development Block Grant Program – 2016 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

Mr. Kurbansade presented the information for this item. The public hearing opened and closed with no speakers.

A motion was made by Mayor Pro Tem Dana-Bashian, seconded by Councilmember Bobbitt, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-094-16.

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

9. ADJOURNMENT

Mayor Gottel adjourned the meeting at 9:42 p.m.



City of Rowlett
Staff Report

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

AGENDA DATE: 08/16/16

AGENDA ITEM: 7B

TITLE

Consider action to approve a resolution accepting the engineering proposal and executing a professional services agreement in the amount of \$195,620 with RJN Group, Incorporated for design of the Main Street Reconstruction Project (ST2108) from the Main Street roundabout to President George Bush Turnpike (PGBT) and authorizing the Mayor to execute the necessary documents for said services.

STAFF REPRESENTATIVE

Noel Thompson, Interim Director of Public Works
Walter Allison, PE City Engineer
Tyson Thompson, PE Assistant City Engineer

SUMMARY

The Main Street Reconstruction Project (ST2108) consists of approximately 1,500 linear feet of travel lanes, bike lanes, parking, amenity zones and sidewalks from the Main Street roundabout to President George Bush Turnpike (PGBT). In addition, 1,400 linear feet of sanitary sewer design, 1,100 linear feet of storm sewer design and landscape amenities are included in the engineering design proposal.

BACKGROUND INFORMATION

On February 10, 2015, the City Council approved a bond referendum that included \$1,870,000 for the Main Street Reconstruction Project for reconstructing Main Street from the Main Street roundabout to PGBT. The bond referendum passed with 87.8% of the vote. RJN Group, Incorporated (RJN) was selected as the design engineer.

DISCUSSION

RJN provided a proposal (Exhibit "A" – Scope of Services) which details anticipated effort to prepare construction documents and provide construction support for the Main Street Reconstruction Project. A summary of design elements is provided below, additional detail is provided in Exhibit "A" – Scope of Services:

- Field survey
- Engineering design – design/construction plans submitted at 25%, 65%, 90% and 100%
- Final plans and specifications
- Construction traffic control plan
- Project management assistance during the bidding and construction phases;
- Construction change order and pay estimate support and document management

- Record documents (As-built) in electronic format to include final AutoCad files upon completion of construction.

Staff has reviewed the proposal and determined that the proposed fee and schedule as provided in Exhibit “A” is satisfactory.



FINANCIAL/BUDGET IMPLICATIONS

The proposed engineering design is \$195,620 and the conceptual engineering estimate of construction cost is \$1,632,664. 2015 Bond Referendum funds in the amount of \$1,870,000 are available in designated project code ST2108 for design and construction.

Project Code	Description	Budget Amount
ST2108	Total Budget for Main Street Reconstruction from roundabout to PGBT	\$1,870,000
	Total Projected Cost:	
	Engineering design cost	\$195,620
	Estimated Construction cost	<u>1,632,664</u>
	Total Projected Cost	<u>\$1,828,284</u>
ST2108	Projected Project Fund Balance after design and construction	\$41,716

Staff is evaluating potential cost savings for this project and associated 2015 Bond Project, the “Right Turn Lane on Main and PGBT”. For example, the Main Street reconstruction from roundabout to PGBT and the Right Turn Lane on Main and PGBT may be combined into one

construction project resulting in savings with such items as survey, mobilization, construction management and traffic control.

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the engineering proposal and executing a professional services agreement in the amount of \$195,620 with RJN Group, Incorporated for design of the Main Street Reconstruction Project (ST2108) from the Main Street roundabout to President George Bush Turnpike (PGBT) 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, ACCEPTING THE ENGINEERING PROPOSAL AND EXECUTING A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$195,620 WITH RJN GROUP, INCORPORATED FOR DESIGN OF THE MAIN STREET RECONSTRUCTION PROJECT (ST2108) FROM THE MAIN STREET ROUNDABOUT TO PRESIDENT GEORGE BUSH TURNPIKE (PGBT); AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to prepare engineering and construction documents for the Main Street Reconstruction Project (ST2108) from the Main Street roundabout to PGBT; and

WHEREAS, RJN Group, Incorporated is capable of performing engineering design and the preparation of construction documents necessary for construction; and

WHEREAS, City staff recommends that the City enter into a professional services agreement with RJN Group, Incorporated for engineering design of the Main Street Reconstruction Project (ST2108); and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award the contract to RJN Group, Incorporated, for the engineering design of the Main Street Reconstruction Project (ST2108).

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 engineering proposal of and approves a professional services agreement with RJN Group, Incorporated, in the amount of \$195,620 for design of the Main Street Reconstruction Project (ST2108) from the Main Street roundabout to President George Bush Turnpike (PGBT); and authorizing the Mayor to execute the necessary documents for said services.

Section 2: The City Council of the City of Rowlett does hereby authorize the Mayor to execute the necessary documents 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 – Scope of Services

Exhibit “A”

Scope of Services for Main Street Reconstruction from Roundabout to PGBT



The Choice for Collection System Solutions

9-Dec-15

CITY OF ROWLETT
4310 Industrial Street
Rowlett, Texas 75030

ST 2108

Re: **2016 Main Street Reconstruction Project**
Reconstruction of Main Street from Roundabout to PGBT

Dear Mr. Allison:

RJN Group, Inc. is pleased to submit this proposal to provide professional services relating to the improvements listed in "Attachment 'A'-Scope of Services" for the referenced project as provided by the City of Rowlett.

COMPENSATION

The Basic Service Fee of: \$ 117,160.00 is based upon the Estimate of Probable Construction
Cost, in the amount of: \$ 1,632,664.00 and is 7.18% of that amount. The proposed fee is as follows:

	Water & Wastewater
BASIC SERVICES	
Planning/Conceptual Phase	\$ 32,875.00
Preliminary Design	\$ 45,955.00
Final Design	\$ 38,330.00
<i>Sub-total</i>	\$ 117,160.00
SPECIAL SERVICES	
Bid Phase and Construction Administration	\$ 16,490.00
Offsite Drainage / Topographic Survey	\$ 10,000.00
Landscape Architecture - Design & Construction Assist	\$ 51,970.00
<i>Sub-total</i>	\$ 78,460.00
TOTAL FEE (Not to exceed)	\$ 195,620.00



SCHEDULE

RJN Group, Inc. acknowledges the importance to the City of Rowlett of the project schedule and agrees to put forth its best professional efforts to perform its services under this Agreement in a manner consistent with that schedule. The City of Rowlett understands, however, that RJN Group, Inc. performance must be governed by sound professional practices.

Barring unforeseen circumstances beyond the control of RJN Group, Inc. we would anticipate completion and delivery of the services previously described in accordance with the following schedule:

Phase I	(Conceptual Design)	8 weeks
Phase II	(Preliminary Design)	6 weeks
Phase III	(Final Design)	6 weeks
Phase IV	(Bid Phase and Construction Admin)	18 weeks
	Total	38 weeks

RJN Group, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project. If you have any questions or would like any additional information, please do not hesitate to call me.

Sincerely,

Hugh Kelso
Vice President
RJN Group, Inc.
972-437-4300

ESTIMATE OF PROJECTED MAN HOUR/COSTS
Water Design Services

PROJECT NAME: 2016 Main Street Rehabilitation Project
PREPARED BY: RJN, INC

1. Basic Services

	Principal		Project Manager		Project Engineer		CADD Tech		Admin Asst.		TOTAL	
	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Hrs.	Cost
A. Planning/Conceptual Design - 25% milestone												
Site Visit to Verify Design	0	\$0	4	\$640	4	\$420	0	\$0	0	\$0	8	\$1,060.00
Data Collection Inc. As-Builts, Utility Maps, etc	1	\$275	4	\$640	8	\$840	8	\$840	2	\$160	23	\$2,755.00
Conceptual Design	2	\$550	16	\$2,560	18	\$1,890	80	\$8,400	2	\$160	118	\$13,560.00
Conceptual Sanitary Sewer Design	2	\$550	16	\$2,560	18	\$1,890	0	\$0	0	\$0	36	\$5,000.00
Drainage Evaluation	2	\$550	16	\$2,560	18	\$1,890	24	\$2,520	2	\$160	62	\$7,680.00
Coordination with City of Rowlett	1	\$275	10	\$1,600	9	\$945	0	\$0	0	\$0	20	\$2,820.00
Subtotal	8	2200	66	10560	75	7875	112	11760	6	480	267	\$32,875.00

	Principal		Project Manager		Project Engineer		CADD Tech		Admin Asst.		TOTAL	
	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Hrs.	Cost
B. Preliminary Design - 65% milestone												
Prepare Preliminary Plan / Profile Sheets	1	\$275	12	\$1,920	24	\$2,520	160	\$16,800	8	\$640	205	\$22,155.00
Prepare Preliminary Sanitary Sewer Design Sheets	1	\$275	8	\$1,280	16	\$1,680	32	\$3,360	8	\$640	65	\$7,235.00
Finalize Drainage Design	1	\$275	12	\$1,920	24	\$2,520	24	\$2,520	8	\$640	69	\$7,875.00
QA/QC	2	\$550	8	\$1,280	12	\$1,260	12	\$1,260	4	\$320	38	\$4,670.00
Design, Plan Review & Project Status Meetings	0	\$0	12	\$1,920	20	\$2,100	0	\$0	0	\$0	32	\$4,020.00
Subtotal	5	\$1,375	52	\$8,320	96	\$10,080	228	\$23,940	28	\$2,240	409	\$45,955.00

	Principal		Project Manager		Project Engineer		CADD Tech		Admin Asst.		TOTAL	
	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Hrs.	Cost
C. Final Design - 90% & 100% milestone												
Prepare Final Design Plans & Address City Comments	2	\$550	16	\$2,560	30	\$3,150	80	\$8,400	4	\$320	132	\$14,980.00
Prepare Bid Documents	0	\$0	8	\$1,280	20	\$2,100	8	\$840	12	\$960	48	\$5,180.00
Prepare Engineer's Opinion of Probable Cost	2	\$550	8	\$1,280	14	\$1,470	8	\$840	12	\$960	44	\$5,100.00
Final Documents QA/QC	4	\$1,100	16	\$2,560	16	\$1,680	16	\$1,680	0	\$0	52	\$7,020.00
Design, Plan Review and Project Status Meetings	2	\$550	12	\$1,920	12	\$1,260	12	\$1,260	0	\$0	38	\$4,990.00
Submit sealed drawings with electronic files to the City	0	\$0	4	\$640	4	\$420	0	\$0	0	\$0	8	\$1,060.00
Subtotal	10	\$2,750	64	\$10,240	96	\$10,080	124	\$13,020	28	\$2,240	322	\$38,330.00

SUBTOTAL (BASIC SERVICES) \$117,160.00

2. SPECIAL SERVICES

	Principal		Project Manager		Project Engineer		CADD Tech		Admin Asst.		TOTAL	
	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Rate	Cost	Hrs.	Cost
A. Bid Phase and Construction Administration												
Bidding Documents and pre-bid meetings	2	\$550	8	\$1,280	6	\$630	4	\$420	4	\$320	24	\$3,200.00
Addenda and bid recommendation	2	\$550	6	\$960	6	\$630	4	\$420	4	\$320	22	\$2,880.00
Pre-construction meeting and site visits	1	\$275	12	\$1,920	6	\$630	0	\$0	4	\$320	23	\$3,145.00
Change Orders and Construction Pay Estimates	1	\$275	12	\$1,920	6	\$630	10	\$1,050	4	\$320	33	\$4,195.00
Final Walkthrough and Record Drawings	0	\$0	8	\$1,280	4	\$420	10	\$1,050	4	\$320	26	\$3,070.00
Subtotal	6	\$1,650	46	\$7,360	28	\$2,940	28	\$2,940	20	\$1,600	128	\$16,490.00

B. Survey		TOTAL	
	Quantity	Cost	
Offsite Drainage / Topographic Survey	1	\$10,000.00	
Landscape Architecture - Design & Construction Assist	1	\$51,970.00	
Subtotal		\$61,970.00	

SUBTOTAL (SPECIAL SERVICES) \$78,460.00
TOTAL WATER COST \$195,620.00

PROJECT NAME: 2016 Main Street Rehabilitation Project
PREPARED BY: RJN, INC

Roadway / Drainage / Sewer / Landscape Architecture					
Item No	Description	Units	Quantity	Price	PWT Estimate
1	Mobilization (Based Upon Project Size)	LS	1	\$ 30,000.00	\$ 30,000.00
2	Project Signs	EA	2	\$ 600.00	\$ 1,200.00
3	Electronic Portable Message Sign	EA/WK	50	\$ 250.00	\$ 12,500.00
4	Full depth saw cut	LF	80	\$ 3.00	\$ 240.00
5	Remove exist alley, street & driveway pavement, including hauling & disposal	SY	5,000	\$ 10.00	\$ 50,000.00
6	8" Class "C" Concrete Street Pavement w/ Curb	SY	7,000	\$ 65.00	\$ 455,000.00
7	6" reinforced concrete driveway pavement	SY	500	\$ 70.00	\$ 35,000.00
8	Standard Concrete Street Header	LF	90	\$ 40.00	\$ 3,600.00
9	Dowel into existing concrete pavement	LF	400	\$ 10.00	\$ 4,000.00
10	8" Flex Base	SY	7,500	\$ 20.00	\$ 150,000.00
11	Concrete Sidewalk Curb (Varying Height)	LF	400	\$ 10.00	\$ 4,000.00
12	Remove & relocate existing wood fence	LF	50	\$ 75.00	\$ 3,750.00
13	Unclassified excavation	CY	2,200	\$ 15.00	\$ 33,000.00
14	Construct 4' Diameter Standard Manhole	EA	4	\$ 6,000.00	\$ 24,000.00
15	8' PVC Sewer Pipe by open cut	LF	1,400	\$ 70.00	\$ 98,000.00
16	Reconnect Existing Sewer Service	EA	13	\$ 1,000.00	\$ 13,000.00
17	Construct 10' curb inlet and inlet throat	EA	4	\$ 5,000.00	\$ 20,000.00
18	Install 21" Class III RCP Storm Pipe by open cut	LF	1,100	\$ 75.00	\$ 82,500.00
19	4" Type I Yellow Thermo 90 Mil Lane Line Pvmt Markings	LF	3,000	\$ 2.00	\$ 6,000.00
20	8" Type I White Thermo 90 Mil Lane Line Pvmt Markings	LF	1,200	\$ 2.50	\$ 3,000.00
21	12" Type I White Thermo 125 Mil Crosswalk Markings	LF	300	\$ 4.00	\$ 1,200.00
22	24" Type I White Thermo 125 Mil Stop Bar Markings	LF	200	\$ 15.00	\$ 3,000.00
23	White Thermo 125 Mil Directional Arrow Markings	EA	35	\$ 150.00	\$ 5,250.00
24	White Thermo 125 Mil Bicycle Lane Markings	EA	30	\$ 200.00	\$ 6,000.00
25	R.P.M. Type II A-A Traffic Buttons	EA	50	\$ 6.00	\$ 300.00
26	Furnish and install Traffic Signs	EA	4	\$ 550.00	\$ 2,200.00
27	Trench Safety & Support	LF	2,500	\$ 3.00	\$ 7,500.00
28	Traffic Control Plan & Implementation - Barricades, Sign, Traffic Control, Temp Striping, Temp Signals	LS	1	\$ 20,000.00	\$ 20,000.00
29	Storm Water Pollution Prevention Measures	LS	1	\$ 10,000.00	\$ 10,000.00
30	Landscape Architecture - Trees, Silva Cells, Pavers, Tree Grates, Sidewalks, ADA Ramps, Subsurface Drainage, Pedestrian Lights, Greenscape, etc.	LS	1	\$ 400,000.00	\$ 400,000.00
SUBTOTAL					\$1,484,240.00

10% contingency	\$148,424.00
Total	\$ 1,632,664.00

EXHIBIT "A"

Scope of Services

2016 Main Street Reconstruction Project

CITY OF ROWLETT, TEXAS

The City of Rowlett proposes to reconstruct Main Street from the roundabout to the President George Bush Turnpike (PGBT). This construction consists of the design and construction of approximately 1,500 linear feet of travel lanes, bike lanes, parallel parking, amenity zones, and sidewalks, also including approximately 1,400 linear feet of sanitary sewer, 1,100 linear feet of storm sewer, and various Landscape amenities including trees, sidewalks, street lights, etc. Engineer shall include all aspects of the work as set forth in the following scope of services.

PROJECT DESCRIPTION

The City of Rowlett has initiated a project to replace the Main Street from the roundabout to the President George Bush Turnpike (PGBT).

Description	Construction Cost (\$)
Main Street Reconstruction	\$1,632,664.00

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

- Field survey for offsite drainage connection (if required).
- Traffic control plan shall be considered for each area of construction in high traffic areas.
- Submittals to the City of work-in-progress shall be at 25%, 65%, 90%, and 100% stages of completion. For all stages of review, five (5) sets of drawings will be furnished to the City.
- City standards and typical construction details may be referenced in the specifications and on the drawings rather than re-drawing the standard detail. City of Rowlett Standard Details will be included in the drawing set.
- Special details that are not included in the City standard shall be developed by the Engineer and included in both the plans and specifications.
- All correspondence, review, cost estimates, PDF files of drawings and specifications will be posted to the Rowlett Manager software. Training will be provided by the City if requested.

SCOPE OF SERVICES

I. Pre-Work Conference

A meeting will be held to initiate the design phase and to discuss the planning and design criteria, work program and schedule, procedures of communication, basis of compensation, additional survey requirements, assignments of personnel, and any other matters that may have direct or indirect effects upon the completion and results of this project. Other work and review conferences will be scheduled throughout the progress of the project development, as shown on the Time/Task Schedule.

II. Basic Services – Civil Design

a. Conceptual Design

- (1) Obtain all pertinent survey data required including easements, street right-of-way widths, existing pavement, utilities and drainage systems, benchmark elevations, and other data that may be useful in considering the alignment, location, final design, and construction of the proposed improvement.
- (2) Determine, from a field reconnaissance of the project area the construction method for each replacement line.
- (3) The replacement utilities will generally be in the same location as the existing utilities and will include consideration of the following:
 - (a) Access for fire, police, and other emergency vehicles
 - (b) Maintenance for service during construction
 - (c) Access for property owners to their respective driveways
 - (d) Minimum inconvenience to adjacent property owners
- (4) Present brief conceptual design plans, which will include cost projections and recommendations to the City. The plans will address location of utilities within the right-of-way and additional right-of-way/easement requirements. The report will be submitted at the twenty-five percent (25%) completion stage in a meeting with the City and the Engineer.
- (5) Upon the approval of the conceptual design, proceed with preparing the plan/profile sheets for design (CAD), at the direction of the City. Plan and profile sheets will be prepared using the City's standard 22"x34" CAD sheets at a scale of 1"=20' horizontal, and 1"=4' vertical.
- (6) Drainage Evaluation - Engineer will review existing topographic information to ensure adequate alley capacity to handle storm drainage runoff, based on 100-year storm design frequency.

b. Preliminary Design

- (1) Prepare layouts of proposed roadway improvements and other related appurtenances, including:
 - (a) Horizontal and Vertical Control Sheets
 - (b) Demolitions Plans
 - (c) Paving, Grading, Striping Plans
 - (d) Landscape Plans & Details
 - (e) Irrigation Plan & Details
 - (f)
- (2) Investigate and resolve conflicts with existing utility (water, sewer, drainage, gas, telephone, and electric) locations, depths, etc.
- (3) Prepare preliminary "Opinion of Probable Construction Costs."
- (4) Prepare preliminary work on:
 - (a) Standard specifications
 - (b) Special conditions

- (c) Contract documents to include:
 - i. Notice to Bidders
 - ii. City Standard Agreement
 - iii. Bid Proposal
 - iv. Bid Item Description
- (5) Field verify preliminary drawings and specifications.
- (6) Submit three (3) copies of the preliminary plans, one (1) electronic PDF copy, and one (1) copy of the preliminary specification to the City for review. This submittal will be at the sixty percent (65%) completion stage.
- (7) Meet with the City to discuss review comments on preliminary design before proceeding with final design.
- (8) Based on review comments from the City, submit three (3) sets of full-size plans and one (1) electronic PDF copy to be forwarded to the utility companies for review and comment.
- (9) Identify the extent of any temporary or permanent easements or right-of-way required. Provide necessary information to the surveyor for the preparation of documents required for right-of-way acquisition, as necessary. No easements are anticipated for this project.
- (10) Preparation of drainage sheets is based upon and assumed 1,200 LF of storm drainage design associated with 4 plan sheets. Any additional drainage sheets will be added at a design cost of \$4,000/sheet with prior written consent from City of Rowlett staff.

c. Final Design

- (1) Prepare construction plans to address comments of the City, the utility companies, and other agencies from the preliminary design reviews. Finalize the design of the water lines and other pertinent items. Complete plan set shall include:
 - (a) Cover Sheet with Index and Location Map
 - (b) General Notes
 - (c) Legends, Symbols & Abbreviations
 - (d) Plan and Profile Sheet of the Alley Replacements
 - (e) Special Details
 - (f) City Standard Details (final submittal only)
- (2) Develop any necessary additional design details.
- (3) Prepare final quantity of materials.
- (4) Prepare final "Opinion of Probable Construction Costs."
- (5) Submit three (3) copies of the plans and specifications to the City for final review, discussions, and comment. This submittal will be at the ninety percent (90%) completion stage.
- (6) Provide updated plans for the utility companies, if necessary.
- (7) Meet with the City to discuss final review comments prior to preparing bid package.

- (8) Revise final plans to address review comments from the City and other agencies affected by the project.
- (9) Prepare final bid schedule, special conditions, technical specifications, proposal, and contract documents.
- (10) Revise final "Opinion of Probable Construction Costs," if necessary.
- (11) Present one (1) set of the final documents for the bidding phase to the City for approval. The City will stamp the plans "released for construction" and return to the Engineer for copies. Deliver four (4) full sized and two (2) half sized sets of plans to the City. This submittal will be at the 100% completion stage and must include a full size (22"x34") reproducible set of plans as well as the complete bid documents.

III. Basic Services – Civil Construction Services

a. Advertising and Receiving Bids

- (1) All plans, specifications, and bidding documents will be distributed from the Engineer's office from requests received by the bidders and suppliers. The Engineer will retain payment for the plans, specifications, and bidding documents.
- (2) Prepare an agenda and conduct a pre-bid meeting at the City.
- (3) Address any question raised by the bidders and issue addenda, as necessary.
- (4) Attend bid opening, as directed by the City.
- (5) Assist the City in securing, opening, tabulating, and analyzing bids.
- (6) Evaluate bids based on each bidder's past work history, financial resources and the physical resources to produce this project. The Engineer will provide this summary to the City along with a recommendation of the award of the contract.
- (7) Assist in preparing the formal contract documents between the Contractor and the City.

b. Pre-Construction Meeting

Meet with the City, the Contractor, and other interested parties to discuss the total work program and schedule, procedures of communication, special problems, coordination with others, additional surveys, field testing and inspection, assignment of personnel, and any other matters that may have a direct or indirect effect upon the completion and results of this improvement program.

c. General Review of Construction

- (1) Prepare an agenda and attend the pre-construction meeting with the Contractor and the City.
- (2) Furnish construction plans and specifications for use by the City and Contractor.
- (3) Review shop and working drawings furnished by the Contractor.
- (4) Prepare any necessary change orders and process monthly pay estimates during construction.

- (5) Make periodic site visits to assess the general conformity and progress of the work. Three (3) site visits are anticipated on this project.
- (6) Attend final walk through of the Project in the company of the Contractor and the City's representative.
- (7) Based on information provided by the City, prepare Record Drawing of the water line and other improvements as shown on the engineering plans, showing that the layout of the line and grade of all public improvements is in accordance with the construction plans and all changes made in the plans during construction. Each sheet will have a Record Drawing stamp bearing the signature of the Engineer and the date.
- (8) Once the Record Drawing plans have been verified by the City Inspector, one (1) set of record drawings and one (1) CD containing the scanned image of each record drawing in *.PDF format shall be provided to the City.
- (9) The Engineer shall also furnish an electronic copy of the final engineering plans in a format compatible with the City's CAD system.

IV. Special Services – Survey

- a. Drainage and Topographic Verification Survey - Engineer will identify additional survey outside of the initial project limits related to storm drainage and topographic verification on an as needed basis.

V. Special Services – Landscape Architecture

- a. Project Kickoff
 - (1) Meet with the Client and / or Owner's Authorized Representatives to discuss the project's requirements, guidelines, and overall design intent.
 - (2) Review the project scope to determine existing site and construction considerations.
 - (3) Visit the site to evaluate and inventory existing conditions to determine the best utilization of valued site elements and how new development fits into rest of existing development.
 - (4) Review and analyze all applicable landscape codes and ordinances as they pertain to site development.
 - (5) Work with the CITY and ENGINEER to establish a schedule for providing the services in this contract.
 - (6) Assist the CITY and ENGINEER in establishing a budget for the items defined by the scope of services to be provided by the Landscape Architect, if requested.
 - (7) Collect data from CITY and ENGINEER (and / or Other Consultants as provided by CITY) to prepare base plans indicating structures, site elements, easements, property lines, site plan, building floor plans, topography, utility information, any existing trees that interface with landscape development, and plant cover to remain (if any).
- b. Concept Plan
 - (1) Prepare a conceptual Schematic Design within the guidelines established by the CITY and ENGINEER. This drawing shall illustrate any existing planting to remain (if any), any reasonable modifications to the site layout, and shall also include the proposed hardscape, pedestrian lighting, enhanced planting, and amenity schematics for streetscape, pedestrian areas, vehicular driveway intersections, building entries, connections to adjacent land uses and properties.
 - (2) Concept Plan may be used for City submittal that will be included with preliminary site plan if necessary.
- c. Construction Documents

- (1) Upon and the Client's approval of the Schematic Design prepare a preliminary scope of documents and specifications (to a 50% contract / specification level) for the Client's review.
- (2) Provide detailed plans, sections, and elevations of the Landscape, Electrical, and Irrigation plans along with hardscape material samples, lighting options, finishes, cut sheets, plant recommendations / samples, and other information to convey design ideas.
- (3) Provide written value engineering recommendations of potential alternatives and cost savings, if requested.
- (4) Upon the Client's approval, analyze and define the final requirements for the landscape with the Client.
- (5) Coordinate information provided by the Client (and / or Other Consultants as provided by the Client), including structures, site elements, easements, property lines, site plan, building floor plans, topography, utility information, circulation, hardscape, retaining walls, planters, fencing, any existing trees that interface with landscape development, and plant cover to remain (if any).
- (6) Specify site furnishings such as planters, benches, tables, chairs, trash receptacles, etc.
- (7) Prepare required CONSTRUCTION DOCUMENTS, including but not limited to design of the following:
 - (a) Hardscape
 - a. Provide a Hardscape Plan with layout, material selections, site amenities, tabulations and notes.
 - b. Provide hardscape details articulating all hardscape elements in section or elevation.
 - c. Provide material selections and finishes for all hardscape elements.
 - d. Coordinate structural details with the Project's Structural Engineer.
 - (b) Grading
 - a. Provide a Grading Plan with tabulations and notes.
 - b. Area to document will be from back of curb to ROW.
 - c. Landscape Architect to coordinate with Civil to match grades at back of curb
 - (c) Sub Surface Drainage
 - a. Provide a Subsurface Drainage Plan with layout, material, tabulations and notes.
 - b. Purpose for subsurface drainage is to allow for drainage in tree wells and raised planters.
 - c. Area to document will be from back of curb to ROW.
 - d. Provide construction details articulating all elements in section or elevation.
 - e. Landscape Architect to coordinate with Civil to connect system to existing or proposed storm sewer system.
 - (d) Landscape
 - a. Provide a Landscape Plan with planting layout, plant material selections, plant list, tabulations and notes.
 - b. Provide construction details articulating all landscape elements in section or elevation.
 - c. Provide written technical specifications for installation of landscape elements.
 - (e) Suspended Paving System
 - a. Provide a Suspended Paving System Plan with layout, material, tabulations and notes.
 - b. Area to document will be from back of curb to ROW.
 - c. Provide construction details articulating all elements in section or elevation.
 - d. Landscape Architect to coordinate with City of Rowlett to quantify product already purchased and evaluate how to apply to this design. Additional product may be needed to accomplish proposed layout.

- (f) Electrical
 - a. Provide an Electrical Plan with layout, details, tabulations and notes. This plan shall outline compliance with the City of Rowlett requirements.
 - b. Design will be work to be energy efficient and provide options for lighting levels and flexibility.
- (g) Irrigation
 - a. Provide an Irrigation Plan with layout, details, tabulations and notes. This plan shall outline compliance with the City of Rowlett ordinance requirements.
 - b. Design will be an automatic underground irrigation system with rain and freeze sensors and evapotranspiration (ET) weather based controllers.
- (8) Attend project coordination meetings as requested by the Client.
- (9) Prepare a conceptual Schematic Design within the guidelines established by the CITY and ENGINEER. This drawing shall illustrate any existing planting to remain (if any), any reasonable modifications to the site layout, and shall also include the proposed hardscape, pedestrian lighting, enhanced planting, and amenity schematics for streetscape, pedestrian areas, vehicular driveway intersections, building entries, connections to adjacent land uses and properties.
- (10) Concept Plan may be used for City submittal that will be included with preliminary site plan if necessary.

d. Construction Administration

- (1) Attendance at the pre-construction conference.
- (2) Reponse to contractor questions during the bidding process.
- (3) Review Bid Proposals.
- (4) Review of contractor supplied submittals including modification requests, shop drawings, schedules, and other submittals in accordance with the requirements of the construction contract documents for this project.
- (5) Review of quality related items provided by the contractor such as construction material test reports, or other documentation required by the construction contract documents.
- (6) Site visits during construction which shall include the following:
 - (a) Periodic site visits at the request of the CITY or ENGINEER, to observe contractor progress and plan compliance;
 - (b) Punch-List Observation site visit;
 - (c) Final Observation site visit to confirm completion of punch list items., and
 - (d) Site visit at the end of the one (1) year warranty period to identify any warranty items needing resolution by the Contractor.
- (7) Preparation of site visit reports for distribution to the project team
- (8) Attendances at a monthly contractor pay application/progress review meetings, if necessary.
- (9) Construction administrative services, including preparation of proposal requests, change orders, response to Requests for Information and preparation of Architect's Supplemental Instructions.
- (10) Participation in the Post-Construction Site Inspection performed by a Registered Accessibility Specialist, if necessary.

PRICING SUMMARY

Payment for this work task shall be lump sum for Basic Services, Bid and Construction Administration and drainage survey as needed. Lump sum items will be billed monthly based on a percentage of task completed. Total project cost will not exceed \$195,620.00 without written approval of the City of Rowlett and written change in scope of services.

Task	Description	Quantity	Unit Price	Total
1	Basic Services			
	Planning/Conceptual Phase (Lump Sum)	1	\$32,875	\$32,875.00
	Preliminary Design (Lump Sum)	1	\$45,955	\$45,955.00
	Final Design (Lump Sum)	1	\$38,330	\$38,330.00
2	Special Services			
	Bid Phase and Construction Administration (Lump Sum)	1	\$16,490	\$16,490.00
	Offsite Drainage / Topographic Survey (As Needed)	1	\$10,000	\$10,000.00
	Landscape Architecture – Design & Construction Assist	1	\$51,970	\$51,970.00
		Total Not to Exceed		\$195,620.00



City of Rowlett
Staff Report

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

AGENDA DATE: 08/16/16

AGENDA ITEM: 8A

TITLE

Conduct a public hearing on the ad valorem tax rate for Fiscal Year 2016-2017

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

Truth-in-taxation is a concept embodied in the Texas Constitution and the Tax Code that requires local taxing units to make taxpayers aware of tax rate proposals. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must hold two public hearings to allow the public the opportunity to express their views on the proposed tax rate.

BACKGROUND INFORMATION

The City Manager presented the proposed budget for Fiscal Year 2016-2017 on August 2, 2016 and includes a reduction in the overall tax rate by one cent, from \$0.787173 to \$0.777173 per \$100 assessed value.

DISCUSSION

The State of Texas "Truth in Taxation" law requires that the City Council conduct two public hearings on its proposed ad valorem tax rate each year if such rate exceeds the rollback rate or the effective tax rate, whichever is lower. The effective tax rate shows the relation between prior year's revenue and the current year's value. The rollback rate is the maximum rate that can be applied and not be subjected to a rollback petition.

City staff presented the Proposed Budget for Fiscal Year 2016-2017 on August 2, 2016, during a City Council Work Session. Ad valorem, or property taxes, are collected by local governments in two components: (1) operations and maintenance (O & M); (2) interest and sinking fund (I & S). The proposed budget was prepared with an operations and maintenance tax rate of \$0.541169 and a debt service tax rate of \$0.236004 for a total tax rate of \$0.777173 per \$100 of taxable value.

The effective tax rate and rollback rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website as required by law. The following table illustrates the proposed tax rate, the rollback tax rate, and the effective tax rates appropriately split between the I & S rate and the O & M rate.

	FY 2015-2016 Adopted	FY 2016-2017 Proposed	FY 2016-2017 Effective	FY 2016-2017 Rollback
O & M	0.577919	0.541169	0.515678	0.595986
Debt	0.209254	0.236004	0.236004	0.236004
Total	0.787173	0.777173	0.751682	0.831990

The proposed tax rate to be considered is \$0.777173, which is more than the effective tax rate. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. If the motion passes, the governing body must schedule two public hearings on the proposal. City staff proposed that these two public hearings be held on Tuesday, August 16, 2016 and Tuesday, September 6, 2016 at 7:30 pm. These public hearings will be held in the City Council Chambers, located in City Hall at 4000 Main Street, Rowlett, Texas.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

City staff recommends the City Council conduct a public hearing to allow the public the opportunity to express their views on the proposed tax rate. No official action is required after the public hearing.

At each hearing, the governing body must announce the date, time and place of the meeting at which it will vote on the tax rate. The City of Rowlett will vote on the tax rate on September 20, 2016 at 7:30pm at City Hall, 4000 Main Street, Rowlett, Texas 75088.



City of Rowlett
Staff Report

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

AGENDA DATE: 08/16/16

AGENDA ITEM: 8B

TITLE

Conduct a public hearing (1st) on the proposed budget for Fiscal Year 2016-2017.

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

Section 102.006 of the Local Government Code requires that the governing body of a municipality shall hold a public hearing on the proposed budget. Any person may attend and may participate in the hearing.

BACKGROUND INFORMATION

The City Manager presented the proposed budget for Fiscal Year 2016-2017 on August 2, 2016.

DISCUSSION

State law requires that the governing body of a municipality shall hold a public hearing on the proposed budget. Any taxpayer of the municipality may attend and participate in the hearing. Public notice of the date, time and location of the hearing has been published in a newspaper of general circulation as required by state law.

RECOMMENDED ACTION

The final steps in the budget process include the public hearings scheduled for tonight, August 16, 2016 and September 6, 2016 with consideration of final adoption by the City Council currently scheduled for September 20, 2016.