



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, September 20, 2016

5:00 P.M.

Municipal Building – 4000 Main Street

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

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

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION (5:00 P.M.)** * Times listed are approximate.
 - 2A. The City Council shall convene into executive session pursuant to the Texas Government Code, §551.074 (Personnel) to discuss and deliberate the appointment of a Chief Judge for the Rowlett Municipal Court and to deliberate the appointment, employment, evaluation and duties of Judge Pam Liston. (30 minutes)
 - 2B. The City Council shall convene into executive session pursuant to the Texas Government Code, §551.071 (Consultation with City Attorney) to discuss and receive legal advice from the City Attorney on pending litigation, Xerox State and Local Solutions v. Rowlett. (15 minutes) **DUE TO TIME CONSTRAINTS, THIS ITEM MAY BE DISCUSSED AT THE CONCLUSION OF THE REGULAR SESSION.**
3. **WORK SESSION (5:30 P.M.)** *
 - 3A. Joint meeting with Long Term Recovery Committee and Council. (45 minutes)
 - 3B. Update with Rowlett Chamber of Commerce on Cooperation Agreement. (30 minutes)
 - 3C. Presentation on SH 66 Vision Master Plan by la terra studio in cooperation with Keep Rowlett Beautiful and the Texas Department of Transportation. (40 minutes)
4. **DISCUSS CONSENT AGENDA ITEMS**

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

INVOCATION

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of Arts and Humanities Commission Photography Contest awards.
- 5B.** Presentation to Judge Lokken in recognition of his years of service as Municipal Judge.
- 5C.** Proclamation recognizing October 4, 2016 as National Night Out Texas.
- 5D.** Hear presentation of the Monthly Financial report for the period ending July 31, 2016.
- 5E.** Presentation of Senior Friendly Business Award for 2016.
- 5F.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

6. CITIZENS' INPUT

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

7. CONSENT AGENDA

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

- 7A.** Consider action to approve minutes from the September 6, 2016 City Council Regular Meeting.
- 7B.** Consider a resolution adopting amendments to the City of Rowlett Boards and Commissions Handbook.
- 7C.** Consider a resolution adopting amendments to the City of Rowlett City Council Rules of Procedure.
- 7D.** Consider appointments to the various Boards and Commissions and setting their corresponding Council liaisons.
- 7E.** Consider a resolution approving a renewal with Sun Life Financial for Basic Life/AD&D, Voluntary Life/AD&D, Voluntary Short Term Disability and Long Term Disability per RFP #2016-20.
- 7F.** Consider action to approve a resolution to update the Master Fee Schedule.

7G. Consider action to approve a resolution authorizing the City Manager to submit payment to Bureau Veritas North America, Inc. for third-party inspections services for FY2016 in an amount not to exceed \$200,000.

7H. Consider action to approve contract with la terra studios for Development of the 2016 Parks Master Plan.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

8A. Consider action to appoint a Chief Judge for the City of Rowlett Municipal Court.

8B. Consider action to approve an ordinance to adopt the Budget for FY2016-17.

8C. Consider action to ratify the vote on the Fiscal Year 2016-2017 Budget, which results in more revenues from ad valorem taxes than the previous year. **(THIS IS A VOTING/PROCEDURE ITEM ONLY AND WILL NOT HAVE A STAFF REPORT)**

8D. Consider action to approve an ordinance to adopt the Tax Rate for FY2016-17.

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

9. ADJOURNMENT

Stacey Chadwick

Stacey Chadwick, Deputy 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 16th day of September 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: 09/20/16

AGENDA ITEM: 2A

TITLE

The City Council shall convene into executive session pursuant to the Texas Government Code, §551.074 (Personnel) to discuss and deliberate the appointment of a Chief Judge for the Rowlett Municipal Court and to deliberate the appointment, employment, evaluation and duties of Judge Pam Liston. (30 minutes)



City of Rowlett
Staff Report

4000 Main Street
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AGENDA DATE: 09/20/16

AGENDA ITEM: 2B

TITLE

The City Council shall convene into executive session pursuant to the Texas Government Code, §551.071 (Consultation with City Attorney) to discuss and receive legal advice from the City Attorney on pending litigation, Xerox State and Local Solutions v. Rowlett. (15 Minutes)



City of Rowlett

Staff Report

4000 Main Street
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AGENDA DATE: 09/20/16

AGENDA ITEM: 3A

TITLE

Joint Work Session of Rowlett Long Term Recovery Committee and City Council. (45 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

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. Dretha Burris, Chair, and members of the Rowlett Long Term Recovery Committee (RLTRC) will share the Committee's perspective on their service in this capacity, reporting accomplishments and this year's working topics and goals.

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' FY2015 accomplishments and FY2016 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.

The RLTRC was created on January 19, 2016 to provide recovery services to individuals and families affected by the December 26th tornado.

DISCUSSION

The Rowlett Long Term Recovery Committee will present FY2016 accomplishments as well as short and long-term goals of the RLTRC in FY2017.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

No action required. Information only.

ATTACHMENTS

N/A



City of Rowlett Staff Report

4000 Main Street
P.O. Box 99
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AGENDA DATE: 09/20/16

AGENDA ITEM: 3B

TITLE

Update on the Cooperation Agreement with the Rowlett Chamber of Commerce. (30 minutes)

STAFF REPRESENTATIVE

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

SUMMARY

The City of Rowlett and the Rowlett Chamber of Commerce have had a longstanding strategic partnership in promoting a favorable business climate and Economic Development initiatives within Rowlett and the surrounding region.

This informational presentation will continue to build upon that strategic partnership and provide for additional opportunities for both entities to work together to continue to promote Economic Development in Rowlett.

BACKGROUND INFORMATION

The Rowlett Chamber of Commerce has been focused on “promoting the business community, economic well-being, and quality of life” in Rowlett since 1974. The City of Rowlett and the Rowlett Chamber of Commerce entered into a lease agreement in 1998 for property originally located at 3910 Main St. in the old First Christian Church building now located at 4418 Main St.

The Rowlett Chamber of Commerce notified the City in August, 2013 of its interest in amending the lease agreement and discussing various ways that the two organizations could continue to partner to grow, retain and assist the local business community. This amendment was approved by City Council on January 23, 2014 (Exhibit A).

The Cooperation Agreement provides for an annual payment of \$25,000 to the Chamber in exchange for transferring the ownership of the “Rowlett.com” domain name to the City along with the Chamber’s development of a sustainability plan and successful implementation of said plan as overseen by the City’s Economic Development Advisory Board (Attachment One). The annual payments occur in February and are subject to City Council annual appropriations.

DISCUSSION

The Chamber will provide an update on the progress from the Cooperation Agreement set forth since January 2014. The Chamber will discuss the history of the Chamber, the Cooperation Agreement between the Chamber and the City, future plans, and request continued support from the City.

FINANCIAL/BUDGET IMPLICATIONS

Based upon direction from City Council, should the City choose to continue an annual payment to the Chamber, that funding would need to be incorporated into the upcoming fiscal year budget in the Economic Development Fund.

RECOMMENDED ACTION

No action required. Information only.

ATTACHMENTS

Exhibit A: Resolution approving the Chamber Cooperation Agreement

Attachment 1: Chamber Cooperation Agreement



**City of Rowlett
Official Copy**

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

Resolution: RES-006-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING A COOPERATION AND LEASE ADDENDUM AGREEMENT WITH THE ROWLETT CHAMBER OF COMMERCE, PROVIDING FOR THE USE AND RENTAL OF CITY FACILITIES, DISBURSEMENT OF FUNDS, AND OTHER TERMS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City and the Rowlett Chamber of Commerce have entered into a lease agreement for city-owned facilities which have been used as office space by the Rowlett Chamber of Commerce; and

WHEREAS, the Chamber has requested an amendment to the existing Lease as well as financial assistance for its operations; and

WHEREAS, since the City's economic development goals and the Chambers mission coincide, the City Council finds and determines that amending the existing lease agreement and providing fiscal assistance would further the goals of the City and the Chamber and would be in the best interest of the public welfare.

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 hereby accepts and approves the Cooperation and Lease Addendum Agreement with the Rowlett Chamber of Commerce, a true and correct copy of which is attached hereto and incorporated herein as Exhibit "A," to be effective on and from January 1, 2014.

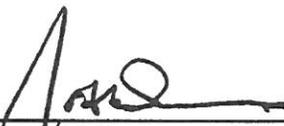
Section 2: That the City Council hereby authorizes the City Manager to execute the Cooperation and Lease Addendum Agreement, following approval by the City Attorney, by and on behalf of the City.

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

At a meeting of the City Council on January 21, 2014 this Resolution be adopted. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, Councilmember Dana-Bashian, Councilmember Pankratz and Councilmember Bobbitt

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Approved by 
Mayor

Date January 21, 2014

Approved to form by 
City Attorney

Date January 21, 2014

Certified by 
City Secretary

Date January 21, 2014



COOPERATION AGREEMENT AND
SECOND ADDENDUM
TO LEASE AGREEMENT

This Cooperation Agreement is between the City of Rowlett, Texas, ("City") and the Rowlett Chamber of Commerce ("Chamber") and includes a Second Addendum to Lease Agreement, amending the Lease Agreement dated January 5, 1998, ("Lease") and the Addendum ("Addendum") to the Lease entered into on April 3, 2001.

Lease Addendum

1. Notwithstanding Section 3 of the Lease and Section 1 of the Addendum, the Chamber shall pay rent to the City in the amount of one dollar (\$1.00) per year payable on the due date for rental payments set forth in the Lease (to wit, the first day of April of each year), commencing on January 1, 2014 and continuing throughout the remaining duration of the Lease term and any extensions thereof.

2. Notwithstanding anything contained in the Lease or Addendum, either party may terminate the lease of the Premises at will or for the public convenience on six (6) months' written notice to the other party. In the event of termination by the City prior to March 23, 2021, the City shall accommodate the relocation of office space by the Chamber, which may include but is not limited to providing to the Chamber office space and conference room facilities under the same terms as outlined in Section 1. The City's accommodation shall include office space and facilities for at least three persons, access to and use of a conference room, and appropriate ancillary facilities at a City-owned building. The specific location shall be determined by mutual agreement of the parties. Under no circumstances shall the City's accommodation under this paragraph be interpreted so as to require the City to lease office space and facilities on the Chamber's behalf at a non-City owned building.

Cooperation Agreement

3. The Chamber transfers, assigns and conveys to the City all right, title and interest in and to the domain name "Rowlett.com" and shall execute such documentation and perform such actions as may be necessary or appropriate to transfer ownership of the domain and all associated IP addresses and subdomains to the City.

4. The City shall grant to the Chamber the sum of \$25,000.00 on February 1, 2014, and on February 1 of each year thereafter for the use, benefit and support of the Chamber. This commitment is subject to annual budget appropriations and may be terminated, extended or modified by the City at the City's sole discretion; provided, however, that if this annual payment is terminated within three (3) years of the effective date of this Second Amendment, the transfer and assignment of the domain name "Rowlett.com" shall, on written notice to the City, revert back to the Chamber.

5. The City's commitment to remit annual payments to the Chamber may continue indefinitely subject to the following: The Chamber shall develop a business plan or model under which it will demonstrate its fiscal sustainability. The plan shall be submitted to the City for its review and comment within 180 days of the effective date of this Second Amendment. The successful implementation of the Chamber's business plan shall be a primary criterion in the City's continuation of and potential increases in the annual payments made hereunder. The

City's Economic Development Advisory Board shall act as the joint City and Chamber oversight body of said plan or model.

6. The City shall pay annual membership fees to the Chamber in the amount of \$1800.00, for Chamber membership privileges under the same terms and conditions of other members of the Chamber. The City and the Chamber shall mutually agree to waive certain fees for City- and Chamber-sponsored events in an effort to be strategic partners on events, which may include but is not limited to the Chamber 5K event, the Chamber Stampede event, the Chamber monthly luncheon, and the City's July 4th event (including a booth). The City shall continue to make available to the Chamber meeting rooms at the Rowlett Community Centre at no cost to the Chamber for its monthly luncheons. The Chamber shall be entitled to the use of Meeting Rooms, A, B, and C from 11:00 AM to 2:00 PM one day each month, which is currently the second Wednesday of each month. The Chamber may, for business necessity, change the day so long as the selected day is a weekday and does not interfere with other scheduled City functions or Community Centre commitments. The use of the meeting rooms shall continue to be in accordance with City policies for such use.

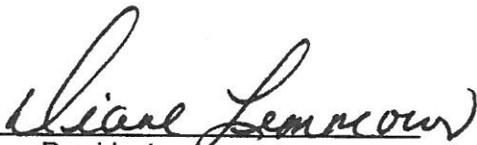
7. The City, acting through its economic development department, and the Chamber shall continue to work together to discuss and develop strategic opportunities for both parties and shall use best efforts to participate in and/or sponsor each other's and joint events.

8. Unless otherwise modified or amended herein, all other provisions of the Lease remain in full force and effect.

This Addendum is executed on this the 23rd day of January, 2014.

ROWLETT CHAMBER OF COMMERCE

CITY OF ROWLETT, TEXAS

By: 
President

By: 
City Manager



**COOPERATION AGREEMENT
BUSINESS PLAN ELEMENTS**

BUSINESS RETENTION PROGRAM

Goals:

Engage the Rowlett Business Community in a collaborative dialogue to improve communication with the City of Rowlett officials, Rowlett Chamber of Commerce and other business owners in the City of Rowlett. Define what success looks like and how it will be measured.

Target Audience for Business Retention Program:

All existing business owners/executives in the City of Rowlett

Topics to Address:

Planning & Zoning Issues
Traffic
Police & Fire
Tourism & Convention Business Impact
Events Impact – Mitigation of business interruption from Festivals & Events
Any other business related topic to retain current Rowlett companies/corporations

Opportunities for Communication:

The Chamber will plan, market, and/or host 2 events per year in cooperation and agreement with (The City or The Economic Development Department of Rowlett). Additional events may be added at the agreement of both parties. These events can include but shall not be limited to the following examples.

12 at 12 Program – between City of Rowlett officials, Rowlett Chamber officials and 12 targeted business owners. The 12 at 12 will be a cross section of businesses. These luncheon meetings will be catered by Rowlett Chamber of Commerce Restaurants giving them the opportunity to showcase their businesses.

Audience: Business owner or top local official.

CEO Roundtable – Bi-Annual meetings inviting a group of Rowlett Business owners to engage in a dialogue with City officials and Chamber Executive regarding current issues and future plans. The same group of CEO's will be invited each month to develop a long term line of communication with businesses that impact the Rowlett business economy through employees, sales, tax base and community participation.

Audience: The top local official, CEO for the company.

Business Visits The chamber shall conduct one on one visits with local businesses. The target is 4 visits per month. Visits will be tracked and reported to the Economic Development Department of Rowlett month. If the target number of visits does not meet the target of 4 for three consecutive months the EDD can request an action plan from Chamber to achieve the targeted number of visits. If the target continues to not be met for an additional three months both parties shall meet to determine a solution which can include reduction of the target, termination of this agreement, or other mutually agreed upon remedies.

Arrange for City of Rowlett officials when time permits and Chamber of Commerce officials at Rowlett businesses to be included in the monthly visits to establish open dialogue.

Target – four businesses a month for one on one visit.

Rowlett Chamber of Commerce
Business Retention Program
Timeline

12 at 12 –luncheons with the first one being held in 2014. The remaining schedule for 2015 will be determined in coordination with Economic Development and Chamber Staff

CEO Roundtable will target between 10-20 Rowlett business representatives at roundtable discussions to be held twice a year beginning in June 2014.

Monthly Visits by Rowlett Chamber Officials and City of Rowlett Officials to begin June 2014.

SUSTAINABLE PROGRAM

Budget Goal of \$50K in the bank by February 2015. This includes the \$25K received for the first installment for the sale of Rowlett.com, 2nd installment of \$25K to be received in January 2015.

- Increase Net (profit) on ALL events.
- 10% Gain in membership (net)
- Money from the City goes to a sustainable fund and money from sustainable line item on dues invoice. Separately capture the amount generated from these two items for our future.

In order to make this happen we decided to create four areas of focus. This is the structure that we had in years past and will require Vice Chair reports to the Board of Directors at our monthly meetings. The four Vice Chair positions are Membership, Events, Operations and Legislative.

Membership

This group will focus on sustaining and increasing memberships by 10%. Will continue the Member to Member program and visit “potential” members in partnership with the Economic Development Department of the City. Will focus on retention of new members following drives and directory work.

Events

This group will revisit our annual calendar of events and determine if the Stampede should move to another date. Consider new venues to reduce overhead/expenses for events and focus on marketing. All the events are

going to be looked at for what should or should not change. The four signature events to be examined are the Stamped, Taste & Trade, Golf and Freedom 5K.

Operations

This group will focus on a budget that shows a true depiction of reality. We will monitor events for accountability and compare to budget. We will focus on adequate staff training. This group will oversee finances, employee performances and incentives.

Legislative

This group will work on creating an “officials breakfast”. Will inquire about having a “word” from the legislators in our newsletter. Organize the trip to Austin for 2015. Hold a Candidate Forum and reception. Schedule monthly update meetings with legislator or their staff. We will bring back the 12@12 program.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 3C

TITLE

Update and presentation from la terra studios on the SH 66 Vision Plan as part of the opportunity to secure Green Ribbon Project funding through the Texas Department of Transportation (TxDOT) for landscaping enhancements along Lakeview Parkway (SH 66) corridor in conjunction with Keep Rowlett Beautiful, Inc. (KRB) projects and the planned entrance feature for Downtown Rowlett at Martin Drive and Lakeview Parkway. (40 minutes)

STAFF REPRESENTATIVE

Angie Smith, Director of Parks and Recreation
Jim Grabenhorst, Director of Economic Development

SUMMARY

City staff has been working with the Economic Development Advisory Board (EDAB) and Keep Rowlett Beautiful, Inc. (KRB) on their respective enhancements along Lakeview Parkway (SH 66). Those discussions have included communications with Texas Department of Transportation (TxDOT) officials who have encouraged the City to apply for potential grant funding through a program they administer called Green Ribbon Project (GRP) funds. The purpose of this item is to update City Council on the progress made since the work session on February 16, 2016 and to present the recommended vision plan for the SH66 corridor and the phasing plan for enhancements .

BACKGROUND INFORMATION

City staff and the EDAB have been working with la terra studio, landscape architects, on developing an entrance feature for Downtown Rowlett at the intersection of Martin Drive and Lakeview Parkway. In addition, City staff has been assisting KRB on their design, planning and installation of improvements associated with the \$250,000 grant awarded to KRB through the Keep Texas Beautiful program and the Governor's Community Achievement Awards (GCAA) in June 2014 as the first place winner in Category 7.

Through interaction with TxDOT staff from the Dallas district on the above projects, TxDOT had encouraged the City to consider applying for GRP funds for landscaping enhancements for the entire Lakeview Parkway (SH 66) corridor. City staff, KRB, EDAB and la terra studio began discussions in late October 2015 about this opportunity to consider a corridor wide approach through the assistance of TxDOT and GRP funds. City staff briefed City Council in February 2016 and engaged la terra studio to develop a vision plan in cooperation with KRB, EDAB and TxDOT in anticipation of submitting projects for GRP funding. City staff and la terra studio has presented this vision plan and received comments from both the Parks Board and the EDAB.

DISCUSSION

The Green Ribbon Project Corridor Aesthetics and Landscape Master Plan (GRP), established in 1999 by the TxDOT-Houston District is a TxDOT implemented corridor aesthetics and landscape master plan, which was created with input from a special committee, consultant team and the general public. Primary goals include establishing a higher level of visual appeal along the transportation corridors through landscape and architectural improvements and promoting and enhancing highway safety while maintaining traffic flows. In 2001, the Texas Legislature, 77th Session, added Rider 57 to TxDOT's appropriation that required TxDOT to expand the concepts of GRP to other areas of the state.

City staff and la terra studio will present information on the SH 66 corridor vision plan and make a recommendation for a phased approach in submitting projects for TxDOT GRP funding. Upon direction from City Council, the goal would be to submit the first phase project later this year in anticipation of project being awarded in early 2017 for construction.

FINANCIAL/BUDGET IMPLICATIONS

City staff will discuss the potential financial/budget implication during the work session. It is anticipated that the costs associated with landscape enhancements will be covered through TxDOT GRP funds and hardscape improvements will be covered through KRB GCCA funds and previously allocated City funds for the Downtown entrance feature

RECOMMENDED ACTION

No action required, this is for discussion purposes. Upon Council direction, staff will bring back a future action item for Council consideration as it relates to the agreement with TxDOT GRP funding.



City of Rowlett

Staff Report

4000 Main Street
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AGENDA DATE: 09/20/16

AGENDA ITEM: 5A

TITLE

Presentation of the Arts and Humanities Commission's Photography Contest awards.

STAFF REPRESENTATIVE

Kathy Freiheit, Director of Library Services

SUMMARY

The purpose of this item is to recognize winners of the Arts and Humanities Commission's 2016 Photography Contest.

BACKGROUND INFORMATION

To encourage participation in the artistic life of the Rowlett community, the Arts and Humanities Commission sponsors an annual photography contest. The contest theme changes each year and is open to everyone in the Lake Ray Hubbard area. Professionals, amateurs and people of all ages are encouraged to submit up to three photographs taken within one year of the contest deadline. A new requirement this year was that all contest entries must have been taken within the City of Rowlett. Entries were judged by a professional photographer, with cash prizes awarded to first place winners in each of the three categories (people, places and things), as well as for best of show.

DISCUSSION

This year's contest theme was "Reflections." The Commission received 22 entries, all of which were on display from August 29th through September 20th in the City Hall Annex Building at 4004 Main Street.

Cindy Serine served as judge for this year's contest. A professional photographer for 24 years, Ms. Serine's primary background is in fashion photography for magazines, retailers and manufacturers. In addition to fashion shoots, her specialties include weddings, ballerinas, families, and seniors.

This year, the contest was expanded to include non-cash awards for Second and Third Place winners in each of the people, places and things categories. These winners were awarded prize ribbons and photos of their entries will appear immediately after presentation of the First Place and Best of Show awards.

Winner of the Best of Show award receives a \$200 prize. First Place award winners in each of the three categories receive a \$150 prize.

First Place and Best of Show winners of the 2016 Rowlett Arts and Humanities Commission Photography Contest, who will be presented cash awards are:

First Place, People Category:	Destiny Malone
First Place, Places Category:	Michael Ficarra
First Place, Things Category:	Audrey Bell
Best of Show:	Destiny Malone

Second Place, Third Place and Honorable Mention winners of the 2016 Rowlett Arts and Humanities Commission Photography Contest, who have received prize ribbons include:

Second Place, People Category:	Sara Del Regno
Second Place, Places Category:	Audrey Bell
Second Place, Things Category:	Cheryl Graff
Third Place, People Category:	Destiny Malone
Third Place, Places Category:	Greg Wilkins
Third Place, Things Category:	Sara Del Regno
Honorable Mention, People Category:	Sara Del Regno
Honorable Mention, People Category:	Angela Platt
Honorable Mention, Places Category:	N/A
Honorable Mention, Things Category:	James Elledge

FINANCIAL/BUDGET IMPLICATIONS

Funding comes from account 4033501 6699, which has a FY2016 balance of \$1,016. The account will have a balance of \$366 after payment of the \$650 in awards as noted above.

ATTACHMENTS

Proclamations

DESTINY MALONE
2016 CITY OF ROWLETT
ARTS AND HUMANITIES COMMISSION PHOTOGRAPHY CONTEST
FIRST PLACE – PEOPLE CATEGORY

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored a photography contest; and

WHEREAS, the theme for the 2016 contest was, “Reflections” and the categories for the photography contest included People, Places and Things; and

WHEREAS, the contest was open to everyone in the Lake Ray Hubbard area; and

WHEREAS, with 22 entries received, the 2016 First Place award in the People Category is presented to Destiny Malone for her entry, “Recipe: Little Girl”.

NOW, THEREFORE, be it resolved that I, Todd Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council do hereby give special recognition to

DESTINY MALONE

in the City of Rowlett, Texas and encourage all citizens of this community to join me with sincere congratulations to Destiny Malone in attaining this artistic achievement.

MICHAEL FICARRA
2016 CITY OF ROWLETT
ARTS AND HUMANITIES COMMISSION PHOTOGRAPHY CONTEST
FIRST PLACE – PLACES CATEGORY

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored a photography contest; and

WHEREAS, the theme for the 2016 contest was, “Reflections” and the categories for the photography contest included People, Places and Things; and

WHEREAS, the contest was open to everyone in the Lake Ray Hubbard area; and

WHEREAS, with 22 entries received, the 2016 First Place award in the Places Category is presented to Michael Ficarra for his entry, “Loss”.

NOW, THEREFORE, be it resolved that I, Todd Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council do hereby give special recognition to

MICHAEL FICARRA

in the City of Rowlett, Texas and encourage all citizens of this community to join me with sincere congratulations to Michael Ficarra in attaining this artistic achievement.

AUDREY BELL
2016 CITY OF ROWLETT
ARTS AND HUMANITIES COMMISSION PHOTOGRAPHY CONTEST
FIRST PLACE – THINGS CATEGORY

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored a photography contest; and

WHEREAS, the theme for the 2016 contest was, “Reflections” and the categories for the photography contest included People, Places and Things; and

WHEREAS, the contest was open to everyone in the Lake Ray Hubbard area; and

WHEREAS, with 22 entries received, the 2016 First Place award in the Things Category is presented to Audrey Bell for her entry, “Always on the Water”.

NOW, THEREFORE, be it resolved that I, Todd Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council do hereby give special recognition to

AUDREY BELL

in the City of Rowlett, Texas and encourage all citizens of this community to join me with sincere congratulations to Audrey Bell in attaining this artistic achievement.

DESTINY MALONE
2016 CITY OF ROWLETT
ARTS AND HUMANITIES COMMISSION PHOTOGRAPHY CONTEST
BEST OF SHOW

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored a photography contest; and

WHEREAS, the theme for the 2016 contest was, "Reflections" and the categories for the photography contest included People, Places and Things; and

WHEREAS, the contest was open to everyone in the Lake Ray Hubbard area; and

WHEREAS, with 22 entries received, the 2016 Best of Show award is presented to Destiny Malone for her entry, "Stealing a Kiss".

NOW, THEREFORE, be it resolved that I, Todd Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council do hereby give special recognition to

DESTINY MALONE

in the City of Rowlett, Texas and encourage all citizens of this community to join me with sincere congratulations to Destiny Malone in attaining this artistic achievement.



City of Rowlett

Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 5B

TITLE

Presentation of proclamation recognizing Judge Owen Lokken Years of Service with the City of Rowlett.

STAFF REPRESENTATIVE

Kim Wilson, Finance Director
Lori Prentice, Court Administrator

SUMMARY

The purpose of this item is to issue a proclamation recognizing Judge Owen Lokken's Years of Service with the City of Rowlett.

BACKGROUND INFORMATION

Judge Lokken became the Presiding Judge for the City of Rowlett Municipal Court on December 1, 1990, serving Rowlett citizens with distinction for nearly 16 years.

Judge Lokken is a former Chairman of the Rowlett Chamber of Commerce and served three terms on the Board of Directors of the Chamber.

Judge Lokken has also performed Pro Bono legal services to form and secure exempt status for numerous non-profit organizations in Rowlett. The organizations include churches, sports clubs, charitable, and the arts.

Judge Lokken served eight years as Vice President of the Northern Texas-Northern Louisiana Synod of the Evangelical Lutheran Church in America. He is active in his church congregation where he has served as Chairman and on the church council several times.

Judge Lokken has traveled the world (all seven continents and approximately seventy countries).

DISCUSSION

Judge Lokken has served the City of Rowlett and its citizens for 26+ years as the Municipal Courts Presiding Judge. The Municipal Court processes and adjudicates class "C" misdemeanor criminal cases which occur within the territorial limits of the City. The Municipal Court also provides magistrates for the police department for juvenile warnings, adult arraignments, issuance of search warrants, emergency protective orders and issuance of Class "B" and Class "A" misdemeanor and felony warrants.

ATTACHMENT

Proclamation

HONORING JUDGE OWEN LOKKEN

WHEREAS, we are here today to pay honor and celebrate the dedicated, selfless service by Judge Owen Lokken to the citizens of Rowlett, Texas; and

WHEREAS, Judge Lokken served the citizens of Rowlett as the Presiding Judge of the Rowlett Municipal Court from December 1, 1990 – September 30, 2016; and

WHEREAS, Judge Lokken is a Former Chairman of the Rowlett Chamber of Commerce and served three terms on the Board of Directors of the chamber; and

WHEREAS, Judge Lokken has performed Pro Bono legal services to form and secure exempt status for numerous non-profit organizations in Rowlett. The organizations include churches, sports clubs, charitable and the arts; and

WHEREAS, Judge Lokken served eight years as vice president of the Northern Texas-Northern Louisiana Synod of the Evangelical Lutheran Church in America. He is active in his church congregation where he has served as chairman and on the church council several times; and

WHEREAS, on behalf of the entire City Council, I want to express my sincere appreciation to Judge Lokken for his exceptional service to the City of Rowlett and wish him much happiness and success as he begins this new chapter in his life.

NOW, THEREFORE, I, Todd W. Gottel, Mayor of the City of Rowlett, and on behalf of the City Council, do hereby proudly recognize Judge Owen Lokken for his service and dedication to the City of Rowlett and its citizens.



City of Rowlett
Staff Report

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

AGENDA DATE: 9/20/16

AGENDA ITEM: 5C

TITLE

Proclamation recognizing October 4, 2016 as ***ROWLETT NIGHT OUT***.

STAFF REPRESENTATIVE

Mike Brodnax, Chief of Police

SUMMARY

The proclamation is intended to recognize the 33rd "National Night Out" and to proclaim October 4, 2016 as *Rowlett Night Out*.

BACKGROUND INFORMATION

Each year, the National Association of Town Watch (NATW) sponsors a unique, nationwide crime, drug and violence prevention program on the first Tuesday in October called "National Night Out" (NNO).

DISCUSSION

The proclamation is intended to recognize the 33rd "National Night Out" and to proclaim October 4, 2016 as Rowlett Night Out; showing the importance of promoting cooperative, police-community crime prevention efforts.

FINANCIAL/BUDGET IMPLICATIONS

N/A

ATTACHMENT

Proclamation

ROWLETT NIGHT OUT

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on the first Tuesday in October called “National Night Out” (NNO); and

WHEREAS, the 33rd Annual “National Night Out” provides a unique opportunity for Rowlett, Texas to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Rowlett, Texas plays a vital role in assisting the local police through joint crime, drug and violence prevention efforts in Rowlett, and is supporting “National Night Out 2016” locally; and

WHEREAS, it is essential that all citizens of Rowlett, Texas be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drug and violence in Rowlett; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program.

NOW, THEREFORE, I, Todd W. Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council, do hereby proclaim October 4, 2016 as

ROWLETT NIGHT OUT

in the City of Rowlett and call upon all citizens of Rowlett to join the Rowlett Police and National Association of Town Watch in supporting the 33rd Annual “National Night Out”.



City of Rowlett

Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 5D

TITLE

Hear presentation of the Monthly Financial report for the period ending July 31, 2016.

STAFF REPRESENTATIVE

Kim Wilson, Director of Financial Services

SUMMARY

Attached is the Comprehensive Monthly Financial Report for July 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. Ten months of FY2016, or 83.3% 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 July 2016. Ten months of FY2016, or 83.3% of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$78.9 million for FY2016. This amount is 87.5% of the approved operating budget of \$90.2 million and is 2.6% more than forecast through the month of July.

- General Fund revenues are \$54 thousand or 0.1% higher than expected
- Utility Fund revenues are \$0.9 million or 3.8% lower than expected.

Expenses: Expenses totaled \$74.3 million year-to-date for FY2016. This amount is 83.9% of the approved operating budget of \$88.5 million and is 3.0% more than forecast through the month of July.

- General Fund expenses are \$1.0 million or 2.9% lower than expected.
- Utility Fund expenses are \$1.4 million or 6.7% higher than expected.

Surplus: The net surplus from operations through July is \$4.7 million which is \$0.2 less than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total increase of \$1.7 million.

**FY2016 Budget amounts reflect pending budget amendments.*

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Information only. The Comprehensive Monthly Financial Report – July 31, 2016 is attached to this agenda item as Attachment 1.

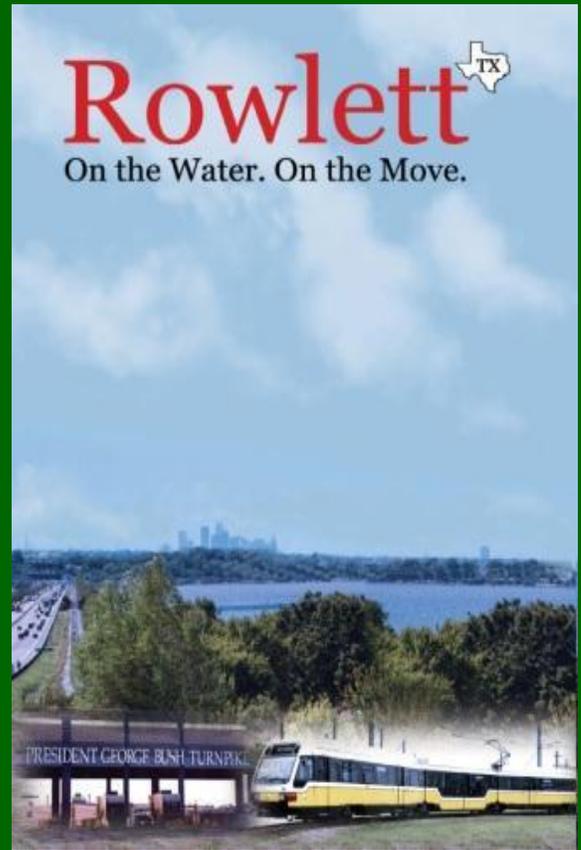
ATTACHMENT

Attachment 1 – Comprehensive Monthly Financial Report – July 31, 2016



Comprehensive Monthly Financial Report

July 2016





MONTHLY FINANCIAL REPORT

PERFORMANCE AT A GLANCE

July 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	WARNING	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

July 31, 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 1.2% in the 2nd quarter of 2016 after increasing 0.8% in the 1st quarter of 2016 as reported by the Bureau of Economic Analysis. The second-quarter increase was more than accounted for by an increase in consumer spending.

Texas Retail Sales:

Texas retail sales totaled \$41.3 billion for the month of April, an increase of \$0.2 billion (0.5%) 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 remained flat between the months of May and June.

UNEMPLOYMENT

National Unemployment:

The national unemployment rate remained flat at 4.9% between June and July.

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.

Attached is the Comprehensive Monthly Financial report for July 2016. Ten months of FY2016, or 83.3% of the fiscal year is complete.

Revenues: Overall, the City has earned or received \$78.9 million for FY2016. This amount is 87.5% of the approved operating budget of \$90.2 million and is 2.6% more than forecast through the month of July.

- General Fund revenues are \$54 thousand or 0.1% higher than expected
- Utility Fund revenues are \$0.9 million or 3.8% lower than expected.

Expenditures: Expenses totaled \$74.3 million year-to-date for FY2016. This amount is 83.9% of the approved operating budget of \$88.5 million and is 3.0% more than forecast through the month of July.

- General Fund expenditures are \$1.0 million or 2.9% lower than expected.
- Utility Fund expenditures are \$1.4 million or 6.7% higher than expected.

Surplus: The net surplus from operations through July is \$4.7 million which is \$0.2 less than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total increase of \$1.7 million.

**2016 Budget amounts reflect pending budget amendments.*

NOTEWORTHY

PROPOSED FISCAL YEAR 2017 BUDGET - TAX RATE REDUCTION INCLUDED!

City Manager Brian Funderburk presented the Proposed FY2017 Budget to the City Council on Tuesday, August 2. Included is a one cent REDUCTION in the tax rate!



CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016

BUDGET SUMMARY OF ALL FUNDS FY2016

	2016 Budget	2016 Forecast	2016 Year-to-Date	Variance
Beginning Reserves	\$ 14,113,838	\$ 13,111,690	\$ 13,111,690	0.0%
Revenues:				
General	40,452,242	36,519,239	36,573,308	0.1%
Water & sewer	28,901,031	22,499,833	21,640,519	-3.8%
Debt service	7,997,408	7,766,388	7,625,683	-1.8%
Drainage	1,360,397	1,133,658	1,112,816	-1.8%
Refuse	4,827,003	4,022,499	4,122,775	2.5%
Employee health benefits	5,010,230	3,768,380	4,144,246	10.0%
Police seizure	100,550	83,792	81,451	-2.8%
Economic development	316,694	263,911	400,988	51.9%
Hotel/motel tax	47,752	38,775	69,704	79.8%
P.E.G.	85,893	42,946	101,083	135.4%
Grants	356,634	289,650	442,948	52.9%
Community Development Block Grant	179,247	149,373	133,825	-10.4%
Inspection Fees Fund	225,000	187,500	244,759	30.5%
Juvenile diversion	33,281	27,730	24,322	-12.3%
Court technology	26,936	22,450	19,918	-11.3%
Court security	20,035	16,700	14,924	-10.6%
Golf course	257,005	128,541	127,685	-0.7%
Disaster	-	-	2,064,407	0.0%
Total Revenues	\$ 90,197,338	\$ 76,961,365	\$ 78,945,360	2.6%
Expenses:				
General	40,781,726	33,118,284	32,151,314	-2.9%
Water & sewer	26,152,490	20,913,971	22,306,273	6.7%
Debt service	8,552,017	7,365,472	7,445,790	1.1%
Drainage	1,401,835	1,101,133	996,123	-9.5%
Refuse	4,774,880	3,979,067	3,934,947	-1.1%
Employee health benefits	4,967,764	4,137,710	3,799,512	-8.2%
Police seizure	187,097	155,914	238,447	52.9%
Economic development	443,023	363,235	574,707	58.2%
Hotel/motel tax	48,749	48,749	22,892	-53.0%
P.E.G.	90,543	75,453	97,646	29.4%
Grants	359,565	289,650	442,948	52.9%
Community Development Block Grant	179,247	149,373	133,825	-10.4%
Inspection Fees Fund	218,760	176,691	141,907	-19.7%
Juvenile diversion	38,738	31,288	24,606	-21.4%
Court technology	43,874	36,562	21,720	-40.6%
Court security	23,672	19,727	22,418	13.6%
Golf course	254,990	127,280	147,458	15.9%
Disaster	-	-	1,767,722	100.0%
Total Expenses	\$ 88,518,970	\$ 72,089,556	\$ 74,270,254	3.0%
Current Year Surplus/(Shortfall)	\$ 1,678,368	\$ 4,871,809	\$ 4,675,106	-4.0%
Ending Reserves	\$ 15,542,207	\$ 17,983,499	\$ 17,786,796	-1.1%

Positive

Warning

Negative

Positive variance or negative variance <1% compared to forecast

Negative variance between 1%-5% compared to forecast

Negative variance >5% compared to forecast



**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016**

OVERALL FUND PERFORMANCE

GENERAL FUND REVENUES VS EXPENSES FY2016

Month	2016 Revenue	2016 Expenses	Monthly Variance
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	2,564,620	3,134,480	(569,860)
Aug			
Sep			
Total	\$ 36,573,309	\$ 32,151,315	\$ 4,421,994
Cumulative Forecast	\$ 36,519,239	\$ 33,118,284	\$ 3,400,956
Actual to Forecast \$	\$ 54,069	\$ (966,969)	\$ 1,021,039
Actual to Forecast %	0.1%	-2.9%	



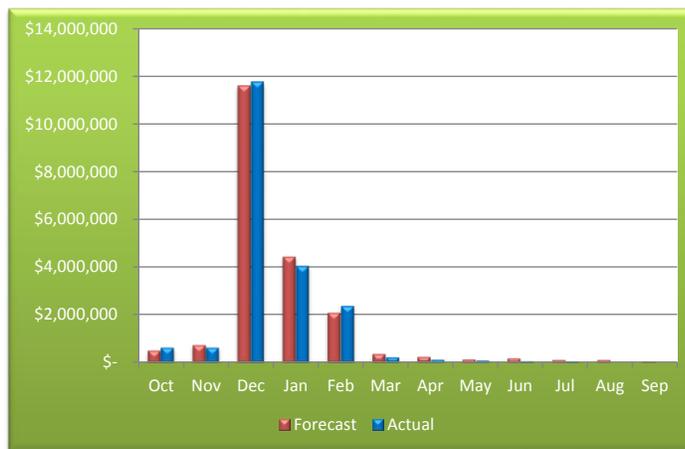
Positive

Cumulatively overall, the General Fund is better than expected for this time of the year. Revenues are 0.1% lower due to lower than expected property tax revenue, and expenses are 2.9% lower than forecasted due to vacancies and the timing of supply purchases.

REVENUE ANALYSIS

PROPERTY TAXES FY2016

Month	2016 Forecast	2016 Actual	Monthly Variance
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	54,477	(69,918)
Aug	124,396		
Sep	62,198		
Total	\$ 20,732,585	\$ 20,077,974	\$ (468,018)
Actual to Forecast			-2.3%



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 2.3% lower than forecasted for this time of the year.

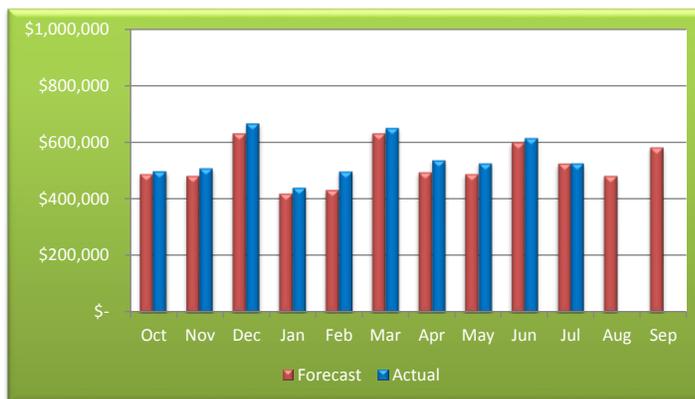


**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016**

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	614,407	14,252
Jul	525,136	525,136	-
Aug	481,375		
Sep	581,400		
Total	\$ 6,251,617	\$ 5,456,685	\$ 267,843
<i>Actual to Forecast</i>			5.2%



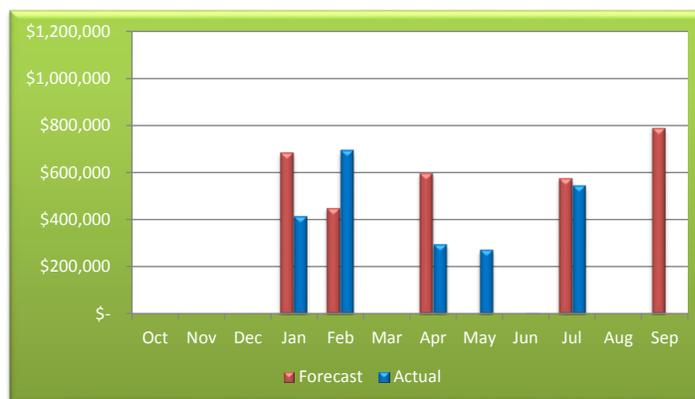
Positive

Sales tax is an important indicator of financial health for the Rowlett community. Sales taxes are collected by the State Comptroller and are recorded two months later. Overall, sales tax revenues are 5.2% higher than budgeted for this fiscal year. The sales taxes reported here for July 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	541,725	(33,814)
Aug	-		
Sep	787,599		
Total	\$ 3,093,891	\$ 2,213,382	\$ (61,340)
<i>Actual to Forecast</i>			-2.7%



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 2.7% lower than forecasted for this time of the year.



**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016**

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	2,465,721	2,679,421	(213,700)
Aug			
Sep			
Total	\$ 21,640,519	\$ 22,306,273	\$ (665,754)
Cumulative Forecast	\$ 22,499,833	\$ 20,913,971	\$ 1,585,863
Actual to Forecast \$	\$ (859,315)	\$ 1,392,302	\$ (2,251,617)
Actual to Forecast	-3.8%	6.7%	



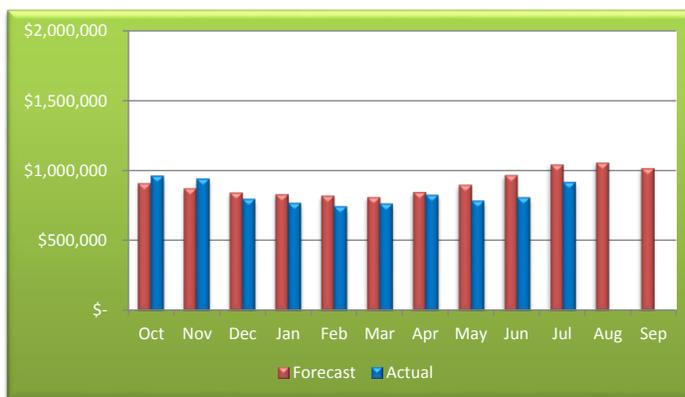
Negative

Utility fund revenues are 3.8% lower than forecast as a result of lower than expected water and wastewater revenues. Expenses are 6.7% higher than forecast due to higher than expected overtime and 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	914,125	(129,979)
Aug	1,056,180		
Sep	1,017,048		
Total	\$ 10,921,401	\$ 8,288,879	\$ (559,294)
Actual to Forecast			-6.3%



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 6.3% lower than forecasted for this time of year.

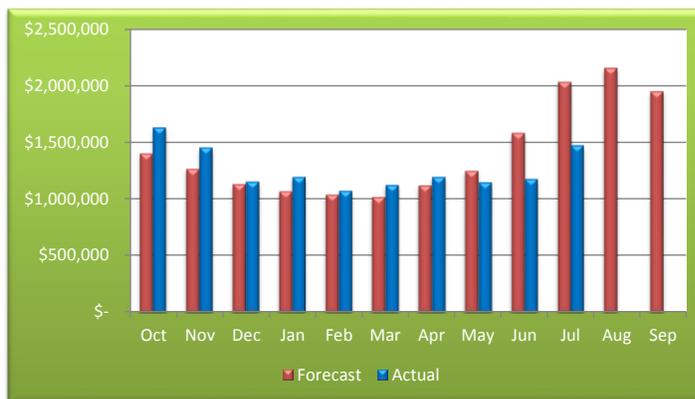


CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016

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	1,466,038	(567,961)
Aug	2,158,983		
Sep	1,950,603		
Total	\$ 17,027,975	\$ 12,549,862	\$ (368,527)
Actual to Forecast			-2.9%



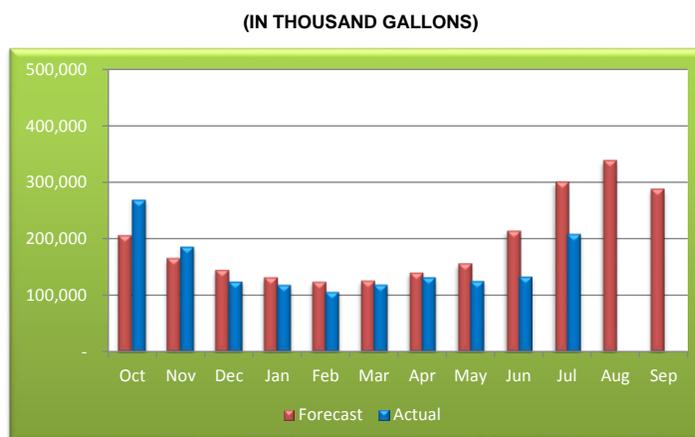
Warning

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 2.9% lower 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	208,441	(92,088)
Aug	338,135		
Sep	287,959		
Total	2,331,906	1,523,293	(182,519)
Actual to Forecast			-10.7%



Negative

The City purchases its water from the North Texas Municipal Water District. Customer usage in July is 30.6% lower than forecast; cumulatively customer usage is 10.7% lower than forecast. The contract with NTMWD requires the City to pay for a minimum of 3.2 billion gallons of water per year.



**CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016**

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	411,789	327,300	84,489
Aug			
Sep			
Total	\$ 4,122,775	\$ 3,934,948	\$ 187,826
Cumulative Forecast	\$ 4,022,499	\$ 3,979,067	\$ 43,433
Actual to Forecast \$	\$ 100,275	\$ (44,118)	\$ 144,394
Actual to Forecast	2.5%	-1.1%	



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 1.1% lower 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	110,446	117,667	(7,221)
Aug			
Sep			
Total	\$ 1,112,817	\$ 996,123	\$ 116,695
Cumulative Forecast	\$ 1,133,658	\$ 1,101,133	\$ 32,525
Actual to Forecast \$	\$ (20,841)	\$ (105,011)	\$ 84,170
Actual to Forecast	-1.8%	-9.5%	



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 9.5% lower than forecasted.



CITY OF ROWLETT, TEXAS
FINANCIAL STATUS DASHBOARD
July 31, 2016

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	40,767	5,841	34,926
Aug			
Sep			
Total	\$ 7,625,683	\$ 7,445,791	\$ 179,892
Cumulative Forecast	\$ 7,766,388	\$ 7,365,472	\$ 400,916
Actual to Forecast \$	\$ (140,705)	\$ 80,319	\$ (221,024)
Actual to Forecast	-1.8%	1.1%	



Warning

General Debt Service Fund is used to pay principal and interest on tax-supported debt. Revenues are 1.8% lower than projected, and expenses 1.1% 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	522,896	437,477	85,419
Aug			
Sep			
Total	\$ 4,144,245	\$ 3,799,513	\$ 344,732
Cumulative Forecast	\$ 3,768,380	\$ 4,137,710	\$ (369,330)
Actual to Forecast \$	\$ 375,865	\$ (338,198)	\$ 714,062
Actual to Forecast	10.0%	-8.2%	



Positive

Employee Health Benefits Fund accounts for all health related claims paid from the City's partial self-insured fund. Overall, revenues are 10.0% higher than forecasted and expenses are 8.2% lower than forecasted.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 5E

TITLE

Presentation of the 2016 Senior Friendly Business Award.

STAFF REPRESENTATIVE

Angela Smith, Director of Parks and Recreation

SUMMARY

The purpose of this item is to recognize Rowlett Health and Rehabilitation Center as the 2016 Rowlett Senior Friendly Business.

BACKGROUND INFORMATION

Over the last year the Senior Advisory Board has discussed the importance of selecting a Senior Friendly Business each year and recognizing this business in front of City Council. Criteria was developed by the Senior Advisory Board that included that the business selected must, on an ongoing basis, benefited the senior citizens of Rowlett by providing space for seniors to congregate; providing food for senior activities; providing educational opportunities for seniors; providing free or reduced priced items to seniors; providing senior specific services; or providing any other measurable benefit to the senior population of Rowlett.

A sub-committee was selected that was comprised of three Senior Advisory Board volunteers. This group gathered a list of potential recipients, narrowed the list to three senior friendly businesses and then presented the three nominations to the board. The Senior Advisory Board then voted to select one of the three final nominations.

DISCUSSION

Rowlett Health and Rehabilitation Center was chosen by the Senior Advisory Board as the Senior Friendly Business for 2016. This group was chosen because of their ongoing dedication to the Seniors of Rowlett and the surrounding area not only through the services they provide at their physical location but also due to their ongoing support of senior programs at the Rowlett Community Centre.

Rowlett Health and Rehabilitation Center not only provides staff each month to call Bingo on Tuesday morning for seniors, but also brings breakfast and prizes for this event. The program averages 15-20 seniors per month. In addition, Rowlett Health and Rehabilitation Center also provides a gift card each week to the group that plays Texas Hold 'Em Poker on Thursday mornings at the Rowlett Community Centre.

Rowlett Health and Rehabilitation Center is a unique, state of the art rapid recovery unit and is specifically designed for patients who are leaving the hospital but are not ready to go home. Their navigating home program provides additional rehab or medical care for post-hospital patients who are transitioning back to their homes. Rowlett Health and Rehabilitation Center is located at 6700 Heritage Parkway, Rowlett, Texas 75088

FINANCIAL/BUDGET IMPLICATIONS

N/A

ATTACHMENT

Proclamation

**ROWLETT HEALTH AND REHABILITATION CENTER
2016 CITY OF ROWLETT
SENIOR FRIENDLY BUSINESS**

WHEREAS, the City of Rowlett and the Rowlett Senior Advisory Board want to recognize those businesses that go above and beyond for City of Rowlett Senior Citizens;

WHEREAS, businesses are selected based on specific criteria that measures providing food for seniors, providing space for seniors to meet, providing education to seniors, providing free or reduced priced items to seniors or providing senior specific services; and

WHEREAS, this organization provides the majority of these items for Senior Citizens from Rowlett and surrounding areas; and

WHEREAS, the Senior Advisory Board found many businesses in Rowlett that provided these services and this one was selected due to the level of service provided.

NOW, THEREFORE, be it resolved that I, Todd Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council do hereby give special recognition to

ROWLETT HEALTH AND REHABILITATION CENTER

in the City of Rowlett, Texas and encourage all citizens of this community to join me with sincere congratulations in being honored as the 2016 Senior Friendly Business.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 5F

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: 09/20/16

AGENDA ITEM: 7A

TITLE

Consider action to approve minutes from the September 6, 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 September 6, 2016 City Council Regular Meeting.

ATTACHMENTS

09-06-16 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, September 6, 2016

5:30 P.M.

Municipal Building – 4000 Main Street

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

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

Present: Mayor Pro Tem Dana-Bashian, Deputy Mayor Pro Tem Sheffield, Councilmember van Bloemendaal, Councilmember Bobbitt, Councilmember Brown and Councilmember Hargrave

Absent: Mayor Gottel

1. CALL TO ORDER

Mayor Pro Tem Dana-Bashian called the meeting to order at 5:32 p.m.

2. EXECUTIVE SESSION

- 2A.** The City Council shall convene into executive session pursuant to the Texas Government Code, §551.074 (Personnel) to discuss and deliberate the appointment, employment, reassignment or duties of Judge Pam Liston and the City's municipal judges. (30 minutes) THIS MEETING WILL OCCUR AFTER THE REGULAR SESSION

In at 10:24 p.m. Out at 11:41 p.m.

3. WORK SESSION (5:30 P.M.) * Times listed are approximate.

- 3A.** Discuss an ordinance allowing food service establishments to have dogs on outdoor patios. (20 minutes)

Chuck Dumas, Environmental Services Manager, presented the proposed guidelines for the ordinance. Council would like to survey other cities who have such an ordinance in place to see what issues have been experienced and handled. It was the consensus of Council to make the ordinance dog specific, require rabies vaccination tags/proof, have the restaurants display signage they are a participating facility, and to consider this at a later date once information is received about other cities and after further discussion.

- 3B.** Brief City Council on discussions with Texas Department of Transportation (TxDOT) and North Central Texas Council of Governments (NCTCOG) on enhancements to IH-30 regarding the study corridor and the Bayside project. (30 minutes)

Jim Grabenhorst, Director of Economic Development, presented the proposed construction from Bass Pro Drive along I-30 through Rockwall/Hunt County line. He reviewed the timeline for the next steps including public meetings and environmental studies.

- 3C.** Discuss conceptual design plans for Schrade Bluebonnet Park and incorporation of the Tornado Memorial statue at the Park. (30 minutes)

Angie Smith, Director of Parks and Recreation, along with Kathy Freiheit, Director of Library Services, and Brad Moulton with la terra studio, presented three concepts and a first phase for each one, which would include the tornado memorial. It was the consensus of Council to proceed with Concept 3 with on street parallel parking and extend the location of the memorial further into the park.

- 3D.** Discuss NuRock Development Senior TDHCA deal for 4% tax credits. (20 minutes)

Marc Kurbansade, Director of Development Services, introduced John Boyd with NuRock, who, along with Len Vilicic, presented the proposed Senior development for the Rowlett Road location. It was the consensus of Council to proceed with further consideration at a later time of a resolution of no objection and a tax exempt agreement.

4. DISCUSS CONSENT AGENDA ITEMS

Mayor Pro Tem Dana-Bashian requested that Item 7B be pulled for Individual Consideration.

Council adjourned the Work Session at 7:33 p.m.

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

Council reconvened in the Regular Session at 7:40 p.m.

INVOCATION – Jason Collins, Crossroads Church

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

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of Proclamation recognizing September as Library Card Sign-Up Month.

Councilmember Bobbitt presented the Proclamation to Kathy Freiheit, Director of Library Services and Laura Tschoerner, Library Services Manager, who also announced the new hoopla program that is now available to Library customers. They also announced that Star Transit has added trips to the Library in addition to service to the Community Centre for Seniors age 60 or older.

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

Mayor Pro Tem Dana-Bashian announced the following:

COUNCIL MEETINGS

- SPECIAL MEETINGS HELD THIS WEEK: WEDNESDAY AND THURSDAY, SEPTEMBER 7TH AND 8TH AT 6PM TO INTERVIEW APPLICANTS FOR BOARDS/COMMISSIONS; ALSO TUESDAY, SEPTEMBER 13TH AT 5:30PM. FIRST TWO MEETINGS WILL BE HELD IN THE CITY HALL CONFERENCE ROOM; THIRD MEETING HELD IN THE ANNEX CONFERENCE ROOM
- NO COUNCIL MEETING FOR OCTOBER 4TH – NATIONAL NIGHT OUT HELD IN COMMUNITIES
- NEXT REGULAR COUNCIL MEETING WILL BE HELD ON TUESDAY, SEPTEMBER 20TH. A SPECIAL MEETING WILL BE HELD ON TUESDAY, OCTOBER 11 AND REGULAR MEETING ON TUESDAY, OCTOBER 18TH

P & Z MEETINGS

- MEETINGS WILL BE HELD ON TUESDAY, SEPTEMBER 13TH AND 27TH AT 6:30PM IN THE CITY HALL CONFERENCE ROOM

ROWLETT LIBRARY

- HOORAY FOR HOOPLA!
 - SATURDAY, SEPTEMBER 10TH, 2PM AT THE LIBRARY
 - LEARN THE LIBRARY'S NEWEST DIGITAL PLATFORM FOR NOVELS, MOVIES AND MORE!
- LOVE ON A LEASH
 - WEDNESDAY, SEPTEMBER 14TH, 3:30PM AT CITY HALL, 4000 MAIN STREET
- DIGITAL DISCOVERIES
 - SATURDAY, SEPTEMBER 17TH, 2PM AT THE LIBRARY
 - EXPLORE THE WORLD OF DIGITAL RESOURCES AVAILALE 24/7 FROM THE LIBRARY

PARKS AND RECREATION

- MOVIES AT PECAN GROVE PARK
 - FREE ADMISSION
 - SEPTEMBER 9 – THE GOOD DINOSAUR
 - SEPTEMBER 16 – HOTEL TRANSYLVANIA 2
- CAMP FEAR IS BACK!
 - FRIDAY AND SATURDAY, OCTOBER 28TH AND 29TH AT PECAN GROVE PARK
 - \$65 FOR THE WHOLD FAMILY
 - REGISTRATION DEADLINE IS FRIDAY, OCTOBER 21ST
 - HAUNTED HAY RIDES, COSTUME CONTEST, S'MORES, TENT TRICK OR TREATING, PUMPLING CHUCKIN' AND MUCH MORE THIS YEAR

ANNUAL NEIGHBORHOOD CRIME WATCH SUMMIT

- HELD MONDAY EVENING, SEPTEMBER 12TH @ RCC, 7-9PM
- CITIZENS LEARN GREAT INFORMATION ABOUT CRIME PREVENTION & HOW TO MAKE NEIGHBORHOODS SAFER
- HOSTED BY COMMUNITY SERVICES OFFICER CHAD CALDWELL

KEEP ROWLETT BEAUTIFUL – GREAT AMERICAN CLEANUP DAY

- SATURDAY, SEPTEMBER 10TH, 9AM – 1PM
- VOLUNTEERS CHECK IN AT WET ZONE FOR ASSIGNMENTS
- SIGN UP ONLINE AT WWW.KEEPROWLETTBEAUTIFUL.COM OR CONTACT MARTHA BROWN AT 972.463-3929 OR MBROWN@KEEPROWLETTBEAUTIFUL.ORG

ROWLETT CHAMBER OF COMMERCE 26TH ANNUAL GOLF CLASSIC

- THURSDAY, SEPTEMBER 22ND AT WATERVIEW GOLF CLUB
- CALL OR LOG ONTO WWW.ROWLETTCHAMBER.COM FOR MORE DETAILS OR CALL 972-475-3200

BAYSIDE REGATTA NOW OPEN FOR REGISTRATION!

- EARLY REGISTRATION IS THROUGH SEPTEMBER 20TH - \$50; AFTERWARDS IT'S \$75
- ALL PROCEEDS BENEFITTING REBUILD ROWLETT
- RIB COOK OFF WITH TROPHIES FOR 1ST, 2ND, AND 3RD PLACE
- FOR MORE INFORMATION, CALL THE ROWLETT CHAMBER OF COMMERCE AT 972-475-3200 OR LOG ONTO WWW.ROWLETTCHAMBER.COM

ANIMAL SHELTER

- LOW COST VACCINE CLINIC AT ANIMAL SHELTER –
 - SATURDAY, SEPTEMBER 17TH, 1 – 3PM
 - LOCATED AT 4402 INDUSTRIAL ST.
 - SHELTER IS OPEN MONDAY – SATURDAY, 10AM – 5PM

Councilmember van Bloemendaal announced a Job Fair to be held at the Rowlett Community Centre on Friday, September 23rd. The fair is open to both those searching for a job and employers looking for good employees.

6. CITIZENS' INPUT

There were no speakers.

7. CONSENT AGENDA

- 7A.** Consider action to approve minutes from the August 16, 2016 City Council Regular Meeting.

This item was approved on the Consent Agenda.

- 7B.** Consider action to adopt an ordinance amending the Fiscal Year 2016 (FY2016) Operating and Capital Improvements Program Budgets.

This item was pulled for Individual Consideration.

Kim Wilson, Director of Financial Services, presented the information for this item.

A motion was made by Councilmember Bobbitt, seconded by Councilmember Hargrave, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as ORD-029-16.

- 7C. Consider action to approve a resolution authorizing the City Manager to enter into an interlocal agreement with Dallas County for Mosquito Ground Control for Fiscal Year 2017 (FY2017).

This item was approved as RES-094-16 on the Consent Agenda.

- 7D. Consider a resolution approving a tree mitigation plan and related tree removal permit application for more than three trees associated with Evergreen Senior Living for property located at 5611 Old Rowlett Road, further described as Lot 1, Block 1, Evergreen at Rowlett Addition, City of Rowlett, Dallas County, Texas.

This item was approved as RES-095-16 on the Consent Agenda.

- 7E. Consider action to approve a resolution authorizing the City Manager to enter into an Interlocal Agreement with Dallas County for Household Hazardous Waste for Fiscal Year 2017 (FY2017).

This item was approved as RES-096-16 on the Consent Agenda.

- 7F. Consider action to approve a resolution adopting the Rowlett Public Library's Strategic Plan.

This item was approved as RES-097-16 on the Consent Agenda.

- 7G. Consider action to approve a resolution authorizing the final acceptance of manhole rehabilitation, final payment of \$62,909.80, and release of retainage of \$49,811.21 for a total payment to Fuquay Incorporated in the amount of \$112,721.01 for the Sanitary Sewer Evaluation Survey Manhole Rehabilitation Project, and authorizing the Mayor to execute the necessary documents.

This item was approved as RES-098-16 on the Consent Agenda.

- 7H. Consider action to approve a resolution exercising the first of two one-year renewal options to extend the motor fuel bid to Petroleum Traders Corporation in the unit amounts bid for transporting and delivery per fuel gallon and type in an estimated annual amount of \$344,098.

This item was approved as RES-099-16 on the Consent Agenda.

Passed the Consent Agenda

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

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. Conduct a public hearing and consider an ordinance approving amendments to the Rowlett Development Code as it pertains to Signage in Sections 77-512 and 77-1100, specifically to allow directional kiosk signs in the City's rights-of-way.

Marc Kurbansade, Director of Development Services, presented the information for this item. The public hearing opened and closed with no speakers.

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Brown, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as ORD-030-16.

- 8B.** Conduct a public hearing and consider an ordinance to grant a Special Use Permit to allow a restaurant with a drive-through at 3101 Lakeview Parkway further described as being Lot 2, Block A, of the Briarwood Armstrong Addition, City of Rowlett, Dallas County, Texas. (SUP136-2016)

Mr. Kurbansade introduced Katy Goodrich, Planner, on the occasion of her first presentation to Council. Ms. Goodrich presented the information for this item. The public hearing opened and closed with no speakers.

A motion was made by Councilmember Bobbitt, 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 ORD-031-16.

- 8C.** Conduct a public hearing and consider an ordinance approving a rezoning from Commercial/Retail Highway (C-3) and Park Zoning Districts to the Urban Village Form Based Zoning District (UV-FB) for properties located at 4500 and 4800 Main Street, and 3801 President George Bush Hwy, further described as being 57.61+/- acres in the William Crabtree Survey, Abstract #347, and Lot 1, Block A, Kirby Elevated Tank Addition, City of Rowlett, Dallas County, Texas.

Daniel Acevedo, Urban Planner, presented the information for this item. The public hearing opened and closed with the following speakers:

1. Chris Coble, 18121 E. Hampden Ave, Aurora, CO; who spoke on behalf of the property owner.
2. Larry Beckham, 9313 Willard, Rowlett.

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Brown, to approve the item as presented. The motion carried with a vote of four in favor and two opposed (van Bloemendaal and Bobbitt). This item was approved as ORD-032-16.

- 8D.** Consider action to approve a resolution authorizing the City Manager to enter into an agreement for payment in lieu of ad valorem taxes between the City of Rowlett and Blue Line Lofts, LP.

Due to the outcome of Item 8E, this item was not considered.

- 8E.** Conduct a public hearing and consider action to approve a resolution of no objection expressing support of an application for the 4% non-competitive competitive tax credit program to the Texas Department of Housing and Community Affairs for the Groundfloor Development project known as Blue Line Lofts, and authorizing the Mayor to certify this resolution to the Texas Department of Housing and Community Affairs.

This item was considered before Item 8D.

Mr. Kurbansade presented the information for this item. The public hearing opened and closed with the following speakers:

1. Ron Miller, 7315 Stonemeadow Circle, Rowlett.
2. Brandon Bolin, 8117 Preston Road, Suite 300, Dallas; Developer.

A motion was made by Deputy Mayor Pro Tem Sheffield to approve the item as presented. The motion failed for lack of a second.

A motion was made by Councilmember van Bloemendaal, seconded by Councilmember Bobbitt, to DENY the item as presented. The motion carried with a vote of four in favor of denial and two opposed (Dana-Bashian and Sheffield). This item was not approved.

- 8F.** Conduct a public hearing and consider an ordinance accepting the City's Updated Impact Fee Study and setting the impact fee rates for Roadways.

Garrett Langford, Principal Planner, introduced the consultant, Jeff Whitacre, with Kimley-Horn, who presented the results of the study. The public hearing opened and closed with no speakers.

A motion was made by Councilmember Brown, seconded by Councilmember Hargrave, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as ORD-033-16.

- 8G.** Conduct a public hearing (2nd) on the ad valorem tax rate for FY2016-2017.

Kim Wilson, Director of Financial Services, presented the information for this item. The public hearing opened and closed with no speakers.

There was no action taken. A vote on the tax rate on September 20, 2016, at 7:30 p.m. at City Hall, 4000 Main Street, Rowlett, Texas 75088.

- 8H.** Conduct a public hearing (2nd) on the proposed budget for FY2016-2017.

Kim Wilson, Director of Financial Services, presented the information for this item. The public hearing opened and closed with no speakers.

Mayor Pro Tem Dana-Bashian adjourned the Regular Session at 10:17 p.m. Council will reconvene in Executive Session at 10:24 p.m.

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

There was no action taken.

9. ADJOURNMENT

Mayor Pro Tem Dana-Bashian adjourned the meeting at 11:41 p.m.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 7B

TITLE

Consider a resolution amending the Rowlett Boards and Commissions Handbook.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

The City of Rowlett Boards and Commissions Handbook provides basic rules and guidance regarding the structure, composition, operation, purpose and respective roles of boards and commissions and is also a guide for its members. Since being established in 2004, it has been updated every couple of years.

BACKGROUND INFORMATION

During the annual Board and Commission application, interview, and appointment process in September 2015, Council determined that they would like to help provide clear direction to the City's various Boards and Commissions by revising the Handbook. As part of that process on December 1, 2015, they met with Chairpersons and Staff Liaisons to discuss Council's request and ask them to review their purpose and respective roles.

As part of setting a clear direction moving forward, Council set the expectation of meeting one-on-one with the boards throughout the year and have the Boards report on the following: 1) What did the Board accomplish over the last year? 2) What is the Board's plan for the upcoming year? 3) How does the Board provide advisory services to Council for the citizens of Rowlett? Over the past several months, Council met one-on-one with each of the Boards.

DISCUSSION

Revisions to the Handbook were delayed so that revisions to each of the Boards' purpose – if any, could be included. As stated above, Council has now met with all of the Boards and/or Commissions. Proposed updates to the Handbook are as follows:

Section 2.4 Timing of Appointments/Terms of Office, Subsection (a) regarding a "Volunteer Fair." For several years, the City has hosted a Volunteer Fair where the various Boards and Commissions, along with a few other non-profit organizations, set up booths and provide information to citizens who might be interested in volunteering as members. For the past few years, there have been very few people in attendance and it was determined that the same result could be gained by other means such as advertising via the City's website, RTN16 announcements, the monthly newsletter, Council meeting announcements, etc. There was no

Volunteer Fair held this year and it did not diminish the number of applications received. We received 37, which is a high number. This section will be revised as follows:

- a. *Current and prospective volunteers will be invited to apply to be members of the City's various Boards and Commissions via advertising through the City's website (www.Rowlett.com), RTN16, the monthly newsletter, announcements at City Council meetings and other community meetings, and postings at City facilities.*

The willingness to serve your community is a big deal and adding to that an institutional knowledge and experience can be extremely helpful. So, when faced with term limits, losing that knowledge and experience may be difficult, especially if it may be at a time that is sensitive to an upcoming project or when there are more members with less time served. To that end, Council felt it would be beneficial that, once you found a Board member who one – had the desire to serve, and two – continued to serve well; you wouldn't lose that member to term limits. Therefore, Section 2.5 Term Limits will be revised as follows and any reference to term limits within the Handbook will also be removed:

2.5 Term Limits

Members shall be re-evaluated at the end of each term and shall continue to serve without term limits.

At the end of each calendar year, City Council hosts a Volunteer Appreciation Banquet to give thanks to all the citizens who so tirelessly give of their time to the City of Rowlett. Attendees are not only Board and Commission members, but also those citizens who volunteer in City departments and City related and affiliated organizations. While Council is thankful all the time, it is the one of the year that thanks is formally given, so attendance is strongly encouraged. Therefore, Section 2.6, will be revised as follows:

2.6 Annual Appreciation Dinner

...Attendance is not mandatory, but strongly encouraged.

Alternate members play a significant role in the conduct of the business of the Boards and Commissions. In the event of an absence of Regular members, which would preclude a quorum, Alternate members allow the business to carry on; which would otherwise mean cancellation of a meeting. Section 2.9 Alternate Members, outlines the position of Alternate Members and in which instances they will be used. Alternate Members serve a term of one year on each of the Boards and a reference to a term of two years will be deleted along with a reference to term limits. Proposed changes to this section clarifies the language for service in the absence of a Regular member and removes an unnecessary appointment process. Section 2.9 verbiage changes are as follows:

2.9 Alternate Members

...The chair of the board or commission will determine which alternate(s) present at the meeting will serve as a substitute for the absence. Alternate members should be appointed to serve in times of an absence on a rotating basis whenever possible, except as prohibited by state law...

As stated above, reporting the accomplishments and plans of each Board was a priority for Council. Therefore, revisions to Section 3.6 Reporting to the City Council are as follows:

3.6 Reporting to the City Council

The City Council will assign Councilmembers to serve as liaisons to each Board and/or Commission. Each liaison is to attend a meeting of that Board and/or Commission a minimum of one time during a six-month period, thus totaling two meetings per year. Each Board and/or Commission shall hold a joint Work Session with the City Council on an annual basis. This session will give the Board the opportunity to provide an update to Council on accomplishments the previous year, goals for the upcoming year, and any budget requests. Should other topics develop throughout the year, each Board may meet jointly with Council to address these issues when they arise.

Standards of conduct, when not upheld, must be addressed, and subsection (f) of Section 3.8 addresses the dismissal/removal from a Board or Commission following a decision by the City Council. Revision to this section clarifies that it is by majority vote. Section 3.8 subsection (f) will be revised as follows:

f. ...Personal, impertinent or slanderous remarks made verbally or in print shall be considered cause for dismissal/removal from the board or commission following a majority vote decision by the City Council.

Section 4.1 outlines the function and determination of Chairpersons. Council determined that a Chairperson be limited to serving three consecutive years. This would allow new leadership and less opportunity for influence over a long period of time. Subsection (c) will be added as follows:

c. Chairpersons may serve only three (3) consecutive years.

Section 5 – Descriptions of Boards and Commissions details the purpose and scope of each of the Boards. After review, the Arts and Humanities Commission, Board of Adjustment, Parks and Recreation Advisory Board and the Planning and Zoning Commission determined their descriptions were appropriate and adequately met their purpose and therefore proposed no changes. Proposed revisions are as follows:

5.1 Animal Shelter Advisory Board

... The Animal Shelter Advisory Board (ASAB) is appointed to advise and assist the City in complying with state statutes regarding operation and maintenance of its animal shelter.

5.4 Economic Development Advisory Board

a. The Board advises the City Council on economic development strategies that promote and foster private investment and job creation to ensure a sustainable business environment for Rowlett.

5.5 Golf Advisory Board

This Board is to act in an advisory capacity to provide observations and make recommendations to the City Council regarding operations and maintenance of the municipal golf course. Members represent the interest of the citizens in identifying areas of improvement, listening to citizen concerns and providing a hands-on approach.

5.6 Library Advisory Board

b. The Library Advisory Board consists of a group of dedicated volunteers representing diverse areas of expertise and concerns, serves to provide the City Council, the Director of Library Services, and the community with advice, insights and recommendations for the operation and continuing development of the Library, both as a stand-alone entity and as part of the community. The Board will also serve as a channel by which the community can render suggestions for advancing those interests.

5.9 Senior Advisory Board

The mission of the Senior Advisory Board is to generate public awareness of and support for senior citizens' concerns and to provide those citizens with information of interest to them as well as other interested parties. The Board shall represent the interests of senior citizens and shall sponsor, cosponsor and recommend appropriate forums, programs, and services for senior citizens that are desired in the City. The Senior Advisory Board shall propose and make recommendations to the City Council concerning matters of importance to the senior citizens of the City of Rowlett, Texas. After evaluating relevant issues, recommendations will be submitted to the City Council for their action. This role is advisory in nature.

Section 5.10 Tax Increment Finance District (TIF) will be deleted as this Zone was dissolved by resolution in June 2015.

Section 5.11 Traffic and Safety Advisory Commission will be deleted as the issues that had previously been discussed or brought before the Commission are now handled at the staff level.

Due to the success of the 2015 Bond election, the CIP Task Force, and the implementation of the three-year bond cycle, City Council determined that it would be beneficial to establish a standing advisory committee with regard to capital planning, projects and bond issues. Therefore, a new Section 5.10 is being proposed as follows:

5.10 Community Investment Advisory Board

a. To address the concerns of the Community, Council and staff with regard to Capital planning and projects, the purpose of the Board would include, but not be limited to: providing recommendations to City Council on project priorities; providing recommendations to City Council on project selection; providing guidance on strategic recommendations to City Council with regard to capital projects; providing recommendations to City Council on guiding values for planning of capital projects; providing recommendations to City Council on the setting of bond elections; and represent the City at public meetings and public outreach campaigns on the subject of capital projects.

b. The Board is comprised of seven (7) Regular members appointed to two-year staggered terms and five (5) Alternate members appointed to one-year terms. The initial appointments will be as follows: four members to two-year terms and three members to one-year terms to establish the staggered pattern. Thereafter, all Regular members shall be appointed to two-year terms.

There are also scrivener's errors within the document that will be corrected with this amendment.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff recommends Council approve a resolution amending the Rowlett Boards and Commissions Handbook.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AMENDMENTS TO THE CITY OF ROWLETT BOARDS AND COMMISSIONS HANDBOOK PERTAINING TO TERMS OF OFFICE, REPORTING TO CITY COUNCIL, CHAIRPERSONS, AND DESCRIPTIONS OF BOARDS AND COMMISSIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has heretofore adopted the City of Rowlett Boards and Commissions Handbook; and,

WHEREAS, the Council finds and determines that the Handbook should be updated and amended in several areas and that the amendments provided for herein are appropriate and beneficial for the efficient conduct of the various Boards and Commissions of the City of Rowlett.

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

Section 1: That the City of Rowlett Boards and Commissions Handbook be and are hereby amended to adopt new sections 4.1(c), and to revise sections 2.4, 2.5, 2.6, 2.9, 3.1, 3.3, 3.6, 3.8, 5.1, 5.4, 5.5, 5.6, 5.9, and to replace section 5.10, and to delete section 5.11, in accordance with the amended Boards and Commissions Handbook attached hereto and incorporated herein as Exhibit "A," and that of and from the effective date of this Resolution, the Boards and Commissions Handbook shall be as set forth in Exhibit "A."

Section 2: That this resolution shall become effective immediately upon its passage

ATTACHMENT

Exhibit A – Revised Boards and Commissions Handbook

**CITY OF ROWLETT
BOARDS AND COMMISSIONS HANDBOOK**

Amended September 16, 2014 by Resolution RES-087-14

(supersedes all previous versions)

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SECTION 1: TYPES OF BOARDS & COMMISSIONS

The City Council of the City of Rowlett may create committees, boards and commissions to assist in city government, by performing such duties as the City Council may specify, not inconsistent with the City Charter. The work done by citizens serving on boards and commissions is a vital part of the work of the City. Such individuals provide time, expertise, experience and unique perspectives that might otherwise be lacking should the City rely strictly on its appointed and elected officials or its consultants. Rowlett generally has four types of boards and commissions: (1) advisory, (2) decision-making, (3) separate entity and (4) ad-hoc.

- (1) Advisory boards and commissions advise the City Council on public policy. They play a very important role in city government by providing the City Council with creative ideas, feedback from the community and by serving as a sounding board for proposed public policy. The role of advisory boards and commissions is not to make policy, nor do they have any legal authority. Examples of citizen advisory boards and commissions include the Parks and Recreation Advisory Board, Library Advisory Board, Animal Shelter Advisory Board, Arts and Humanities Commission, Senior Advisory Board and Traffic and Safety Commission.
- (2) Decision-making boards and commissions also serve as advisory groups to the City Council, but in addition they have quasi-judicial authority, and often have a basis in state law. Decision-making boards and commissions set or enforce policy and make legally binding decisions. The ordinances creating decision-making boards often require members to have expertise in certain areas. Examples of decision-making boards and commissions include the Planning and Zoning Commission and the Board of Adjustment.
- (3) Separate entity boards and commissions are actually separate legal entities apart from the City of Rowlett. However, they may receive a significant portion of their funding from the City and/or the City appoints some or all of the members. The members of these boards usually oversee an operation or organization much as would a board of directors. Examples of separate entity boards are the Economic Development Advisory Board and the Tax-Increment Finance District (TIF) Board. Unlike advisory and decision-making boards, separate entity boards and commissions may, and frequently do, include City Councilmembers and may also go through a different appointment/selection process.
- (4) Ad-hoc committees, boards and commissions are created periodically to address specific needs or concerns for a limited period of time. They are almost always strictly advisory in nature. Examples include the 2009 Bond Advisory Committee and Charter Review Commission (appointed in compliance with the City Charter). The City Council shall have the authority to create ad-hoc committees and to appoint members thereto with a simple majority vote.

SECTION 2: BOARD & COMMISSION APPOINTMENT PROCESS

The Rowlett City Council generally makes all of the appointments to the City's boards and commissions. Therefore, it is incumbent on members of the City Council to seek out highly qualified individuals to serve as volunteer members of citizen boards and commissions.

2.1 Applications

- a. Persons wishing to serve on any standing citizen board, committee or commission shall submit a complete application to the City Secretary's office in accordance with the published deadline.

- b. Individuals wishing to apply for appointment should carefully review the requirements of each board and commission and specify those in which they have a special interest and for which they are fully qualified.
- c. Applicants may apply for more than one board by indicating 1st, 2nd, 3rd, etc., preferences. Individuals currently serving on a city board, commission or committee are not prevented from applying for a different board. However, since one person may not preside on more than one board, that person would be required to resign from the previous board if appointed to a new board.
- d. City Councilmembers need not apply for membership to a board or commission, but may instead be appointed directly by the City Council for membership only on separate entity boards and ad-hoc committees.
- e. Applications will be evaluated by the council based on the following criteria:
 - i. Experience and background in relevant fields. The council will consider professional or personal qualifications and backgrounds in relevant areas to provide a greater depth of knowledge and understanding to the board.
 - ii. Contributive Potential – The council will evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors the council may use in its evaluation include the ability to effectively communicate, to express ideas, concepts, or philosophies, and a desire to perform public service.
 - iii. Applicants for appointment to boards and commissions may be reviewed by City Council for any outstanding debt owed to the City including, but not limited to, tax delinquency and/or pending litigation with the City.

The foregoing criteria are not exclusive and the council need not assign ratings to or rank applications.
- f. If an applicant is not selected, the City Secretary will keep the application on file.
- g. Appointments by the council are made in open meetings by simple majority vote of those present, and should generally follow Robert's Rules of Order.

2.2 Eligibility Requirements

- a. No person may serve on any citizen board or commission unless that person is a legal resident of the City of Rowlett, unless otherwise provided by law. Failure to maintain this residency requirement at any time during a member's term of office will cause membership to be forfeited. This requirement shall not apply to the Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board.
- b. No person may serve or remain on any citizen board or commission unless that individual is a registered voter of the City of Rowlett. This provision shall not apply to any Rowlett Chamber of Commerce appointments to the Economic Development Advisory Board that are not Rowlett residents (see above) or to Junior Alternate Members under 18 years old..

Certain boards and commissions have very specific requirements for membership in regard to profession, expertise, etc. All appointments to boards and commissions having such requirements must be made in strict compliance with

those requirements and members must continue to comply with all membership qualifications throughout their terms of office to avoid forfeiting membership.

- c. City Councilmembers shall not be eligible for membership on a board or commission unless specifically required by the ordinance or resolution establishing the board or commission or by provision of this handbook.

2.3 Multiple Memberships

A person may not serve on more than one advisory or decision-making board or commission at a time unless specifically authorized by the City Council. However, an individual may serve on the board of a separate entity or an ad-hoc board, committee or commission even though that person maintains membership on an advisory or decision-making board or commission, provided that law does not otherwise prohibit such duplicate membership(s).

2.4 Timing of Appointments/Terms of Office

- a. Current and prospective volunteers will be invited to apply to be members of the City's various Boards and Commissions via advertising through the City's website (www.Rowlett.com), RTN16, the monthly newsletter, announcements at City Council meetings and other community meetings, and postings at City facilities. A Volunteer Fair is to be held in July or August of each year to invite current and prospective volunteers to attend. Application forms can be completed on-site.
- b. The Council will review the applications and will make appointments at the second meeting in September, or as soon thereafter as is practical.
- c. Appointments to advisory and decision-making boards and commissions shall be effective on October 1 of each year. Appointments to ad-hoc committees shall vary in timing depending on the issue(s) and the amount of time anticipated for its resolution.
- d. Upon appointment by the City Council, the City Secretary will determine the eligibility of the appointee, as outlined in Section 2 above. If the appointee meets requirements, the City Secretary shall notify each appointee, in writing, of the appointment. Staff liaisons or board chairs will then contact the new appointees about specific meeting dates and responsibilities.
- e. All appointed and reappointed members of advisory and decision-making boards and commissions shall attend board and commission mandatory training to be conducted by appropriate City staff or appointed officials. This requirement for training applies to regular, alternate members and junior alternate members of standing boards and commissions. Members are appointed to, and continue their service on, boards or committees contingent upon attendance/completion of the required training provided by the City through the City Attorney, City staff and/or through the Internet training found on the Texas Attorney General's website (www.oag.state.tx.us/open/og_training.shtml). Completion of the Attorney General's program requires a certificate to be printed and submitted to the board liaisons or to the City Secretary's office for safekeeping. Any appointed or reappointed member of any standing board or commission who does not participate in the training will forfeit their membership. Each member has 45 days to complete the required training once they have been appointed or reappointed. The requirement does not apply to ex-officio members, although they are encouraged to attend. The City Manager will determine the participation of City

staff members, whether they serve as ex-officio, staff liaison, board secretary or other positions.

2.5 Term Limits

Members shall be re-evaluated at the end of each term and ~~shall continue to serve without term limits, serve no more than a maximum of six (6) years. This provision shall be effective without regard to the date of approval or revision of this handbook.~~ *shall continue to serve without term limits.*

2.6 Annual Appreciation Dinner

The City Council should host an annual appreciation dinner/banquet to express its appreciation to those citizens who have been appointed by the City Council as members of any boards and commissions (including ad-hoc and ex-officio members) and to distribute awards to out-going members. All members, including those recently appointed, currently serving and out-going shall be invited to attend. Attendance is not mandatory, ~~but strongly encouraged.~~

2.7 Sunset Provisions

Any board or commission created by the City Council shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the City Council, whichever is earlier. No board or commission so appointed shall have powers other than advisory to the City Council, except as otherwise specified by the City Charter or ordinance.

2.8 Ex-Officio Member

If the City Council deems it appropriate or beneficial, the City Council may, by a majority vote, create and appoint specific ex-officio, non-voting members to a board or commission, provided that such appointment is not inconsistent with applicable laws, rules or procedures. (An example of this provision might be the appointment of a representative of the school district or utility company as an ex-officio member of the Economic Development Advisory Board, due to the school district's and utility company's interest in economic development activities).

2.9 Alternate Members

If the City Council deems it appropriate or beneficial, the City Council may, by a majority vote, create and appoint one or more alternate members to any board or commission that does not currently have alternates, provided that such appointment is not inconsistent with applicable laws, rules or procedures. In addition, the council may, by simple majority vote, appoint additional alternates in excess of the number provided for in this Handbook as the council may deem advisable without formal amendment to these guidelines, and these additional alternates will have the same privileges and obligations as other alternates. ~~Alternate members' term lengths are determined by the City Council but, absent a specified term, alternates shall serve terms of two years.~~ Upon City Council appointment, alternate members are encouraged to attend every meeting. Alternates will be allowed to participate in discussion during the meeting with or without regular members being absent. Alternates will have voting privileges only if there are regular members absent. (One alternate can participate and vote per each regular member absent.) The chair of the

board or commission will determine which alternate(s) present at the meeting will serve ~~to fill any vacancy(ies) as needed as a substitute for the absence~~. Alternate members should be appointed to ~~fill vacancies~~ serve in times of an absence on a rotating basis whenever possible, except as prohibited by state law. ~~Time served as an alternate member will not be calculated when applying term limits. In the event of two alternate positions being unfilled, the matter is to be placed on the City Council agenda and an appointment of new alternates are to be made from existing applications on file with the City Secretary.~~ Youth members who wish to apply for advisory Boards and/or Commissions will be appointed as Junior Alternate Members and may participate as non-voting members. Youth applicants must be Rowlett citizens in the ninth, tenth, eleventh or twelfth grade.

SECTION 3: RESPONSIBILITIES OF BOARDS AND COMMISSIONS

3.1 Attendance

- a. In order to be fully aware of issues that may arise at a board, commission or committee meeting, and to ensure that the board, commission or committee can conduct business in an effective manner, it is imperative that appointed members be faithful in their attendance at all meetings. Members are appointed to the various boards, commissions and committees and continue their service contingent upon regular attendance at the meetings and completion of the required training provided. Any member who does not ~~attend~~ complete the annual training or misses more than twenty-five percent (25%) of the regular scheduled meetings will cause their membership to be forfeited.
- b. Prompt attendance is encouraged. The Chair or official in charge has the responsibility to notify the City Council of any attendance or tardiness concerns regarding a member(s). After proper notification concerning the member(s) attendance a letter will be generated and signed by the Mayor notifying the member of their removal from the board and/or commission.
- c. Regular meetings of any board, committee or commission shall take place during the workweek, Monday through Friday, with a starting time between 8:00 a.m. and 8:00 p.m. Regular meetings shall not take place on Saturday or Sunday. Only ~~on~~ as an exception basis will special meetings be held other than during parameters of regular meeting days and times.

3.2 Conflict of Interest

No member of a board or commission may participate in a vote or decision on a matter involving a business or other legal entity in which the member has a substantial interest. In such instances where a board or commission addresses a matter presenting a conflict of interest to any member, that member should announce the conflict to the other members of the body and excuse himself/herself from the meeting until discussion of and vote on the issue is complete. Further, that member shall refrain from discussing the matter with other members of the board or commission at any time.

3.3 Open Meetings

The Rowlett City Council affirms that the Texas Open Meetings Act is the proper basis for conducting City business and adopts a procedure governing each board and commission requiring those boards and commissions to conduct business in accordance with the provisions of that act. For purposes of this procedure, a "meeting" is defined as a

deliberation between a quorum of a governmental body, or between a quorum of a body and another person, during which public business or public policy over which the body has some supervision or authority is discussed or considered, or during which the governmental body takes formal action. All boards and commissions are required to meet a minimum of six times per year with the exception of the Board of Adjustment which only meets on an "as needed" basis.

3.4 Open Records

The Texas Open Records Act provides that all information held by a governmental body, including boards and commissions, must be released to the public upon request, unless the information falls within one of the act's specific exceptions to disclosure.

3.5 Working with City Staff

Each board or commission member is encouraged to communicate openly with City staff members. Similarly, members of boards and commissions should understand that they are not responsible for supervision of any city operation, and therefore, they should not direct or instruct any City staff member or consultant, nor should they become involved in any personnel or operational issues, except as authorized and directed by state law.

3.6 Reporting to the City Council

The City Council will assign Councilmembers to serve as liaisons to each Board and/or Commission. Each liaison is to attend a meeting of that Board and/or Commission **at least** a minimum of one time during ~~the year, but preferably once during~~ a six-month period, thus totaling two meetings per year. ~~At meetings that the City Council liaison attends, the liaison shall be placed on the agenda in order for the Board and/or Commission to be prepared to discuss goals and accomplishments. Each City Council Board and/or Commission liaison will then report to City Council during the "Presentation" portion of the meeting agenda in order to continue to publicly recognize and thank the Board and/or Commission members for serving the City. Each Board and/or Commission shall hold a joint Work Session with the City Council on an annual basis. This session will give the Board the opportunity to provide an update to Council on accomplishments the previous year, goals for the upcoming year, and any budget requests. Should other topics develop throughout the year, each Board may meet jointly with Council to address these issues when they arise.~~

3.7 Removal of Members

The City Council may remove any member of any board or commission that it has created, or that was created by the City Charter, by a vote of at least four members of the City Council. However, members of the Board of Adjustment may only be removed for cause as provided by state law.

3.8 Standards of Conduct

- a. A member of a board or commission shall not accept or solicit any benefit or economic gain or advantage, nor use one's position to secure special privileges or exemptions.
- b. A member of a board or commission shall not grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization.

- c. A member of a board or commission shall not personally represent, or appear on behalf of, the private interests of others.
- d. A member of a board or commission shall not knowingly perform or refuse to perform any act in order to deliberately thwart the execution of city ordinances, rules or regulations.
- e. A member of a board or commission shall not engage in any dishonest or criminal act or any other conduct prejudicial to the government of the City.
- f. No board or commission member, while associating with or acting in their official capacity as an appointed board or commission member, shall be permitted to make personal, impertinent or slanderous remarks, either to another member, the Mayor or City Council member acting in their official duties, a City staff member or any citizen. Any member who does so should be requested to leave the meeting and may be barred from attendance at the remainder of the meeting. Personal, impertinent or slanderous remarks made verbally or in print shall be considered cause for dismissal/removal from the board or commission following a **majority vote** decision by the City Council.
- g. A board or commission member shall not meet or confer (by phone, in person, email, etc) with any applicant or representative of an applicant including but not limited to engineers, architects, attorneys or other outside the presence of City staff.
- h. No board ~~of~~ or commission member shall apply for employment with the City while serving in the capacity as a board or commission member.

3.9 Ethics Requirements

The members of the Board of Adjustment and Planning and Zoning Commission are considered "officers of the City" and their actions must comply with the terms of that ordinance. CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2. CODE OF ETHICS FOR CERTAIN OFFICERS is provided in SECTION 6 for reference by these members.

SECTION 4: MEETINGS

4.1 Chairpersons

- a. Chairpersons for all standing boards, committees and commissions shall be determined by a majority vote of its members. The City Council shall appoint chairpersons for ad-hoc committees. Boards, committees and commissions may also elect or otherwise choose other officers from among their membership. Each member may serve in only one position (Chair, Vice-Chair, Secretary, etc.) on a board, commission or committee at a time.
- b. The function of the chairperson is to provide leadership to the group, including ensuring that the meeting is conducted in accordance with established rules of order and procedure, and to maintain order and bring the group to a conclusion on the matters before it.

c. Chairpersons may serve only three (3) consecutive years.

4.2 Agendas

The order of business of each meeting of a board or commission shall be contained in a written agenda, which shall be a listing of the topics to be discussed. The agenda shall be prepared by the City's staff liaison, in conjunction with the board or commission's chairperson and the City Secretary, to be posted at least seventy-two (72) hours before any meeting. The agendas will also be posted to the City's website. The staff liaison should provide the agenda to the board members at the time of agenda posting. Board members will be provided with agenda materials as much in advance of the meeting as possible.

4.3 Minutes

The actions and discussions of each board and commission should be compiled into written minutes, which shall be reviewed and approved by the board or commission at a subsequent meeting. Some boards and commissions have City staff members designated as recording secretaries, who shall be responsible for taking and transcribing the minutes. These individuals shall be designated by the City Manager. Those boards and commissions that do not have a staff member so designated (see Section 5), may select a person to serve in the role of secretary from among their own membership.

4.4 Public Hearings

- a. Public hearings are open forums that allow members of the public an opportunity to express their opinions on issues before a board or commission. Although few boards and commissions will conduct formal public hearings or appeals, all are encouraged to provide for citizen participation. Boards and commissions shall not include "Citizens Input" (open forum with an opportunity to speak on any subject, not on a particular agenda item) as one of their agenda items. This opportunity is appropriately limited to City Council meetings only. Members of a board or commission may ask questions of any witness at any time; however, the swearing in of witnesses is not necessary, even in a formal public hearing, except as provided by law.
- b. If a public hearing or other item draws a large number of interested citizens wishing to speak, a reasonable time limit may be set for individual speakers by the chair unless overridden by a majority of board or commission members present.

4.5 Rules of Order

Robert's Rules of Order, Revised shall govern the proceedings of all boards and commissions, except that the boards and commissions may adopt specific revisions to these rules where they are not in conflict with state or local law or other rules contained in this guide.

4.6 Quorum

A quorum is the minimum number of members needed to officially conduct business. A quorum is generally established by ordinance, resolution or other document that creates the board or commission. When no statement on the quorum number exists, the quorum is a majority of voting members.

4.7 Formal Direction

All formal direction given to all City Council appointed Boards and Commissions shall be communicated through the assigned Board Liaison.

SECTION 5: DESCRIPTIONS OF BOARDS AND COMMISSIONS
(in alphabetical order)

5.1 Animal Shelter Advisory Board

The Animal Shelter Advisory Board is appointed to advise and assist the City in complying with state statutes regarding operation and maintenance of its animal shelter. The board consists of seven (7) members (who must by state statute include at least one licensed veterinarian, one City staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency) appointed to two-year, staggered terms and two (2) alternates appointed annually. The City's staff liaison is designated by the City Manager. The Animal Shelter Advisory Board (ASAB) is appointed to advise and assist the City in complying with state statutes regarding operation and maintenance of its animal shelter. ~~The board is strictly advisory in nature to the City Council.~~

5.2 Arts & Humanities Commission

- a. The Arts & Humanities Commission is charged with encouraging the development of, appreciation for and participation in the arts and humanities in the City of Rowlett. This includes promoting the performing arts, visual arts, literature and local culture and heritage, and the nurturing of local artists, performers, historians, writers, artisans, etc. The commission also advises and makes recommendations to the City Council on the award of City grants related to the arts.
- b. The commission consists of seven (7) members appointed to two-year, staggered terms and two alternates appointed annually. The staff liaison and secretary to this commission shall be as designated by the City Manager. The commission is advisory in nature, though one unique aspect of this commission is that it may from time to time apply for grants on behalf of the City, and also has a budget set each year by the City Council.

5.3 Board of Adjustment

- a. The Board of Adjustment hears, among other things, requests for variances and special exceptions to the City's zoning ordinance. As authorized by local ordinance and state law, the board has the power to decide special exceptions pursuant to the terms and intent of the ordinance and to grant such variances that are not contrary to the public interest, and where a literal enforcement of the provisions of the ordinance would result in an unnecessary hardship.
- b. The board consists of five (5) regular members appointed to two-year staggered terms and five (5) alternate members appointed annually. The City's staff liaison is the Chief Building Official, with assistance from the Planning Director or other staff as needed, and the board's secretary shall be a City employee designated by the City Manager. The Board of Adjustment is a decision-making board, whose decisions may not be appealed to the City Council, but must instead be appealed in district court.
- c. The members of the Board of Adjustment are subject to the City's Ethics Ordinance, as discussed in Section 3. CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2. CODE OF ETHICS FOR CERTAIN OFFICERS is provided in SECTION 6 for reference by these members.

- d. The Board of Adjustment shall serve as the Building Code Board of Review and Appeals.
- e. In the Board of Adjustment's role as the Building Code Board of Review and Appeals, this board makes recommendations on appeals under the City's building codes, hears appeals of decisions of the Chief Building Official, and act in an advisory capacity to the Building Official and the Fire Chief. This board also serves as the City's Sign Board of Appeals, in which capacity it hears requests for exceptions and/or variances concerning the City's sign ordinance. The board also serves as the City's Housing Advisory and Appeals Board, hearing and acting on appeals of the Building Official's actions relating to substandard housing and the abatement of dangerous buildings under the various building code ordinances.
- f. Members shall consist of members who are qualified by experience and training to pass on the matters within its various jurisdictions. In its role as the Building Code Board of Review and Appeals, the Board of Adjustment is a quasi-judicial decision-making body.

5.4 Economic Development Advisory Board

- a. ~~The advisory board is charged with promoting the economic development of the community through the coordinated actions of the City and the Chamber of Commerce. The Board advises the City Council on economic development strategies that promote and foster private investment and job creation to ensure a sustainable business environment for Rowlett.~~
- b. The board consists of seven (7) members, four (4) of whom are chosen by the City Council. These four (4) include the Mayor or Mayor's designee, a City Councilmember and two (2) citizens. The City Councilmember and Mayor shall be selected for one-year terms. The citizen members shall be selected for rotating two-year terms. The other three (3) members are selected by the Rowlett Chamber of Commerce, also to two-year alternating terms, one of which shall be the current Chamber of Commerce Chair (or the Chair's designee if the Chair is unable to attend), and the other two (2) shall be appointed by the Chamber of Commerce on an annual basis. The City Manager, Chamber of Commerce Executive Director, Garland Independent School District staff member and Garland Independent School District board member shall serve as the four ex-officio members. The City's Economic Development Director is the staff liaison.

5.5 Golf Advisory Board

This board is to act in an advisory capacity to provide observations and make recommendations to the City Council regarding operations and maintenance of the municipal golf course. Members represent the interest of the citizens in identifying areas of improvement, listening to citizen concerns and providing a hands-on approach. The board consists of five (5) members appointed to two-year, staggered terms and four (4) alternates appointed annually, who shall be appointed based on their various experience, training or ability. The board may make recommendations to City Council and City Manager concerning municipal golf course and clubhouse operations. The staff liaison and secretary are designated by the City Manager.

5.6 Library Advisory Board

- a. This board serves to advise the City Council and staff liaison on issues pertaining to the Rowlett Public Library. The board consists of five (5) members, appointed

to two-year, staggered terms and three (3) alternates appointed annually. The City's staff liaison is the Director of Library Services and the board's secretary is designated by the City Manager. The Library Advisory Board is purely advisory in nature.

b. The Library Advisory Board consists of a group of dedicated volunteers representing diverse areas of expertise and concerns, serves to provide the City Council, the Director of Library Services, and the community with advice, insights and recommendations for the operation and continuing development of the Library, both as a stand-alone entity and as part of the community. The Board will also serve as a channel by which the community can render suggestions for advancing those interests.

5.7 Parks and Recreation Advisory Board

- a. This board advises the City Council and staff in all matters pertaining to parks and recreation. This includes encouraging maintenance of facilities and grounds; encouraging recreational programs; making recommendations regarding expansion of parks facilities and programs; and recommending rules, regulations, and guidelines governing the use of parks, including the establishment of sport seasons, scheduling of activities, available services and other park and recreation related issues as directed by the City Council.
- b. This board is also charged with making recommendations to the City to help protect and preserve the City's environmental resources, through education and recommending environmental programs and services, in coordination with appropriate state and federal agencies. In addition, the board hears appeals of the decisions of the Planning Director in regard to enforcement of the City's noise ordinance as well as actions by Neighborhood Services staff enforcing the City's graffiti ordinance. The board also serves as the City's Tree Board, whose roles and responsibilities are described in the City's tree preservation ordinance.
- c. The board consists of nine (9) members, appointed to two-year, staggered terms and three (3) alternates appointed annually. At least one member should have extensive knowledge of and experience in the environmental field. The City's staff liaison is the Director of Parks and Recreation; the secretary is designated by the City Manager. The board shall also elect a Chair and Vice-Chair. The Parks & Recreation Board is a purely advisory body, except in its role as an appeals board for the noise and graffiti ordinances.

5.8 Planning & Zoning Commission

- a. The Planning & Zoning Commission is responsible for the following: (1) processing and initiating zoning cases at the request of property owners and/or their representatives with respect to individual zoning cases; (2) initiation of zoning cases at the request or approval of the City Council; (3) hearing, recommending, and/or determining any matter relating to planning or subdivision control as may be specified by the subdivision ordinance or other applicable law; and (4) performing other such duties as may from time to time be assigned by the City Council.
- b. The Commission consists of seven (7) members appointed to two-year, staggered terms and three (3) alternates appointed annually. The City's staff liaison is the Director of Planning; the secretary to the board is the Planning Department

Administrative Assistant. Planning & Zoning is a decision-making Commission, which conducts public hearings and grants final approval on some issues.

- c. Planning & Zoning Commission members are required to attend at least one seminar per year for training related specifically to planning and land use regulations and trends. Such training will be funded by the City.
- g. The members of the Planning & Zoning Commission are subject to the City's Ethics Ordinance, as discussed in Section 3. CODE OF ORDINANCES, ARTICLE IV OFFICERS AND EMPLOYEES, DIVISION 2. CODE OF ETHICS FOR CERTAIN OFFICERS is provided in SECTION 6 for reference by these members.

5.9 Senior Advisory Board

- a. ~~This board is to provide participation by local senior citizens in municipal government and to routinely report thereon to the City Council the conditions and needs of seniors within the community. The Senior Advisory Board shall propose and make recommendations concerning matters of importance to the senior citizen population of the City. The Senior Advisory Board is advisory in nature only, charged with evaluating relevant issues and submitting recommendations to the City Council.~~The mission of the Senior Advisory Board is to generate public awareness of and support for senior citizens' concerns and to provide those citizens with information of interest to them as well as other interested parties. The Board shall represent the interests of senior citizens and shall sponsor, cosponsor and recommend appropriate forums, programs, and services for senior citizens that are desired in the City. The Senior Advisory Board shall propose and make recommendations to the City Council concerning matters of importance to the senior citizens of the City of Rowlett, Texas. After evaluating relevant issues, recommendations will be submitted to the City Council for their action. This role is advisory in nature. The board shall include a Chairperson and Vice-Chairperson, both elected annually from among its members. An advisor and staff liaison to the Senior Advisory Board shall be appointed by the City Manager.
- b. The board shall consist of seven (7) voting members, each of whom shall be at least sixty (60) years of age or older and a resident of the City, who shall be appointed by the City Council to serve two year staggered terms or until their successors are duly appointed. The City Council shall also appoint three (3) alternates annually who may serve in the place of a voting member due to the absence or disqualification of a voting member. Alternates shall meet the same qualifications as regular members. An alternate member, when serving in the place of a voting member, shall enjoy the same rights, privileges and responsibilities in their role as a voting member.

~~5.10 Tax Increment Finance District (TIF)~~

~~This Board consists of five (5) members, three (3) of whom shall be appointed by the City Council; one (1) of whom shall be appointed by the governing body of the Garland Independent School District (School District); and one (1) of whom shall be appointed by Dallas County Community College District (DCCCD). The terms are for two (2) years or until their successors are appointed by the respective governing bodies.~~

5.11 ~~Traffic and Safety Advisory Commission~~

~~This Commission is responsible for identifying, and reviewing citizen concerns regarding, traffic and other public safety issues. The Commission consists of consists of seven (7) regular members appointed to two-year, staggered terms and two (2) alternates appointed annually. In addition, the City Manager, Police Chief, Fire Chief and Public Works Director (or their designees) all serve as non-voting members on the Commission. The Commission includes the positions of Chair and Vice Chair elected from the members of the Commission. The Commission is strictly advisory in nature.~~

5.10 Community Investment Advisory Board

- a. To address the concerns of the Community, Council and staff with regard to Capital planning and projects, the purpose of the Board would include, but not be limited to: providing recommendations to City Council on project priorities; providing recommendations to City Council on project selection; providing guidance on strategic recommendations to City Council with regard to capital projects; providing recommendations to City Council on guiding values for planning of capital projects; providing recommendations to City Council on the setting of bond elections; and represent the City at public meetings and public outreach campaigns on the subject of capital projects.

- b. The Board is comprised of seven (7) Regular members appointed to two-year staggered terms and five (5) Alternate members appointed to one-year terms. The initial appointments will be as follows: four members to two-year terms and three members to one-year terms to establish the staggered pattern. Thereafter, all Regular members shall be appointed to two-year terms.

SECTION 6: CODE OF ETHICS FOR CERTAIN OFFICERS

**CODE OF ORDINANCES
ARTICLE IV OFFICERS AND EMPLOYEES
DIVISION 2. CODE OF ETHICS FOR CERTAIN OFFICERS**

Sec. 2-461. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Censure means a formal written resolution of the City Council reprimanding one of its members for violation of the code of ethics.

Duties in office mean the duties of an officer relative to their service under the laws and the constitution of the state the Charter and ordinances of the City.

Officer means any member of the City Council and any appointive board, committee, authority or commission set up by ordinance, resolution, the Charter or state law on a permanent basis, except any members of a board, commission, authority or committee that function in an advisory or study capacity.

Reprimand means a formal or informal public admonition concerning a violation of the code of ethics.

Sanction means a formal written resolution of the City Council imposing an incentive for securing enforcement which may include, but not be limited to, disqualification of consideration of a matter, forfeiture of City Council appointments or duties.

(Ord. No. 3-18-03D, §1(1-10-1), 3-18-2003)

Cross references: Definitions generally, §1-2.

Sec. 2-462. Policy.

It is hereby declared to be the policy of the City that the proper operation of democratic government requires that officers be independent, impartial and responsible only to the people of the City; that the efficient function of city government requires diligent attendance to the business of the City by its officers; that the governmental decisions and policy be made in the proper channels of the governmental structure; that no officer should have any interest financial or otherwise, direct or indirect, or engage in any business, transaction or professional activity or incur any obligation of any nature which is in conflict with proper discharge of such office in the public interest; that public office not be used for personal gain; and that the City Council or board or commission at all times shall be maintained as a nonpartisan body. To implement such a policy, the City Council deems it advisable to enact this code of ethics for all officers, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the City's public servants, but also as a basis for discipline for those who refuse to abide by its terms.

(Ord. No. 3-18-03D, §1(1-10-2), 3-18-2003)

Sec. 2-463. Unethical activity.

No officer of the City shall:

- 1) Accept any gift or favor from any person that might reasonably tend to influence such person in the discharge of official duties, or grant in the discharge of official duties any improper favor, service or thing of value.
- 2) Use such person's official position to secure special privileges or exemptions for such person or others.

- 3) Grant any special consideration, treatment or advantage to any citizen, individual, business, organization or group beyond that which is available to every other citizen, individual, business, organization or group.
- 4) Disclose information that could adversely affect the property, government or affairs of the City, or directly or indirectly use any information gained by reason of such person's official position for such person's own personal gain or benefit or for the private interest of others.
- 5) Transact any business on behalf of the City in such person's official capacity with any business entity with which such person is an officer, agent or member or in which such person owns a substantial interest. In the event that such a circumstance should arise, then such person shall make known such interest, and in the case of an officer, abstain from voting on the matter, state the reasons for doing so and have nothing further to do with the matter involved.
- 6) Engage in any outside activities which will conflict with, or will be incompatible with, the duties assigned to such person's service to the City or reflect discredit upon the City, or in which such service in the city will give to such person an advantage over others engaged in a similar business, vocation or activity.
- 7) Accept or engage in outside activities incompatible with the full and proper discharge of duties and responsibilities of such person with the City, or which might impair independent judgment in the performance by such person of public duty.
- 8) Receive any fee or compensation for services as an officer of the City from any source other than the City, except as may be otherwise provided by law. This shall not prohibit such person performing the same or other services for a private organization that such person performs for the City if there is no conflict with City duties and responsibilities of such person.
- 9) Represent while an officer, directly or indirectly, or appear in behalf of private interests of others before:
 - a) Any agency of the city or any board, commission, authority or committee, or represent any private interest of others in any action or proceeding involving the City, or participate on behalf of others in any litigation to which the City might be a part, or even accept any retainer or compensation that is contingent upon a specific action taken by the city or any of its agencies, except as may be authorized by law.
 - b) The board, commission, authority or committee of which such person is a member, or before the City Council or board which has appellate jurisdiction over the board, commission, authority or committee of which such person is a member with regard to matters that may be the subject of specific action by any such body.
- 10) Use the prestige of such person's position or office in behalf of any single political party in such a way that it gives the impression of being endorsed by the government of the City, but such person shall at all times maintain the nonpartisan policy of the City; provided, that all officials are encouraged to register, participate, and vote as they may choose in all elections.
- 11) Knowingly perform or refuse to perform any act in order to deliberately thwart the execution of the city ordinances, rules or regulations or the achievement of official City programs.
- 12) Use City supplies, equipment or facilities for any purpose other than the conduct of official City business unless these supplies, equipment or facilities are authorized through an appropriate contact or license or membership available to the general public or otherwise made available for public use.
- 13) Engage willfully and knowingly in any dishonest act or be convicted of any crime involving moral turpitude, in connection with their duties in office which is prejudicial to the government of the City or impairs the operation of the city. Nothing contained in this section shall be construed to mean that conviction of solely a class C misdemeanor shall be construed as grounds for unethical conduct.

(Ord. No. 3-18-03D, §1(1-10-3), 3-18-2003)

Sec. 2-464. Personal or private interest of officer.

Any officer who has either a personal or private interest in any matter pending before such person's office shall disclose such interest to the other members thereof, and shall refrain from discussing the same publicly with any other member thereof and shall not vote thereon.

(Ord. No. 3-18-03D, §1(1-10-4), 3-18-2003)

Sec. 2-465. Attendance of all meetings.

Attendance of all officers at meetings of their respective office shall be mandatory unless excused. In order for an absence to be considered excused, an officer shall be responsible for notifying the Mayor or Chairperson in the event of an absence prior to any meeting. If the officer notifies the Mayor, Mayor Pro Tem, Deputy Mayor Pro Tem or Chairperson in any other manner or after the absence, the validity of the excuse shall be decided by the membership of the City Council or board. A partial absence and a complete absence shall be considered the same. The officers may compel attendance of their members at all of their respective meetings.

(Ord. No. 3-18-03D, §1(1-10-5), 3-18-2003)

Sec. 2-466. Violation of code of ethics; appeal.

The failure of any officer to comply with or the violation of one or more of the code of ethics set forth in this division, which apply to such person, shall constitute grounds for reprimand, censure, or subject the member to any sanctions or actions under the Home Rule Charter. In the case of a City Councilmember, the matter shall be decided by a majority of the remainder of the Councilmembers. In the case of members of boards, commissions, committees and authorities, the matters shall be referred by the Chairperson to the City Council. The decision of the City Council shall be final in the absence of bias, prejudice or fraud.

(Ord. No. 3-18-03D, §1(1-10-6), 3-18-2003)

Secs. 2-467--2-470. Reserved.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
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AGENDA DATE: 09/20/16

AGENDA ITEM: 7C

TITLE

Consider a resolution adopting amendments to the City of Rowlett City Council Rules of Procedure.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

Per Section 3.15 of the Rowlett City Charter, *“The City Council shall by resolution determine its own rules of procedure.”* This agenda item is to discuss amending the current Rules of Procedure.

BACKGROUND INFORMATION

The current City Council Rules of Procedure adopted September 1, 2009 by Resolution number RES-103-09 and updated on the following dates:

- May 4, 2010 – RES-037-10
- May 3, 2011 – RES-058-11
- October 18, 2011 – RES-158-11

At their Strategic Planning Session in July, Council discussed making revisions to the document and those changes are listed below in the “Discussion” section.

DISCUSSION

The first suggested change is an addition to Section 8. Citizen’s Rights. During Council meetings, there is a segment titled “Citizens’ Input” during which anyone may appear before Council and speak on any subject. Oftentimes, people may bring printed materials to hand out to members of Council in support of the topic on which they are speaking. However, there are times when someone may wish to provide a visual presentation on the screen via computer. Due to the uncertainty of the safety of technology, staff has denied these requests. The addition of Section 8.6 “Electronic Presentations” puts the policy in writing. The proposed addition is as follows:

8.6 ELECTRONIC PRESENTATIONS: *Due to the potential for corrupted files and computer viruses attacking City hardware and/or software, electronic presentations at the time of Citizens’ Input or Public Hearings, will not be allowed. Should speakers wish to provide information, they may do so in printed format.*

Councilmembers are often asked to attend events, not only as a guest, but also as a representative for the City of Rowlett. These are often after hours or dinnertime events where one might be accompanied by their spouse or a guest. The City pays for the cost of the City Council's attendance, but not expenses incurred by the spouse/guest. The proposed change to Section 9.5 Spouse's Attendance is as follows:

9.5 GUEST ATTENDANCE: *The City will provide for the reimbursement of admission or ticket to such event for one guest when representing the City.*

The previous amendment to the Rules involved authorization for travel expenses exceeding \$1,000 per occurrence or for out of state travel. This would involve obtaining City Council approval prior to attending such training. During the previous year's budget planning, Council allotted training and travel dollars per Councilmember as opposed to one large sum for the group. Due to this individual allotment, staff recommended that Council should only seek authorization should they expend their individual portion and wish to attend additional training. The proposed change to Section 9.6 Authorization is as follows:

9.6 AUTHORIZATION: *All Councilmembers will be presented at the beginning of the fiscal year the allocated approved budgeted amount to determine the educational opportunities in which they wish to participate. Any Councilmember may access the travel/training budget without any approval not to exceed their allotted funds. Training over and above allotment must be approved by the City Council prior to attending such training.*

The City provides technological tools in order for the City Council to conduct their business of the City – review agendas, email, and a telephone in order to speak with staff and citizens. With technological advances, the verbiage of the previous policy was outdated and not applicable to current options when determining reimbursement rate. The rate is listed in the Rules as \$75. However, the cost to the City of providing a cell phone is less than that. Therefore, it was staff's recommendation that the Rules be amended to state that the reimbursement rate would be at the same rate as the City's cost to supply a phone. The proposed change to Section 11.2 Productivity Tools is as follows:

11.2 OTHER PRODUCTIVITY TOOLS: *Each Councilmember shall be issued a mobile telephone on which to conduct City business. Should Councilmembers opt to not accept the City provided phone and continue to use their personal device, they will be reimbursed at the same rate of the City provision (i.e. City provides a mobile phone at a cost of \$50/month, Councilmember(s) will be reimbursed at a rate of \$50/month).*

Section 11.4 Key to the City is a proposed deletion at this point in time. It has not been used in well over five years. Should there be an individual that might have been recognized with a Key, we have the ability to provide a proclamation or a plaque as an alternative.

It has always been policy to order shirts for the members of the City Council, but it has not been a written policy. This provides an opportunity to make it so. The proposed new Section 11.4 Shirts is as follows:

11.4 SHIRTS: *At the completion of each election cycle, Council will be provided with shirts, in a style of their choosing, that are embroidered with the City's logo, their name, and "City Council." Shirts will be issued as follows: 1) 1st election – two shirts and one lightweight jacket; 2) Each year thereafter – two shirts. The City will reimburse the embroidery cost for additional shirts/items purchased at the Councilmembers' expense.*

FINANCIAL/BUDGET IMPLICATIONS

There is no cost to make the recommended changes to this document. Any proposed changes within the document have been accounted for within the proposed budget.

RECOMMENDED ACTION

Move to approve a resolution amending the City Council Rules of Procedure as presented.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AMENDMENTS TO THE CITY COUNCIL RULES OF PROCEDURE PERTAINING TO ELECTRONIC PRESENTATIONS, REIMBURSEMENT POLICIES, TRAVEL AND TRAINING BUDGETS, AND PRODUCTIVITY TOOLS AND CITY-ISSUED SHIRTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has heretofore adopted the City Council Rules of Procedure pursuant to the City Charter; and,

WHEREAS, the Council finds and determines that the Rules should be updated and amended in several areas and that the amendments provided for herein are appropriate and beneficial for the efficient operation of City government.

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

Section 1: That the City Council Rules of Procedure be and are hereby amended to adopt a new section 8.6, and to revise sections 9.5, 9.6, 11.2, 11.4 and 11.6, in accordance with the amended Rules of Procedure attached hereto and incorporated herein as Exhibit "A," and that of and from the effective date of this Resolution, the Rules of Procedure shall be as set forth in Exhibit "A."

Section 2: That this resolution shall become effective immediately upon its passage

ATTACHMENT

Exhibit A – City Council Rules of Procedure



CITY OF ROWLETT, TEXAS

CITY COUNCIL RULES OF PROCEDURE

Adopted September 1, 2009 by Resolution Number RES -103-09

Updated May 4, 2010 by Resolution Number RES-037-10

Updated May 3, 2011 by Resolution Number RES-058-11

Updated October 18, 2011 by Resolution Number RES-158-11

1. AUTHORITY

- 1.1 CHARTER:** The Charter of the City of Rowlett provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. GENERAL RULES

- 2.1 MEETINGS TO BE PUBLIC:** All official meetings of the Council, except Executive Sessions as defined by State Statute, shall be open to the public. The journal of proceedings (Minutes) shall be open to public inspection.
- 2.2 QUORUM:** A majority of the members of the Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and an attempt will be made to hold another meeting under Section 3.1 or Section 3.2 as the case may be.
- 2.3 COMPELLING ATTENDANCE:** The Council may adjourn from day to day to compel the attendance of absent members.
- 2.4 JOURNAL OF PROCEEDINGS (MINUTES):** An account of all proceedings shall be kept by the City Secretary and shall be entered in a book constituting the official record of the Council except for a certified agenda for a duly convened Executive Session.
- 2.5 RIGHT OF FLOOR:** Any member desiring to speak shall be recognized by the Chair, and shall confine his/her remarks to one subject under consideration or to be considered.
- 2.6 CITY MANAGER:** The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendation to the Council and shall have the right to take part in all discussions of the Council, but shall have no vote.
- 2.7 CITY ATTORNEY:** The City Attorney shall attend all meetings of the Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The City Attorney shall act as the Council's parliamentarian.
- 2.8 CITY SECRETARY:** The City Secretary shall attend all meetings of the Council unless excused and shall keep the official journal (minutes) and perform such other duties as may be requested by the Council.
- 2.9 OFFICERS AND EMPLOYEES:** Department heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings upon request of the City Manager.

- 2.10 RULES OF ORDER: “Roberts Rules of Order Revised”** shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules. Regarding public hearing, questions from members of the Council and City Staff shall be withheld until after the close of the public hearing.
- 2.11 MATERIAL DISTRIBUTION AND VISUAL AIDS:** No material shall be given to the Council immediately prior to or during a Council Meeting, unless deemed unavoidable by the City Manager, City Secretary or City Attorney. However, citizens may provide materials to the Council during the Citizens’ Input portion of the agenda. Materials should be given to the City Secretary for distribution as appropriate.

3. TYPES OF MEETINGS

- 3.1 REGULAR MEETINGS:** The City Council shall hold at least one (1) regular meeting each month and as many additional meetings as the City Council deems necessary to transact the business of the City. The City Council shall fix by ordinance (Ordinance Number ORD-019-07) the regular meeting schedule.
- 3.2 SPECIAL MEETINGS:** Special Meetings may be called by the Mayor or by a majority of the members of the Council. The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. Special Meetings may be held in accordance with State Law.
- 3.3 ADJOURNED MEETINGS:** Any meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than the next calendar day in accordance with State Law.
- 3.4 WORKSESSIONS:** The Council may meet informally in Worksessions (open to the public), at the call of the Mayor, the City Manager, or any four (4) members of the Council, to review forthcoming programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. Worksessions may be held in accordance with State Law.
- 3.5 EXECUTIVE SESSIONS:** Executive Sessions or Closed Meetings may be held in accordance with the provisions of State Law.
- 3.6 TOWN HALL MEETINGS.** The City Council may from time to time, at its discretion, call town hall meetings. Such meetings shall be special meetings of the City Council, and an agenda shall be posted in accordance with law outlining the topics to be discussed. The primary purpose of these meetings should be an opportunity for citizens to make comments and ask questions of the Mayor, Council and/or staff regarding issues that are of concern to them. The content and time allotted in the agenda shall reflect this primary purpose. Such meetings shall not be held within the 90 day period prior to the election of the Mayor and/or City Council. No formal action may be taken at a town hall meeting. The Council may respond to public comments or questions with statements of factual information

and existing policy. If any presentation is to be made by the Mayor, Council and/or Staff in conjunction with a town hall meeting, the subject matter of those presentations shall be indentified in the agenda.

4. CHAIRPERSON AND DUTIES

- 4.1 CHAIRPERSON:** The Mayor, if present, shall preside as Chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the Deputy Mayor Pro Tem shall preside as Chairperson.
- 4.2 CALL TO ORDER:** The meetings of the Council shall be called to order by the Mayor, or, in his absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the Meeting shall be called to order by the Deputy Mayor Pro Tem.
- 4.3 PRESERVATION OF ORDER:** The Chairperson shall preserve order and decorum, prevent attacks on personalities or the impugning of member's motives, and confine members in debate to the question under discussion.
- 4.4 POINTS OF ORDER:** The Chairperson shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the questions shall be "Shall the decision of the Chairperson be sustained?"
- 4.5 QUESTIONS TO BE STATED:** The Chairperson shall state all questions submitted for a vote and announce the result.
- 4.6 SUBSTITUTION FOR CHAIRPERSON:** The Chairperson may call any other member to temporarily chair the meeting in order to take part in debate, to make a motion, or to cover a temporary absence, such substitution not to continue beyond adjournment.

5. ORDER OF BUSINESS AND AGENDA

- 5.1 ORDER OF BUSINESS:** The general rule as to the order of business in regular meetings shall be as follows:
1. Call to Order:
 2. Executive Session
 3. Work Session Items
 4. Discuss Regular Session Items
- Invocation:
- Pledge of Allegiance:

Texas Pledge of Allegiance.

5. Presentations and Proclamations:

6. Citizen's Input:

7. Consent Agenda:

All items listed on the Consent Agenda are considered by the City Council and will be enacted by one motion. Consent agenda items will be listed consecutively. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.

8. Items for Individual Consideration:

9. Adjournment:

5.2 AGENDA: The order of business of each regular meeting shall be contained in the Agenda prepared by the City Secretary. The Agenda shall be a listing by topic of subjects to be considered by the Council, and shall be delivered to members of the Council at least four (4) days preceding the meeting to which it pertains. Agenda items may only be submitted by the Mayor, City Manager, City Secretary, or by agreement of two (2) City Councilmembers in accordance with agenda deadlines. No addendum items will be allowed except for Executive Session or in the interest of the health, safety and welfare of the citizens.

5.3 READING OF MINUTES: Unless a reading of the minutes of the Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Secretary previously furnished each member with a copy thereof.

6. ORDINANCES, RESOLUTIONS, AND MOTIONS

6.1 FORM: Ordinances and Resolutions shall be presented to the Council only in printed or type-written form.

6.2 FUNDING: All Ordinances authorizing an expenditure or money shall include the exact source of the funds to be expended.

6.3 CITY ATTORNEY TO APPROVE: All Ordinances and some Resolutions shall be "Approved as to Form" by the City Attorney. Such approval shall be so indicated by signature on the last page of the Ordinance .

6.4 DISTRIBUTION OF ORDINANCES: The City Secretary shall prepare copies of all proposed Ordinances for distribution to all members of the Council prior to the Council Meeting at which the Ordinance is to be introduced.

- 6.5 READING BY TITLE ONLY:** Upon being introduced, each proposed Ordinance shall be read by title only, unless any member of the Council requests a full reading of the Ordinance.
- 6.6 RECORDING OF VOTES:** The ayes and noes shall be taken upon the passage of all motions by means of the electronic voting system and entered upon the official record of the Council.
- 6.7 MAJORITY VOTE REQUIRED:** A majority of the City Council shall constitute a quorum to do business, and, unless otherwise provided by law, the affirmative vote of at least a majority of those attending any meeting at which there is a quorum present shall be necessary to adopt any Ordinance or Resolution. When any vote is called each Councilmember shall respond “yes” (aye), or “pass” by means of the electronic voting system. Any Councilmember who responds “pass” shall be given the opportunity at the end of the roll call to change his or her vote to “yes” or “no”. Any “pass” response not so changed shall be recorded as an abstention.
- 6.8 TIE VOTE:** In the event of a tie in votes on any motion, the motion shall be considered lost.
- 6.9 NUMBERING ORDINANCES AND RESOLUTIONS:** A number shall be assigned to each Ordinance or Resolution by the City Secretary.
- 6.10 ORDINANCE PASSAGE PROCEDURE:** When passed by the Council, an Ordinance shall be signed by the presiding officer and be attested by the City Secretary; and it shall be immediately filed and thereafter preserved in the office of the City Secretary.
- 6.11 REQUESTS FOR ORDINANCES OR LEGAL OPINIONS:** Proposed Ordinances may be requested in the same manner as other items being requested to be placed on a Council agenda. Such Ordinances will to be placed on the agenda of the next scheduled Council meeting, provided the Ordinance can be drafted and distributed to members of the Council in accordance with the normal time schedules for the Council agenda process. Upon receiving a request for a proposed Ordinance or a written legal opinion, the City Manager shall forthwith request same from the City Attorney; and upon return receipt thereof, the City Manager shall forthwith cause to have distributed the subject Ordinance or written legal opinion to all members of the Council so that all members of the Council may be fully informed of the status of City affairs. Any members of the Council may, for purposes of inquiry, request verbal opinion or advice on City legal matters directly from the City Attorney. The City Attorney shall provide said opinion or advice to all members of the City Council, City Manager and City Secretary.

7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

- 7.1 CITIZEN COMMITTEES, BOARDS AND COMMISSIONS:** The Council may create committees, boards and commissions to assist in the conduct of the

operation of the City government with such duties as the Council may specify not inconsistent with the City Charter and/or State Law.

- 7.2 MEMBERSHIP AND SELECTIONS:** Membership and selection of members shall be as provided by the Council if not specified by the City Charter. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise provided by the City Charter and/or State Law.
- 7.3 REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS:** The Council may remove any member of any board or commission which it has created or as created by the City Charter by a vote of at least a majority of the Council or as may be provided by State Law.
- 7.4 COUNCIL APPOINTMENTS TO REGIONAL AND LOCAL ORGANIZATIONS:** At the beginning of each fiscal year, or as soon thereafter as practical, the City Secretary will prepare a listing of memberships, regional and local, along with board and commission liaisons and the Council will divide the various memberships and liaisons to all activities amongst themselves based upon availability to attend the various functions. In addition, the Council may make appointments from among its members, staff or any other competent person to represent the City in various regional, state or national organizations, commissions, committees and boards.

8. CITIZEN'S RIGHTS

- 8.1 ADDRESSING THE COUNCIL:** During a meeting, any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer. An individual addressing the Council may be requested to enter his name and address on a speaker registration form.
- A. Public Hearings and Regular Agenda Items.**
During public hearings, any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer. Any individual addressing the Council may be requested to enter his or her name and address on a speaker registration form before speaking.
- B. Citizens' Input.**
Individuals may address the Council during citizens' input on subjects not on the agenda. An individual addressing the Council shall be required to enter his or her name and address on a speaker registration form before speaking and the form must be received by the City Secretary prior to the beginning of the Citizens' Input portion of the meeting. Comments will be taken under advisement only for possible future consideration. No

action nor deliberation may be taken by the Council during Citizens' Input.

8.2 MANNER OF ADDRESSING THE COUNCIL – TIME LIMIT: Each person addressing the Council shall step up to the microphone, shall give his or her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to the amount of time established by the Chair. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the presiding officer.

8.3 PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from the remainder of the meeting.

8.4 COUNCIL MAY APPOINT COMMITTEE OR REFER CITIZENS' COMPLAINTS: The City Council may appoint a committee of three members of the City Council to hear citizens' complaints or may refer citizens' complaints to an Executive Session of the City Council, whenever the subject would be appropriate and only in conformance with the Open Meetings Act.

8.5 WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may send written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail to the Mayor, City Manager or City Secretary and copies will be distributed to all Councilmembers. When scheduled to speak on an item submitted on their behalf by the Mayor or two (2) Councilmembers, written communications must be received eight (8) days prior the Regular Council meeting.

8.5.6 ELECTRONIC PRESENTATIONS: *Due to the potential for corrupted files and computer viruses attacking City hardware and/or software, electronic presentations at the time of Citizens' Input or Public Hearings, will not be allowed. Should speakers wish to provide information, they may do so in printed format.*

9. TRAVEL AUTHORIZATION AND EXPENSE ALLOWANCE

9.1 TRANSPORTATION: City vehicles should be used when possible.

A. **Personal Vehicles** — The use of private automobiles is allowed with the City paying reimbursement for mileage based upon the Internal Revenue Service rates.

B. **Commercial Airline** — The City will pay the cost of the airline ticket at coach rates.

C. **Taxicab or Shuttles** — When air transportation is used, expenses for local transportation, such as a taxicab or shuttle fare will be allowed when necessary in the conduct of City business.

9.2 **LODGING:** Expenses will be allowed for adequate lodging. Hotel accommodations should be appropriate to the purpose of the trip. Receipts for lodging must accompany the expense report.

9.3 **MEALS:** Expenses for meals will be reimbursed on actual costs. Discretion is warranted. Purchases and reimbursements of alcohol beverages using City funds are prohibited.

9.4 **REGISTRATION FEES:** Fees charged for registration at any convention or meeting are allowed for reimbursement. A receipt or some proof of fees, such as a copy of the conference program setting forth fee rate, should be approved with the expense report.

9.5 **SPOUSE'S GUEST ATTENDANCE:** ~~The City of Rowlett encourages spouses to attend authorized functions; the City shall NOT reimburse any expenses incurred by the spouse of a Councilmember.~~ The City will provide for the reimbursement of admission or ticket to such event for one guest when representing the City.

9.6 **AUTHORIZATION:** All Councilmembers will be presented at the beginning of the fiscal year the allocated approved budgeted amount to determine the educational opportunities in which they wish to participate. Any Councilmember may access the ~~travel budget for training without any approval not to exceed \$1,000 per occurrence. Training exceeding \$1,000 per occurrence or involving out of state travel~~ travel/training budget without any approval not to exceed their allotted funds. Training over and above allotment must be approved by the City Council prior to attending such training.

10. WELL WISHES /CONDOLENCES

10.1 **FLOWERS:** In the event of illnesses and/or deaths of any sitting Councilmember or spouse, the City Secretary is authorized to order flowers to be sent to the family on behalf of the Council in an amount not to exceed \$75.00 per order.

10.2 **FORMER COUNCILMEMBERS AND DISTINGUISHED CITIZENS:** In the event of the illness and/or death of a former Councilmember and/or distinguished citizen who continues residency within the City of Rowlett or an elected official and/or spouse who has represented Rowlett, the City Secretary is authorized to order a plant or flowers on behalf of the City Council in an amount not to exceed \$75.00 per order

10.3 **FORMER MAYORS:** In the event of the death of a former Mayor who continues residency within the City of Rowlett, the family is to be presented with a

proclamation proclaiming their service to the city along with a City flag which has flown at City Hall.

11. MISCELLANEOUS

11.1 COMPUTERS: Each Councilmember is issued a laptop /notebook to be used to conduct City Business.

11.2 OTHER PRODUCTIVITY TOOLS: Each Councilmember shall be given a choice between a wired or wireless internet connection to be used to conduct City business. The wireless connection shall be accomplished via a handheld personal data assistant as issued by the City along with a service plan that allows for telephone and data services similar to the City Manager's wireless program. The wired connection option will afford a Councilmember with a home/office solution and will be reimbursed at a rate not to exceed \$75.00 per month. issued a mobile telephone on which to conduct City business. Should Councilmembers opt to not accept the City provided phone and continue to use their personal device, they will be reimbursed at the same rate of the City provision (i.e. City provides a mobile phone at a cost of \$50/month, Councilmember(s) will be reimbursed at a rate of \$50/month).

11.3 TELEVISION PROGRAMMING: All television programs produced on any City television channels hosted by any member of the Council are approved by the Council; therefore the same television programs can be removed and/or revoked by Council.

~~**11.4 KEY TO THE CITY:** The presentation of a key to the City is an honor bestowed upon the recipient that suggests but does not necessarily substantiate Council approval. Before a key to the City is presented to a recipient, the matter should be placed on and discussed by the council at a work session. However, if time does not allow for such, then the approval to give a key to the city may be made by the council's executive committee."~~

11.4 SHIRTS: At the completion of each election cycle, Council will be provided with shirts, in a style of their choosing, that are embroidered with the City's logo, their name, and "City Council." Shirts will be issued as follows: 1) 1st election – two shirts and one lightweight jacket; 2) Each year thereafter – two shirts. The City will reimburse the embroidery cost for additional shirts/items purchased at the Councilmembers' expense.

12. SUSPENSION AND AMENDMENT OF THESE RULES

12.1 SUSPENSION OF THESE RULES: Any provision of these rules not governed by the City Charter may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and noes and entered upon the record.

12.2 AMENDMENT OF THESE RULES: These rules may be amended, or new rules adopted, by a majority vote of the members of the Council, provided that the proposed amendments or new rules shall be introduced into the record at a prior Council meeting.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 7D

TITLE

Consider appointments to the various Boards and Commissions and setting their corresponding Council liaisons.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

BACKGROUND / HISTORY

City Council makes appointments to Boards and Commissions annually and when vacancies occur. Over a period of three evenings in September, Council interviewed 29 applicants to match their desire to serve with the appropriate board or commission. On September 13th, Council met in Executive Session to discuss the appointments to Planning and Zoning Commission and Board of Adjustment. Council met in open session to discuss appointments to all remaining boards and commissions.

POLICY EXPLANATION

The Boards and Commissions vacancies to be considered for appointment at this meeting are as follows:

- Animal Shelter Advisory Board – 1 Animal Welfare Agency, 2 Regulars and 2 Alternates
- Arts and Humanities Commission – 4 Regulars and 2 Alternates
- Board of Adjustment – 2 Regulars and 5 Alternates
- Economic Development Advisory Board – 1 Regular
- Golf Advisory Board – 2 Regulars and 4 Alternates
- Library Advisory Board – 3 Regulars and 3 Alternates
- Parks and Recreation Advisory Board – 6 Regulars and 3 Alternates and 1 Junior Alternate
- Planning and Zoning Commission – 4 Regulars and 3 Alternates
- Senior Advisory Board – 4 Regulars and 3 Alternates
- Community Investment Advisory Board – 7 Regulars and 5 Alternates

This item also includes setting the Council liaisons for each of the boards and commissions.

FISCAL IMPACT

N/A

STAFF RECOMMENDATION

To approve the recommended slate of Board and Commission appointees for FY 2016-2017.

ATTACHMENT

Attachment 1 – List of Proposed Appointments

Animal Shelter Advisory Board

COUNCIL LIAISON

Robbert van Bloemendaal

REGULAR MEMBERS

Dawna Carabajal (Welfare)

Monica Kizziar

Katherine Rinz

ALTERNATE MEMBERS

Wanda Trotta

Justin Valadez

Arts & Humanities Commission

COUNCIL LIAISON

Robbert van Bloemendaal

REGULAR MEMBERS

Jeffery Winget

Jim Katzenberger

Neslie Fudge

Gary Alexander

ALTERNATE MEMBERS

Dema Roach

Barbara Clinton

Board of Adjustment & Building
Code Board of Review & Appeal

COUNCIL LIAISON

Rick Sheffield

REGULAR MEMBERS

Chris Kizziar

Raymond Moyer

ALTERNATE MEMBERS

Frixmon Michael

Kent Manton

Noel Wardrope

Misty Phillips

Tony Schmitz

Economic Development Advisory
Board

COUNCIL LIAISON

N/A

REGULAR MEMBERS

Jerry Johnson

Golf Advisory Board

COUNCIL LIAISON

Debby Bobbitt

REGULAR MEMBERS

Jerry Daniels

Michael Daffin

ALTERNATE MEMBERS

Guy Hunsaker

Becky Sebastian

Charles Alexander

Jonathan Andron

Library Advisory Board

COUNCIL LIAISON

Debby Bobbitt

REGULAR MEMBERS

Deborah Smith

Vicki Stallcup-Causey

Jerry Hickman

ALTERNATE MEMBERS

Anja Vukich

Marie Stone

**Parks and Recreation
Advisory Board**

COUNCIL LIAISON
Bruce Hargrave

REGULAR MEMBERS
Bernadette Hagmeier
Gregory Craig
Dolores Henning
Ken Romaine
Matt Grubisich
Alan Hogan

ALTERNATE MEMBERS
Jeffery Gray
Maria Dellaplain
Kimberli Martinez
Blake Margolis (Jr. Alt.)

Planning & Zoning Commission

COUNCIL LIAISON
N/A

REGULAR MEMBERS
Thomas Finney
James Moseley
Michael Lucas
Stephen Ritchey

ALTERNATE MEMBERS
Jason Berry
Kim Clark
Kevin Moore

Senior Advisory Board

COUNCIL LIAISON
Tammy Dana-Bashian

REGULAR MEMBERS
Charles Gaugler
Susan Bell
Michael Britt
Rob Rose

ALTERNATE MEMBERS
Brownie Sherrell
Randy Cherry

**Community Investment Advisory
Board**

COUNCIL LIAISON
Martha Brown

REGULAR MEMBERS
Loki Kottkamp
Kim Lott
Alex Coss
Robin Raju
Melvin Mosley

ALTERNATE MEMBERS
Chris James
Oscar Aranda
Steven Pruyitt
Chad Grant
Daniel Walker



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75088-0099
www.rowlett.com

AGENDA DATE: 09/20/16

AGENDA ITEM: 7E

TITLE

Consider action to approve a resolution for contract renewals of employee benefits for Fiscal Year 2016-2017 (FY2017) to Sun Life for term life/accidental death insurance, optional term life/accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$82,153 and authorizing the City Manager to execute all necessary documents.

STAFF REPRESENTATIVE

Richard Jones, Director of Human Resources

SUMMARY

The purpose of this item is to approve employee benefits for term life/accidental death insurance, optional term life/accidental death insurance, long-term disability and optional short-term disability for employees and their families.

BACKGROUND INFORMATION

As necessary, the City Council approves employee benefit contracts for the upcoming fiscal year. On July 14, 2016 and July 21, 2016 a notice to bidders was published in the Dallas Morning News. Sealed proposals were received at the Purchasing Office, 4004 Main St., Rowlett, TX 75088 until 2:00 p.m. on July 29, 2016 for RFP #2016-22 and then opened in accordance with Texas Local Government Code.

DISCUSSION

The contract agreement with Sun Life to provide term life/accidental death insurance, optional term life/accidental death insurance, long-term disability and optional short-term disability was set to end on September 30, 2016. The City's Consultant for employer benefits, IPS Advisors (Insurance Partners Southwest) utilizing the City's RFP process, solicited bids from our employee benefits programs vendor list. Three (3) vendors supplied proposals and 13 vendors either declined or did not respond. The three responses to the RFP were evaluated and Sun Life the City's current vendor is being recommended for FY2017.

Vendor Selection Matrix – Life and DI

	<u>Recommended</u> <u>Sun Life</u>	<u>Lincoln</u> <u>Financial</u>	<u>Muni Pool</u>
Cost (25%)	30	28	22
Financial Stability (20%)	20	20	20
Communication (5%)	5	5	5
Claims Processing (25%)	25	25	25
Claims Management Reports (10%)	10	10	10
Integrated Systems / Technology Initiative (10%)	9	9	9
References(5%)	5	4	3
TOTAL	99	96	89

CODE KEY:

- 60 Below Average
- 70 Average
- 80 Average / No Basis for Comparison
- 90 Above Average
- 100 Clearly Demonstrable Advantage



Recommendations

- **Life & Disability Recommendations**
 - IPS is recommending renewal with Sun Life for the 2016 – 2017 plan year.
 - The Sun Life proposal presents a 23.4% or \$15,558 increase to employer provided coverages including Basic Life and Long Tem Disability.
 - The City’s Optional Life insurance will remain at current rates and the City’s optional STD rates will receive an approximate -55% decrease.
 - All rates will be guaranteed for 2 years with Sun Life.
 - It is also important to note due to a sold rate discrepancy during a past RFP process with Sun Life, IPS negotiated a credit to its future bill of \$22,100. IPS would need to know what month the City would like to apply this rate credit.



FINANCIAL/BUDGET IMPLICATIONS

In FY2016, the City budgeted an estimated \$66,595 for term life/accidental death insurance and long-term disability. The optional term life/accidental death insurance and optional short-term disability insurance are paid 100% by the employee. The estimated cost for FY2017 will be \$82,153, a 23.4% increase (\$15,558) for the City's portion. As indicated in the table below, this is strictly a market driven change (i.e. it is not due to recent claims history, average age of employees, etc.).

	Recommended		1	2
	Sun Life	Sun Life	Lincoln	Muni Pool
	Current	Renewal	Proposed	Proposed
Basic Life	\$32,021	\$37,647	\$54,090	\$38,080
LTD	\$34,573	\$44,506	\$34,382	\$65,517
Total	\$66,595	\$82,153	\$88,472	\$103,597
\$ Change	N/A	\$15,558	\$21,878	\$37,002
% Change	N/A	23.4%	32.9%	55.6%
Rate Guarantee	N/A	2 Yr Life 2 Yr LTD / STD	3 Yr Life/LTD 2 Yr STD	3 Yr Life/LTD 2 Yr STD

RECOMMENDED ACTION

Staff recommends the City Council approve the renewal contract of employee benefits for FY2017 to Sun Life for term life/accidental death insurance, optional term life/accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$82,153 and authorizing the City Manager to execute all necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING CONTRACT RENEWAL OF EMPLOYEE BENEFITS FOR FY2017 TO SUN LIFE FOR TERM LIFE/ACCIDENTAL DEATH INSURANCE, OPTIONAL TERM LIFE/ACCIDENTAL DEATH INSURANCE, LONG-TERM DISABILITY AND OPTIONAL SHORT-TERM DISABILITY IN THE ESTIMATED AMOUNT OF \$82,153 AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS.

WHEREAS, it is necessary to provide employee group life and disability insurance to City employees; and

WHEREAS, the City has complied with the requirements of law regarding the solicitation of bids and proposals; and

WHEREAS, the Purchasing Division obtained competitive bids for the Health and Welfare Benefit Programs which resulted in the selection of a multi-year contractual relationship with Sun Life as per Bid # 2016-22 and in accordance with the Texas Local Government Code; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award various proposals for basic term life/accidental death, optional (voluntary) term life/accidental death, long-term disability and voluntary short term disability.

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

Section 1: That the City Council of the City of Rowlett does hereby approve and award contracts to Sun Life for term life/accidental death insurance, optional term life/accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$82,153.00, as shown in Exhibit "A" which is attached hereto and incorporated herein.

Section 2: That the City Manager is hereby authorized to execute the necessary agreement pursuant to the award granted herein and to issue appropriate purchase orders to conform to this Resolution.

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

ATTACHMENT

Attachment One - City of Rowlett Life and Disability RFP Recommendation

Where Experience and
Independence Matter

Corporate Benefits Consulting
Insurance Planning Services
Retirement Plan Consulting



City of Rowlett Life and Disability RFP Recommendation



Brent A. Weegar, MBA
Principal

Mandy Baskett
Account Manager

Bennett Champagne
Benefits Analyst

August 8, 2016



RFP Vendor Response

LIFE AND DISABILITY

Sun Life – Presented – Finalist

Lincoln Financial – Presented - Finalist

Municipal Pool – Presented

**CITY OF ROWLETT
BASIC LIFE/ADD
RFP RESULTS**

Recommended

1

2

BASIC LIFE BENEFITS	SunLife Current	SunLife Renewal	Lincoln Proposed	Municipal Pool Proposed
Class Description	Class 1: All Active, Full-time City Managers working 40+ hours per week Class 2: All Other Active, FTE working 40+ hours per week	Class 1: All Active, Full-time City Managers working 40+ hours per week Class 2: All Other Active, FTE working 40+ hours per week	Class 1: All Active, Full-time City Managers working hours per week. Class 2: All Other Full-time Employees working 40 hours per week.	Class 1: All Active, Full-time City Managers working hours per week. Class 2: All Other Full-time Employees working 40 hours per week.
Definition of Earnings	BAE	BAE	BAE	BAE
Basic Life Schedule	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE
Maximum Benefit	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000
Guarantee Issue Amount	Class 1:\$500,000 Class 2: \$150,000	Class 1:\$500,000 Class 2: \$150,000	Class 1: \$500,000 Class 2: \$150,000	Class 1:\$500,000 Class 2: \$150,000
Age Reduction Schedule	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90
Terminates at Retirement	Yes	Yes	Yes	Yes
Waiver of Premium	Included - 9 month EP; to age 65	Included - 9 month EP; to age 65	Included - 6 month EP; to age 65	Included - 9 month EP; to age 65
Accelerated Death Benefit	75% of Benefit to \$100,000	75% of Benefit to \$100,000	75% of Benefit to \$250,000	100% up to \$1,000,000
Conversion	Included	Included	Included	Included
Portability	Included	Included	Included	Included
Spouse Life Amount	Not Included	Not Included	Not Included	Not Included
Child(ren) Life Amount	Not Included	Not Included	Not Included	Not Included
BASIC AD&D BENEFITS				
Class Description	Class 1: All Active, Full-time City Managers working 40+ hours per week Class 2: All Other Active, FTE working 40+ hours per week	Class 1: All Active, Full-time City Managers working 40+ hours per week Class 2: All Other Active, FTE working 40+ hours per week	Class 1: All Active, Full-time City Managers working hours per week. Class 2: All Other Full-time Employees working 40 hours per week.	Class 1: All Active, Full-time City Managers working hours per week. Class 2: All Other Full-time Employees working 40 hours per week.
Definition of Earnings	BAE	BAE	BAE	BAE
Basic AD&D Schedule	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE	Class 1: 3x BAE Class 2: 2x BAE
Maximum Benefit	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000	Class 1: the lesser of 3x BAE or \$500,000 Class 2: the lesser of 2x Bae or \$150,000
Age Reduction Schedule	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90	to 65% at age 70; to 45% at age 75; to 30% at age 80; to 20% at age 85; to 15% at age 90
Education	Spouse: 5% to \$3,000; Child: 5% to \$5,000	Spouse: 5% to \$3,000; Child: 5% to \$5,000	5% to \$5,000	5% to \$5,000
Seatbelt	Class 1: 25% to \$25,000 Class 2: 10% to \$25,000	Class 1: 25% to \$25,000 Class 2: 10% to \$25,000	10% to \$10,000	20% to \$20,000
Air Bag	Class 1: 10% to \$5,000 Class 2: 5% to \$10,000	Class 1: 10% to \$5,000 Class 2: 5% to \$10,000	10% to \$10,000	10% to \$10,000
Bereavement Counseling	Included	Included	Included	Included
FINANCIALS				
Volume	\$36,060,200	\$36,060,200	\$36,060,200	\$36,060,200
EE Rate (per \$1,000) - Life	\$0.054	\$0.067	\$0.100	\$0.068
EE Rate (per \$1,000) - AD&D	\$0.020	\$0.020	\$0.025	\$0.020
Monthly Premium	\$2,668.455	\$3,137.237	\$4,507.525	\$3,173.298
Annual Premium	\$32,021.46	\$37,646.85	\$54,090.30	\$38,079.57
\$ Change from Current	N/A	\$5,625.39	\$22,068.84	\$6,058.11
% Change from Current	N/A	17.6%	68.9%	18.9%
Effective Date	10/1/2013	10/1/2016	10/1/2016	10/1/2016
Rate Guarantee	3 Years	2 Years	3 Years	3 Years
AM Best Rating	A+	A+	A+	A+

Note: This is a brief summary and not intended to be a contract.

**CITY OF ROWLETT
VOLUNTARY LIFE
RFP RESULTS**

Recommended

1

2

VOLUNTARY LIFE BENEFITS	Sun Life	Sun Life	Lincoln	Municipal Pool
	Current	Renewal	Proposed	
Class Description	All Eligible Employees	All Eligible Employees	All Eligible Employees	All Eligible Employees
Definition of Earnings	BAE	BAE	BAE	BAE
Employee Life Schedule	Increments of \$10,000	Increments of \$10,000	Increments of \$10,000	Increments of \$10,000
Employee Maximum Benefit	Lesser of \$500,000 or 5 X BAE	Lesser of \$500,000 or 5 X BAE	Lesser of \$500,000 or 5 X BAE	Lesser of \$500,000 or 5 X BAE
Employee Guarantee Issue Amount	5 X Salary up to \$200,000	5 X Salary up to \$200,000	Up to \$200,000	Up to \$150,000
Age Reduction Schedule	To 65% @ Age 70, 45% @ Age 75, 30% @ Age 80, 20% @ Age 85, 15% @ Age 90	To 65% @ Age 70, 45% @ Age 75, 30% @ Age 80, 20% @ Age 85, 15% @ Age 90	To 65% @ Age 70, 45% @ Age 75, 30% @ Age 80, 20% @ Age 85, 15% @ Age 90	No Age Reductions
Waiver of Premium	Included 9 month EP; to age 65	Included 9 month EP; to age 65	Included	Included 9 month EP; to age 65
Accelerated Death Benefit	50% up to \$100,000	50% up to \$100,000	75% to \$250,000	100% up to \$1,000,000
Spouse Life Schedule	Increments of \$5,000	Increments of \$5,000	Increments of \$5,000	Increments of \$5,000
Spouse Maximum Benefit	\$100,000	\$100,000	\$100,000	\$250,000
Spouse Guarantee Issue Amount	\$50,000	\$50,000	\$50,000	\$30,000
Child(ren) Life Schedule	Increments of \$1,000 up to \$10,000	Increments of \$1,000 up to \$10,000	Increments of \$1,000 up to \$10,000	Increments of \$1,000 up to \$10,000
Conversion	Included	Included	Included	Included
Portability	Included	Included	Included	Included
Suicide Clause	2 Years	2 Years	2 Years	2 Years
FINANCIALS (per \$1,000)				
Age of Employee	EE/SP	EE/SP	EE/SP	EE/SP
Up to 24	\$0.058 / \$0.071	\$0.058 / \$0.071	\$0.058 / \$0.058	\$0.058 / \$0.071
25 – 29	\$0.058 / \$0.071	\$0.058 / \$0.071	\$0.058 / \$0.058	\$0.058 / \$0.071
30 – 34	\$0.068 / \$0.083	\$0.068 / \$0.083	\$0.068 / \$0.068	\$0.068 / \$0.083
35 – 39	\$0.088 / \$0.103	\$0.088 / \$0.103	\$0.088 / \$0.088	\$0.088 / \$0.103
40 – 44	\$0.147 / \$0.169	\$0.147 / \$0.169	\$0.147 / \$0.147	\$0.147 / \$0.169
45 – 49	\$0.265 / \$0.297	\$0.265 / \$0.297	\$0.265 / \$0.265	\$0.265 / \$0.297
50 – 54	\$0.453 / \$0.501	\$0.453 / \$0.501	\$0.453 / \$0.453	\$0.453 / \$0.501
55 – 59	\$0.718 / \$0.791	\$0.718 / \$0.791	\$0.718 / \$0.718	\$0.718 / \$0.791
60 – 64	\$1.132 / \$1.243	\$1.132 / \$1.243	\$1.132 / \$1.132	\$1.132 / \$1.243
65 – 69	\$2.047 / \$2.243	\$2.047 / \$2.243	\$2.047 / \$2.047	\$2.047 / \$2.243
70 – 74	\$3.681 / N/A	\$3.681 / N/A	\$3.681 / N/A	\$3.681
75 +	\$6.082 / N/A	\$6.082 / N/A	\$6.082 / N/A	\$7.04+
Vol. AD&D Rate EE/SP	\$0.025	\$0.025	\$0.025	\$0.025
Child(ren) Rates (per \$1,000)	\$0.115/\$0.035	\$0.115/\$0.035	\$0.200/\$0.035	\$0.130/\$0.035
Effective Date	10/1/2013	10/1/2016	10/1/2016	10/1/2016
Rate Guarantee	2 years	2 years	2 Years	3 Years
AM Best Rating	A+	A+	A+	A+

Note: This is a brief summary and not intended to be a contract.

**CITY OF ROWLETT
VOLUNTARY SHORT TERM DISABILITY
RFP RESULTS**

		Recommended	1	2
STD BENEFITS	SunLife	SunLife	Lincoln	Municipal Pool
	Current	Renewal	Proposed	Proposed
Class Description	All Full-time Employees working 40 hours per week	All Full-time Employees working 40 hours per week	All Full-time Employees working 40 hours per week	All Full-time Employees working 40 hours per week
Definition of Earnings	BAE	BAE	BAE	BAE
Weekly Percentage	60%	60%	60%	60%
Weekly Maximum	\$500	\$500	\$500	\$500
Minimum Weekly	\$25	\$25	\$15	\$25
Accident Benefits Begin	30th Day	30th Day	31st Day	30th Day
Sickness Benefits Begin	30th Day	30th Day	31st Day	30th Day
Benefit Duration Less Elim Period	9 Weeks	9 Weeks	9 Weeks	9 Weeks
Pre-existing Condition	3/12	3/12	None	None
Maternity Coverage	Included	Included	6 Weeks	Included
C-Section Benefit Duration	9 Weeks	9 Weeks	8 Weeks	8 Weeks
FICA Match	Included	Included	Not Included	Included
W2 Preperation	Included	Included	Included	Included
FINANCIALS (Per \$10 CB / CP)				
Ages				
Under 25	\$0.195	\$0.085	\$0.156	\$0.19
25-29	\$0.195	\$0.108	\$0.156	\$0.21
30-34	\$0.195	\$0.092	\$0.156	\$0.20
35-39	\$0.199	\$0.077	\$0.159	\$0.18
40-44	\$0.203	\$0.073	\$0.162	\$0.18
45-49	\$0.227	\$0.082	\$0.182	\$0.21
50-54	\$0.273	\$0.099	\$0.218	\$0.24
55-59	\$0.341	\$0.151	\$0.273	\$0.30
60-64	\$0.425	\$0.172	\$0.340	\$0.33
65-69	\$0.497	\$0.328	\$0.398	\$0.44
70 +	\$0.543	\$0.303	\$0.434	\$0.58
Monthly Premium	Based on Participation	Based on Participation	Based on Participation	Based on Participation
Annual Premium	Based on Participation	Based on Participation	Based on Participation	Based on Participation
Effective Date	10/1/2013	10/1/2016	10/1/2016	10/1/2016
Rate Guarantee	3 Years	2 Years	2 Years	2 Years
AM Best Rating	A+	A+	A+	A-

Note: This is a brief summary and not intended to be a contract.

**CITY OF ROWLETT
LONG TERM DISABILITY
RFP RESULTS**

Recommended

1

2

LTD BENEFITS	Sun Life Current	Sun Life Renewal	Lincoln Proposed	Municipal Pool Proposed
Class Description	All Full-time Employees working 40 hours per week	All Full-time Employees working 40 hours per week	All Eligible Full-time Employees	All Eligible Employees
Definition of Earnings	BAE	BAE	BAE	BAE
Monthly Percentage	60%	60%	60%	60%
Monthly Maximum	\$7,000	\$7,000	\$7,000	\$7,000
Guarantee Issue	\$7,000	\$7,000	\$7,000	\$7,000
Minimum Benefit	10% or \$100	10% or \$100	10% or \$100	10% or \$100
Elimination Period	90 Day	90 Day	90 Day	90 Day
Maximum Benefit Duration	SSNRA	SSNRA	SSNRA	SSNRA
Definition of Own Occ/Any Occ	2 Years Own Occ	2 Years Own Occ	2 Years Own Occ	2 Years Own Occ
Residual/Partial	Zero Day Residual	Zero Day Residual	Zero Day Residual	Zero Day Residual
Social Security Integration	Full Family	Full Family	Full Family	Full Family
Earnings Test	Loss of Earning AND Loss of Duties 80% Loss - Own Occ 60% Loss - Any Occ	Loss of Earning AND Loss of Duties 80% Loss - Own Occ 60% Loss - Any Occ	Loss of Earning AND Loss of Duties 1% Loss - Own Occ 15% Loss - Any Occ	Loss of Earning AND Loss of Duties 80% Loss - Own Occ 60% Loss - Any Occ
Survivor Benefit	3 Month Lump Sum	3 Month Lump Sum	3 Month Lump Sum	3 Month Lump Sum
Pre-existing Limitations	3/12	3/12	3/12	3/12
Mental/Nervous Limits	2 years per Occurrence	2 years per Occurrence	2 years per Occurrence	2 years per Occurrence
Drug & Alcohol Limits	2 years per Occurrence	2 years per Occurrence	2 years per Occurrence	2 years per Occurrence
Self-reported Limitations	2 years per Occurrence	2 years per Occurrence	No Limit	No Limit
Mandatory Rehab	Included	Included	Included	Included
Family Care Benefit	Included	Included	\$250	Included
Work Incentive	Included	Included	Included	Included
Taxable Benefit	Yes	Yes	Yes	Yes
FICA Match	Included	Included	Included	Included
W2 Preparation	Included	Included	Included	Included
FINANCIALS				
Covered Payroll	\$1,591,763.00	\$1,591,763.00	\$1,591,763.00	\$1,591,763.00
Rate (per \$100)	\$0.181	\$0.233	\$0.180	\$0.343
Monthly Premium	\$2,881.09	\$3,708.81	\$2,865.17	\$5,459.75
Annual Premium	\$34,573	\$44,506	\$34,382	\$65,517
\$ Change from Current	N/A	\$9,933	-\$191	\$30,944
% Change from Current	N/A	28.7%	-0.6%	89.5%
Rate Guarantee	3 Years	2 Years	3 Years	3 Years
AM Best Rating	A+	A+	A+	A

Note: This is a brief summary and not intended to be a contract.

**CITY OF ROWLETT
COMBINED ANCILLARY**

		Recommended	1	2
	SunLife	SunLife	Lincoln	Muni Pool
	Current	Renewal	Proposed	Proposed
Basic Life	\$32,021	\$37,647	\$54,090	\$38,080
LTD	\$34,573	\$44,506	\$34,382	\$65,517
Total	\$66,595	\$82,153	\$88,472	\$103,597
\$ Change	N/A	\$15,558	\$21,878	\$37,002
% Change	N/A	23.4%	32.9%	55.6%
Rate Guarantee	N/A	2 Yr Life 2 Yr LTD / STD	3 Yr Life/LTD 2 Yr STD	3 Yr Life/LTD 2 Yr STD

Vendor Selection Matrix – Life and DI

	<u>Recommended</u>	<u>Lincoln</u>	
	<u>Sun Life</u>	<u>Financial</u>	<u>Muni Pool</u>
Cost (25%)	30	28	22
Financial Stability (20%)	20	20	20
Communication (5%)	5	5	5
Claims Processing (25%)	25	25	25
Claims Management Reports (10%)	10	10	10
Integrated Systems / Technology Initiative (10%)	9	9	9
References(5%)	5	4	3
TOTAL	99	96	89

CODE KEY:

- 60 Below Average
- 70 Average
- 80 Average / No Basis for Comparison
- 90 Above Average
- 100 Clearly Demonstrable Advantage

Recommendations

- **Life & Disability Recommendations**

- IPS is recommending renewal with Sun Life for the 2016 – 2017 plan year.
- The Sun Life proposal presents a 23.4% or \$15,558 increase to employer provided coverages including Basic Life and Long Term Disability.
- The City's Optional Life insurance will remain at current rates and the City's optional STD rates will receive an approximate -55% decrease.
- All rates will be guaranteed for 2 years with Sun Life.
- It is also important to note due to a sold rate discrepancy during a past RFP process with Sun Life, IPS negotiated a credit to its future bill of \$22,100. IPS would need to know what month the City would like to apply this rate credit.





City of Rowlett Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 7F

TITLE

Consider action approving a resolution amending the Master Fee Schedule for rate and fee changes to the Animal Services, Development Code, Parks and Recreation, and Utility Rates.

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

On August 2, 2016, Brian Funderburk, City Manager, submitted the proposed budget for FY2017. The City Council held a Budget Work Session on August 23, 2016. The City Council also held a public hearings on August 16, 2016 and September 6, 2016.

Within the recommended budget and during the budget work sessions, City Council was briefed on the various changes to the Master Fee schedule related to specific services. These specific recommendations are based on the recommended budget and additional minor revisions proposed by staff.

BACKGROUND INFORMATION

The City of Rowlett Master Fee Schedule provides a schedule of fees and rates for various city services. The schedule is updated each year as part of the City's annual budget process and as needed from time to time.

This year, the Master Fee Schedule is being updated on two consecutive City Council meetings, September 6, 2016 and September 20, 2016. The September 6, 2016 update accepted the City's updated impact fee study for roadways and amended the roadway impact fee rate due to the addition of Bayside.

Tonight, September 20, 2016, the fee schedule is being updated to reflect changes necessary for the FY2017 budget. Typically, the fee schedule is updated at budget time to reflect increases in water and sewer rates, and any other fees that need to be increased due to increases in the cost of the service or be more in line with the fees other cities charge. This is also an opportunity to update any fees due to changes in operations, ordinances or state law and perform any administrative "clean up" of the schedule.

DISCUSSION

There are four section changes requested by staff in the proposed resolution, which are based on recommendations in the FY2017 Proposed Budget and include fees and charges for animal services, development code, parks and recreation, and utilities.

ANIMAL SERVICES

In the **Animals** section, the following addition is requested:

Applicable Code, Ordinance or Resolution	Description	Amount
	Animal Surrender Fee	\$75.00

DEVELOPMENT CODE

In the **Development Code** section, the following changes are requested.

Applicable Code, Ordinance or Resolution	Description	Amount
	Engineering Fees:	
RES-113-13	Civil Engineering (public improvements) plan review—Residential Development	\$400 min, plus \$100 per acre over 1 acre
RES-113-13	Civil Engineering (public improvements) plan review – Commercial (other than Residential) Development (Three Reviews Only)	\$600 min, plus \$100 per acre over 1 acre
RES-113-13	Civil Engineering (public improvements) plan review—Additional review after 3rd submittal	Half of Initial Plan Review Fee
RES-113-13	Grading Permit (no Engineering Review required)	\$50.00
	Floodplain Development Permit	\$100.00
RES-113-13	Floodplain Permit—Commercial	\$100.00
RES-113-13	Floodplain Permit—Residential	\$50.00
	Civil Construction Permit	\$200.00
	Sign permit fees:	
RES-144-07	—Signs (off-site directional real estate)	\$150.00
	PD Text Amendment	\$600.00

PARKS AND RECREATION FEES

In the **Parks and Recreation** section, the following deletions are requested. These fees are redundant as there are youth athletic fees that encompass all sports.

Applicable Code, Ordinance or Resolution	Description	Amount
RES-144-07; RES-057-08	Girls softball, resident	\$7.50
RES-057-08	Girls softball, nonresident	\$9.00

RES-057-08	Hockey, resident	\$3.50
RES-057-08	Hockey, nonresident	\$4.20
RES-144-07	Soccer fields for league play	
RES-057-08	Youth Soccer, residents	\$7.50
RES-057-08	Soccer Tournament fees	\$2.00 to \$26.00

WATER FEES

In the **Utilities** section, the following changes are requested for water fees:

Applicable Code, Ordinance or Resolution	Volume charges per month for all consumption:	Amount
RES-144-07, RES-134-08, ORD-027-09, RES-076-10, RES-133-11; RES-078-14	Volume charges per month per 1,000 gallons (0-25,000 gallons)	\$4.49
RES-144-07, RES-134-08, ORD-027-09, RES-076-10, RES-133-11; RES-078-14	Volume charges per month per 1,000 gallons (above 25,000 gallons)	\$4.99

Increases in contract services reflect the 10.3 percent increase in the cost of the water supply purchased from NTMWD. This increase will provide NTMWD with the ability to continue to deliver high quality water, address an aging and expanding delivery system, comply with increasing regulatory requirements, and address the growing needs of an expanding population here in North Texas.

The chart below outlines the pass-through cost of the NTMWD increase. It should be noted that no other fee increases are included. Sewer rates as well as sanitation rates remain the same in this proposed budget

Water Residential Customers Only	Adopted FY2016	Proposed FY2017
Beginning Base Rate	\$22.30	\$31.26
Increase in Base Rate from NTMWD	\$8.96	\$-
Temporary Surcharge	n/a	n/a
New Base Rate	\$31.26	\$31.26
Volume Rate	\$4.07	\$4.49
Total Monthly Fee @ 10,000 gallons per month	\$71.96	\$76.16
Dollar change	n/a	\$4.20
Percent change	n/a	5.8%

FINANCIAL/BUDGET IMPLICATIONS

The anticipated collection of the fees, as proposed, was submitted as revenue in the proposed FY2017 budget. The proposed rates will go into effect beginning October 1, 2016.

RECOMMENDED ACTION

Approve the resolution amending the Master Fee Schedule for rate and fee changes to the Animal Services, Development Code, Parks and Recreation, and Utility Rates.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF ROWLETT TO AMEND THE FEES SET FORTH IN THE ANIMAL SERVICES, DEVELOPMENT CODE, PARKS AND RECREATION AND UTILITIES SECTION OF THE MASTER FEE SCHEDULE; PROVIDING THAT OTHER FEES NOT LISTED BUT NOW CHARGED PURSUANT TO OTHER ORDINANCES AND RESOLUTIONS SHALL REMAIN IN EFFECT UNTIL TRANSFERRED TO THE MASTER FEE SCHEDULE BY AMENDMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has heretofore adopted a Master Fee Schedule for the purpose of setting forth the comprehensive fees assessed and collected by the City for a range of applications, permits, licenses, services and activities; and

WHEREAS, the City Council desires to amend the said Fee Schedule to revise or add existing or new fees and does so by this Resolution; and

WHEREAS, in the event there is a conflict between a fee listed in the Master Fee Schedule and the provisions of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; and

WHEREAS, although the purpose of this resolution is to amend the Master Fee Schedule, this resolution is not intended to amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule.

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

Section 1: That from and after the effective date of this Resolution the fees and charges set out in the Master Fee Schedule attached hereto as Exhibit "A" shall be collected on behalf of the City for Animal Services, Development Code, Parks and Recreation, and Utilities as shown in Exhibit "A". Other sections, fees or charges not referenced in Exhibit "A" shall remain unaffected by this Resolution.

Section 2: That in the event of a conflict between a fee set out in the Master Fee Schedule and the provisions of any other city ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; however, this resolution shall not amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule and such fees shall continue in effect for all purposes until amended by ordinance or resolution or transferred to the Master Fee Schedule.

Section 3: That all provisions of the ordinances and resolutions of the City of Rowlett in conflict with the provisions of this resolution be and the same are hereby repealed and all other provisions of the ordinances and resolutions of the City of Rowlett not in conflict with the provisions hereof shall remain in full force and effect.

Section 4: That if any section, sentence, clause, or phrase of this resolution is for any reason held to be unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, or phrases of this resolution, it being the legislative intent that the provisions of this resolution are severable and that the resolution shall continue in effect notwithstanding the invalidity of such section, sentence, clause, or phrase.

Section 5: That the fees provided for in Section 1 of this Resolution relative to the various proposed rates and fees shall become effective on the 1st day of October 2016.

ATTACHMENT

Exhibit A – Master Fee Schedule pages with proposed changes

MASTER FEE SCHEDULE

ANIMALS

Applicable Code, Ordinance or Resolution	Description	Amount
	Animal surrender fee	\$75.00

DEVELOPMENT CODE

Applicable Code, Ordinance or Resolution	Description	Amount
	Engineering Fees:	
RES-113-13	Civil Engineering (public improvements) plan review – Residential Development	\$400 min, plus \$100 per acre over 1 acre
RES-113-13	Civil Engineering (public improvements) plan review – Commercial (other than Residential) Development (Three Reviews Only)	\$600 min, plus \$100 per acre over 1 acre
RES-113-13	Civil Engineering (public improvements) plan review – Additional review after 3rd submittal	Half of Initial Plan Review Fee
RES-113-13	Grading Permit (no Engineering Review required)	\$50.00
	Floodplain Development Permit	\$100.00
RES-113-13	Floodplain Permit – Commercial	\$100.00
RES-113-13	Floodplain Permit – Residential	\$50.00
	Civil Construction Permit	\$200.00
	Sign permit fees:	
RES-144-07	— Signs (off-site directional real estate)	\$150.00
	PD Text Amendment	\$600.00

PARKS AND RECREATION

Applicable Code, Ordinance or Resolution	Description	Amount
RES-144-07; RES-057-08	Girls softball, resident	\$7.50
RES-057-08	Girls softball, nonresident	\$9.00
RES-105-15	Youth Athletic Fees - resident	Vary by association

MASTER FEE SCHEDULE

RES-105-15	Youth Athletic Fees – non-resident	Vary by association
RES-057-08	Hockey, resident	\$3.50
RES-057-08	Hockey, nonresident	\$4.20
RES-144-07	Soccer fields for league play:	
RES-057-08	Youth Soccer, residents	\$7.50
RES-057-08	Soccer Tournament fees	\$2.00 to \$26.00

UTILITIES

Applicable Code, Ordinance or Resolution	Description	Amount
	Volume charges per month for all consumption:	
RES-144-07, RES-134-08, ORD-027-09, RES-076-10, RES-133-11; RES-078-14	Volume charges per month per 1,000 gallons (0-25,000 gallons)	\$4.07 \$4.49
RES-144-07, RES-134-08, ORD-027-09, RES-076-10, RES-133-11; RES-078-14	Volume charges per month per 1,000 gallons (above 25,000 gallons)	\$4.57 \$4.99



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 7G

TITLE

Consider action to approve a resolution authorizing the City Manager to renew an agreement with Bureau Veritas North America, Inc. for third-party inspections services for Fiscal Year 2017 (FY2017) in an amount not to exceed \$200,000.

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

City Building Inspection staff uses third-party inspections services from Bureau Veritas North America, Inc. (BVNA) to manage unexpected resource demand. In some cases, specialized services are required or the demand for staffing is temporary such that a full-time permanent employee is not necessary.

The City has an existing contract with BVNA to provide third-party temporary inspection services. Furthermore, the annual budget has included approval for these contracted services. This resolution will authorize the City Manager to submit payment for said services.

BACKGROUND INFORMATION

On November 19, 2013, City Council adopted Resolution 104-13 approving an agreement for professional services for plan review and inspections with BVNA. This resolution stated an annual amount not to exceed \$200,000.

City staff have been using BVNA for third-party inspections since November 2013. The following are the contract amounts spent for the fiscal years 2014, 2015, and 2016.

- 2014 - \$175,123
- 2015 - \$168,014
- 2016 - \$125,418 (estimated amount)

DISCUSSION

The contract includes language that authorizes annual expenditures not to exceed \$200,000. Also, the annual budget for development services includes third-party inspection services. Both of these two instruments are/were approved by City Council. The purpose of this resolution is to explicitly authorize expenditures on an annual basis, rather than relying on the implied automatic annual renewal language of the original resolution (Res-104-13).

FINANCIAL/BUDGET IMPLICATIONS

The table below shows the proposed budget amounts for FY2017. While a maximum of \$200,000 is authorized per the agreement, staff intends to use only the budget amount. This budget will allow staff to use the contract labor for periodic influxes in unforeseen demand where hiring of a full-time employee to meet that temporary demand would not be fiscally prudent. If the need is greater, there will be additional revenues to cover the difference and the budget will be amended at that time.

Budget Account Number	Account or Project Title	Budget Amount	Estimated Amount
1016020-6522	Contract Labor	\$30,735	\$30,735

RECOMMENDED ACTION

Staff recommends that City Council approve the resolution authorizing the City Manager to renew an agreement with Bureau Veritas North America, Inc. for third-party inspections services for Fiscal Year 2017 (FY2017) in an amount not to exceed \$200,000.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, RENEWING AND EXTENDING AN AGREEMENT WITH BUREAU VERITAS NORTH AMERICA FOR THIRD-PARTY INSPECTION SERVICES AS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT “A” FOR FISCAL YEAR 2016 – 2107 IN AN AMOUNT NOT TO EXCEED \$200,000; AUTHORIZING THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the City to maximize personnel efficiency and effectiveness to retain the professional services of Bureau Veritas North America (“BVNA”) to provide third-party inspection services on demand for the Development Services Department; and

WHEREAS, due to the nature of services provided, neither competitive bids nor requests for qualifications are required as prerequisites to procurement; and

WHEREAS, the City Council of the City of Rowlett, Texas, desires to extend and renew its existing agreement with BVNA under existing terms and conditions if both parties are in agreement.

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

Section 1: That the City Council of the City of Rowlett does hereby approve the renewal and extension of an agreement with Bureau Veritas North America for third-party inspection services for fiscal year 2016 – 2017 in an amount not to exceed \$200,000, as attached hereto and incorporated herein by reference as Exhibit A for the Development Services Department.

Section 2: That the City Manager or designee is hereby authorized to issue purchase orders to conform to this resolution.

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

ATTACHMENT

Exhibit A – Original Agreement with Bureau Veritas North America



City of Rowlett
Official Copy

Resolution: RES-104-13

EXHIBIT A

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES FOR PLAN REVIEW AND INSPECTIONS WITH BUREAU VERITAS NORTH AMERICA, INC., IN THE UNIT AMOUNTS PROPOSED AS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE AS EXHIBIT A AND IN AN ANNUAL AMOUNT NOT TO EXCEED \$200,000; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID SERVICES AND THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the City to retain a contractor to furnish professional services for plan review and inspection services for the City of Rowlett; and

WHEREAS, Bureau Veritas North America, Inc., has provided a proposal for professional services and provided services to date for the City of Rowlett; and

WHEREAS, the City Council of the City of Rowlett desires to continue utilizing professional services for plan review and inspection with Bureau Veritas North America, Inc.

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

Section 1: That the City Council of the City of Rowlett does hereby approve an agreement for professional services for plan review and inspection services with Bureau Veritas North America, Inc., in the unit amounts proposed as attached hereto and incorporated herein by reference as Exhibit A and in an annual amount not to exceed \$200,000.

Section 2: That the City Council does hereby authorize the City Manager to execute the necessary documents for said services and the issuance of purchase orders to conform to this resolution.

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

At a meeting of the City Council on November 19, 2013 this Resolution be adopted. The motion carried by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, Councilmember Dana-Bashian, Councilmember Pankratz and Councilmember Bobbitt

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Approved by 
Mayor

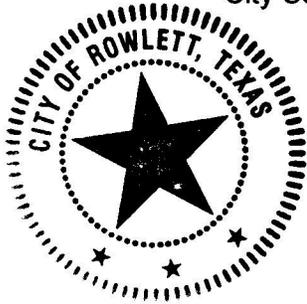
Date November 19, 2013

Approved to form by 
City Attorney

Date November 19, 2013

Certified by 
City Secretary

Date November 19, 2013



MASTER CONTRACT FOR PLAN REVIEW AND INSPECTION SERVICES

This Agreement is for plan review and inspection services provided by Bureau Veritas North America Inc., (herein called "BVNA"), for the City of Rowlett, Texas (City). BVNA will have a nonexclusive contract for Third Party Plan Review and Inspection of Residential and Commercial Projects.

BVNA shall provide and perform plan review and inspection services on demand and as directed by the City in accordance with and under the City's adopted building and construction codes and Development Code. BVNA and the representatives of BVNA are charged with the application and enforcement of the provisions of the City's building and construction codes and Development Code and shall act in good faith and without malice in the discharge of the duties required by these codes or other pertinent law or ordinance, shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties, except as the law may otherwise provide BVNA shall assign a person or persons to perform the services called for in this Agreement, all of whom shall be registered or licensed to perform the services and shall perform professionally and in a good and workmanlike manner in accordance with industry standards.

Plan Review

Plan Review services shall be conducted as required by the City's building and construction codes and Development Code, and other provided documents as required by the City. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the City. The City has final interpretive authority over all plans and specifications. Permits are issued by the City.

Inspections

Inspection services shall be conducted on demand and as required by the City in accordance with the City's building and construction codes and Development Code. Special inspections as specified in chapter 17 of the 2003 International Building Code are not included and may be required as specified in the 2003 International Building Code. Any violations of the City's codes or concealment of any work prior to approval by BVNA will be reported to the Building Official of the City. The Building Official of the City is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of the City.

Fees

In exchange for the services, the City will pay to BVNA fees according to the schedule attached hereto and incorporated herein for all purposes on Exhibit A, ("Fee Schedule"). The City will be billed for services rendered monthly, due Net 30.

Indemnity

BVNA AGREES TO HOLD HARMLESS, INDEMNIFY THE CITY FROM AND AGAINST SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS, OR LIABILITY OF ANY CHARACTER, TYPE, OR DESCRIPTION, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND REASONABLE ATTORNEY'S FEES, FOR INJURY OR DEATH TO ANY PERSON, INJURY OR LOSS TO ANY PROPERTY, , RECEIVED OR SUSTAINED BY ANY PERSON OR PERSONS, INCLUDING BVNA, OR PROPERTY, DIRECTLY ARISING OUT OF, OR OCCASIONED BY THE NEGLIGENT PERFORMANCE OF BVNA UNDER THIS AGREEMENT, INCLUDING CLAIMS AND DAMAGES ARISING IN WHOLE OR IN PART FROM THE NEGLIGENCE OF CITY, WITHOUT WAIVING THE CITY'S GOVERNMENTAL, SOVEREIGN OR OTHER IMMUNITIES OR DEFENSES AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. IT IS THE EXPRESS INTENT OF THE PARTIES TO THIS CONTRACT THAT THE INDEMNITY PROVIDED FOR HEREIN IS AN INDEMNITY EXTENDED BY BVNA TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCES OF BVNA'S NEGLIGENCE, WHETHER SUCH NEGLIGENCE IS THE SOLE OR PARTIAL CAUSE OF ANY SUCH INJURY, DEATH, OR DAMAGE, TO THE PROPORTIONATE EXTENT CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF BVNA. CITY AGREES THAT IN NO INSTANCE SHALL BVNA BE ESPONSIBLE, IN TOTAL OR IN PART, FOR THE ERRORS OR OMISSIONS OF ANY OTHER PROFESSIONAL CONTRACTOR, SUBCONTRACTOR OR ANY OTHER PARTY UNLESS HIRED, RETAINED OR EMPLOYED BY BVNA. CITY ALSO AGREES THAT BVNA SHALL NOT BE RESPONSIBLE FOR THE MEANS, METHODS, PROCEDURES, PERFORMANCE OR SAFETY OF THE CONTRACTORS OR SUBCONTRACTORS, OR FOR THEIR ERROS OR OMISSIONS, UNLESS HIRED, RETAINED OR EMPLOYED BY BVNA.

The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Insurance

BVNA, during the term of this Agreement, keep and maintain in full force and effect policies of insurance in the amounts and of the types as follows:

Worker's Compensation	As set forth in the Worker's Compensation Act.
Commercial General Liability (Public)	\$1 million each occurrence; \$1 million aggregate
Automobile Liability	\$500,000 Combined single limit per occurrence

The City shall be named as an additional insured on the Commercial General Liability (Public) policy furnished by the Contractor. The policy shall contain a provision requiring that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage, a notice there of shall be given by certified mail to the City. Companies issuing the insurance policies shall have no recourse against the City for payment of any premiums or assessments for any deductibles which are at the sole responsibility and risk of BVNA. No insurance company shall have a right of subrogation against the City. Proof that the insurance is in force shall be furnished to the City on Standard Certificate of Insurance forms. The coverage provided herein shall be primary and noncontributory with any other insurance maintained by the City, for its benefit, including self insurance.

Resolution of Disputes

All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, (collectively "Disputes") shall be submitted to mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, City and BVNA shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by City and BVNA within ten (10) calendar days, a mediator shall be chosen as specified in the Construction Industry Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree. Should either party to this Agreement commence any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorney's fees.

Assigns

Neither party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by either party or an assignment to an Affiliate of either party if such successor or Affiliate assumes all obligations under this Agreement. Any attempted assignment, which requires consent hereunder, shall be void and shall constitute a material breach of this Agreement if such consent is not obtained.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Texas in a state court of competent jurisdiction in Dallas County.

Waiver of Jury Trial

Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

Third Party Beneficiary

It is expressly understood & agreed that the enforcement of these terms and conditions shall be reserved to City and BVNA. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of City and BVNA that any such person or entity, other than City or BVNA, receiving services or benefits under this agreement shall be deemed an incidental beneficiary.

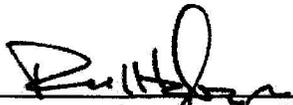
Interpretation of Agreement

This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either party.

Termination

This agreement may be terminated without penalty by either party with 30 days written notice.

EXECUTED on the date(s) set forth hereinbelow.

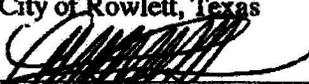


Representative of Bureau Veritas North America Inc.

Rick Herzberg
Print Name

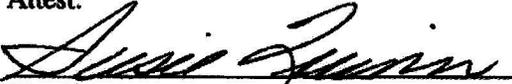
Division Director
Title

9/30/09
Date

City of Rowlett, Texas


Lynda Humble, City Manager

09/25/09
Date

Attest:


City Secretary

EXHIBIT A (FEE SCHEDULE)

Commercial and Multi-Family construction plan review*

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Single Family Residential construction plan review and inspection***Commercial and Multi-Family construction inspection***

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

*All fees billed upon issuance of the permit by the jurisdiction.



City of Rowlett Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 7H

TITLE

Consider action to approve a contract with la terra studio for Development of the 2016 Parks Master Plan.

STAFF REPRESENTATIVE

Angela Smith, Parks and Recreation Director

SUMMARY

A critical element of strategic planning in the Parks and Recreation Department is keeping the Parks and Recreation Master Plan current. Texas Parks and Wildlife recommends a new plan every ten years with an update at the five-year mark. The current Master Plan was developed in 2011 and was an update of the 2004 plan. It is time to develop a new full plan in Fiscal Year 2017 (FY2017).

BACKGROUND INFORMATION

The current Parks Master Plan was initially developed in 2004 and was updated in 2011 to reflect the changing needs of City of Rowlett residents. For the 2011 update, the Department partnered with the University of North Texas to complete a specific research element of the update and partnered with la terra studio to put together and publish the final plan.

The 2011 Master Plan was developed to outline goals and objectives, a site and facility inventory, a needs assessment and a prioritization of needs and an action plan. During the May 2015 CIP Bond Election, the Department was able to include many of the projects from the action plan and receive funding to complete those projects from the bond package.

DISCUSSION

The City of Rowlett is fortunate to encompass an abundance of parklands and open space, allowing residents and visitors to enjoy many outdoor and recreational activities within their neighborhoods. However, as public resources shrink and shift we must take a look at how our parks will continue to be managed and maintained in the coming years.

The Park Master Plan incorporates all of the City's demographic data, surveys, assessments, and guidelines concerning the recreation, park and open space needs of the citizens. The plan establishes specific criteria for the locations, designs, and development of all parks and recreation facilities.

The Park Master Plan follows the general guidelines for local park master plans established by Texas Parks and Wildlife Department. This document also is intended to meet the requirements of the Department of Interior for the Urban Parks and Recreation Recovery Program.

Per planning requirements issued by the Texas Parks and Wildlife Department, the Parks, Recreation and Open Space Master Plan should be completely updated after a five-year period, or before any major developments which could significantly alter the recreation needs of the City. It is also a fundamental standard in maintain accreditation. This new plan will replace the 2011 Master Plan Document.

The Department is requesting City Council to approve a contract with la terra studio to develop a new Comprehensive City-wide Parks Master Plan; adopt a system-wide master plan that will provide an information base to help guide decisions related to parks and open space; and, assist in the implementation of those decisions and set guidelines for future park and open space development with collaboration with the City of Rowlett Parks and Recreation Department.

La terra studio was chosen to work with the Department on this project due to the amount of pre-existing knowledge they have about the Rowlett Parks and Recreation system. The Department has worked closely with la terra studio on a number of projects including the last update of the Parks Master Plan in 2011, Schrade Bluebonnet Park conceptual plan, Herfurth Park conceptual plan and development of Scenic Point Park. In each of these projects, la terra studio has exhibited professionalism and completed the needed background research to reach the goals of our citizens and the City. Their involvement in other projects allows for a consistent design throughout the Parks system.

FINANCIAL/BUDGET IMPLICATIONS

The cost of contracting with la terra studio to complete this project will be \$80,000. The City has budgeted \$60,000 in FY2016 in line item account 5501-6400 and the remainder has been requested in the FY2017 proposed budget that has been presented to City Council.

If Council approves this item, it is doing so with the knowledge that additional funding is included in the FY2017 Proposed Budget which is not scheduled for approval until September 20, 2016.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
101-5501-6400	Professional Consulting	\$60,000	\$80,000
FY2017 Proposed Budget		40,000	-
Total		\$100,000	\$80,000

RECOMMENDED ACTION

Motion to approve a contract with la terra studio to develop a new comprehensive City-wide Parks Master Plan at a cost of \$80,000.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AN AGREEMENT WITH LA TERRA STUDIO, INC., TO DEVELOP AND DESIGN A PARKS AND RECREATION MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$80,000; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has been presented a proposed agreement with la terra studio, inc., for engineering and consulting services for the design and development of a Parks and Recreation Master Plan; and

WHEREAS, the proposed contract is in the amount of \$80,000, a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to approve the agreement in an amount not to exceed \$80,000 and to authorize the execution of the necessary documents.

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

Section 1: That the City Council of the City of Rowlett does hereby approve the Agreement with la terra studio, inc., in the amount of \$80,000 for consulting services for the design and development of a Parks and Recreation Master Plan, a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibit A.

Section 2: That the City Council does hereby authorize the City Manager to execute Agreement on the City's behalf, and does further authorize the issuance of appropriate purchase orders conforming to this resolution.

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

ATTACHMENT

Exhibit A - Parks Master Plan Proposal from La Terra Studio, Inc.



la terra studio 2700 swiss avenue, dallas, texas 75204 :: 214.749.0333 :: www.laterrastudio.com

August 19, 2016

Ms. Angie Smith

Director of Parks and Recreation
City of Rowlett
5300 Main Street
Rowlett, TX 75088

Re: Proposal for **Parks and Recreation Department Master Plan** for Rowlett, Texas
Agreement between Client and Consultant

Dear Ms. Smith:

la terra studio, inc. is pleased to submit this proposal to provide Planning Services for the above referenced project.

ARTICLE 1 - AGREEMENT

This Agreement is made and entered into effect as of the 19th day of August, 2016

Between the CLIENT:

City of Rowlett
4000 Main Street
Rowlett, TX 75019

and the CONSULTANT:

la terra studio, inc.
2700 Swiss Avenue, Suite 100
Dallas, Texas 75204

For the following project:

Comprehensive City-wide Parks Master Plan: Adopt a system-wide master plan that will provide an information base to help guide decisions related to parks and open space; Assist in the implementation of those decisions and set guidelines for future park and open space development with collaboration with the City of Rowlett Parks and Recreation Department.

ARTICLE 2 - BASIC SERVICES

The Consultant shall provide a Comprehensive Parks and Recreation Department Master Plan meeting the following guidelines:

2.1 SUMMARY OF SERVICES

- A. Prepare a Park System-Wide Master Plan for the City of Rowlett, including the City's entire area of jurisdiction. Plans may be broken into planning areas as necessary and will also study adjacent community's recreation offerings.
- B. Address the present and future needs of the City, not merely short-term needs, in the Master Plan. The Master Plan shall cover recommendations for near term (2017), Mid-term (2020), and Long Term (2025) at a minimum.
- C. Include in the Park System-Wide Master Plan a summary of:
 1. Accomplishments
 2. Demographic Trends
 3. Park Inventory
 4. Benchmarking/ comparison of parks resources similar to Rowlett



5. Citizen interest and needs
6. Goals, policies, and objectives
7. Local Standards
8. Prioritized land acquisitions
9. Recommendations on System and Facility Maintenance and Renovation
10. System Development Recommendations
11. Implementation plan
12. General Design Guidelines/Principles

PHASE ONE – PROJECT KICK-OFF & ISSUES IDENTIFICATION AND ANALYSIS

GOAL: PREPARE A COMPREHENSIVE BASE OF INFORMATION AND ANALYSIS UPON WHICH CREATIVE PARK FACILITY AND PROGRAMMING ALTERNATIVES CAN BE BASED.

2.2 MASTER PLAN CONTENT AND DEVELOPMENT

A. INTRODUCTION (Data Collection)

1. Meet with Client (Meeting #1) to discuss the scope and schedule of the project.
 - a. The Consultant shall facilitate the meeting as a work session to arrive at an initial definition of City goals, issues, and concerns.
 - b. Review and modify the planning process to best meet the needs of the project.
 - c. Identify key milestone dates.
 - d. Refine the public involvement and needs assessment process as necessary.
2. Collect and review existing data and base map information. Available base maps, park plans, surveys, aerial photographs, GIS data, existing reports, and related planning studies shall be collected from the City for use in project mapping and planning.
3. Identify and Conduct interviews with designated City staff and other Recreation leaders to gather information regarding existing conditions, policies, plans, and issues applicable to the planning process.
4. Conduct City Council briefing/special workshop to introduce consultant and master plan process. (City Council Meeting #1).
5. To assist in the planning effort the City will also provide information including:
 - a. Socio-economic data.
 - b. Demographics on ethnicity, age, and income.
 - c. Current and projected population figures and their source.
 - d. Growth or non-growth patterns.
 - e. City's role as a "regional" parks and recreation opportunities provider.

B. INVENTORY OF AREAS, PROGRAMS, and FACILITIES

1. Visit and assess each park, recreation, open space area, and facility currently within the City's system, including schools and private recreational facilities that are open to the public.
2. Create a photo log of each facility.
3. Prepare an inventory of physical conditions, features, opportunities, constraints, and valued site elements.
4. Evaluate and inventory current recreational programming offerings of the department.
5. Provide a summary table of inventory for all parks and facilities broken out by each park. In addition, acreage, miles of trails, types of facilities, and number of facilities shall be included.
6. Compare the current supply of park land, trails, recreation, and open space areas and facilities with current City acreage standards, City goals, and other benchmarked Parks and Recreation Systems.
7. Determine what, if any, deficiencies and / or oversupply exist by quantitative value. Identify opportunities and constraints with regard to potential new park sites, indoor facilities, improvements to existing



facilities, joint City-school uses, public-private partnerships, community service group partnerships, and other creative opportunities for increasing recreational opportunities for the community.

C. NEEDS ASSESSMENT AND IDENTIFICATION

1. Clearly identify needs and explain the methodology for determining them. Consider both outdoor and indoor recreation needs.
2. Meet with Client (Meeting #2) to review progress to date and provide feedback about following three approaches to employ in determining park's needs: (a) demand-based, (b) standard-based, and (c) resource-based.
 - a. The demand-based approach relies on information gathered from participation rates, surveys, and other information that indicates how much of the population wants certain types of facilities.
 - 1) Focus Groups shall be held with distinct user groups and special interest groups, such as seniors, youth, sports leagues, cultural organizations, or other unique stakeholders.
 - a) The Consultant shall work with the Client to identify these groups and design a process for the focus groups.
 - b. The standard-based approach uses established standards to determine facilities and park areas needed to meet the needs of a given population size. The standards may be based on demand studies, the professional judgment of park and recreation planners and designers, etc.
 - 1) Conduct demographic trends analysis using information as available from the U.S. Census, State Department, local Council of Governments, and other sources, a demographic analysis shall be prepared that profiles existing and projected future City residents through the chosen planning time horizon.
 - 2) Evaluate a select list of comparable communities developed with city staff.
 - a) Research current service levels and proposed goals of these communities.
 - b) Gather data to include but not be limited to: park acreage, open space acreage, indoor facilities, other physical facilities, recreational services, and use levels.
 - c) Tabulate findings and included in the Needs Assessment Report.
 - c. The resource-based approach examines the assets and resources of the area for open space, parks and recreation facilities, and defines how these resources can be utilized.
 - 1) Use Recreation Trends Analysis information as available.
 - 2) A discussion of recreation trends shall be prepared.
 - 3) Specific Rowlett geographic resources shall be examined to determine opportunities for park and recreation.
 - 4) Specific Rowlett demographic trends shall be examined and used to ensure that the trends analysis accurately reflects the local community.
 3. Meet with Client to review the inventory and needs assessment information. Review the format and content of the first public workshop and modify as appropriate.



PHASE TWO - PROJECT VISIONING

GOAL: CONCEPTUALIZE AN OVERALL PARKS “VISION” FOR ROWLETT THROUGH PUBLIC PARTICIPATION.

2.3 GOALS AND OBJECTIVES

1. The plan will suggest goals, policies, ordinances and standards to support the parks and Recreation Master Plan. Each area addressed in the plan will have guiding goals and responsive objective to define the need.

2.4 PUBLIC ENGAGEMENT

1. Create a unified brand for the project that would be carried through all project communications including the website, social media channels, print materials, plan documents, meetings and public events. A unified and recognizable brand for the Plan is critical to help engage the community and produce a unified plan.
2. Develop an online platform that is easy to use and accessible across all devices and that can reach a wider range of the public than would be reached through public meetings and links on the city website. The site will provide access to all necessary project information, documents, links and events. In addition, the website will also include engagement platform for soliciting information from the public and engaging with them.
3. Design Posters, cards and flyers promoting the project website and engagement platform and encouraging residents and stakeholders to visit the site, meeting and get engaged.
4. Collect data from alternative input process. (Handout Surveys to the general public, polling at local events or locations)
5. Present the inventory, analysis, and needs assessment information prepared to the community in a series of public workshops throughout the planning process. It is anticipated that 3 workshops will be held.
 - a. The Consultant shall be responsible for preparation of presentation materials (PowerPoint, graphics, maps, etc.), public facilitation, recording input, and summarizing the results in a written workshop summary.
 - b. The workshop shall be an open public forum designed to promote quality interaction through large and small group discussions, prioritization exercises, and comment sheets.
 - c. Comment sheets shall be provided at the workshops for use by persons who are not comfortable with public speaking, to capture additional comments as they arise, and for additional outreach throughout the course of the project.
 - d. The Consultant shall record the comments received and incorporate them into the Needs Assessment.

PHASE THREE –MASTER PLAN PREPARATION

GOAL: IDENTIFY ACHIEVABLE ACTION PLANS FOR THE CITY OF ROWLETT AND DETERMINE THE PREFERRED PLAN AND STRATEGIES WITH WHICH TO MOVE FORWARD.

2.5 PLAN IMPLEMENTATION

A. PRIORITIZATION OF NEEDS

1. Create a priority list of needs ranked in order from highest to lowest priority and state a timeline when the needs shall be met. Priorities should not be focused on short-term needs or actions, but shall plan for the future also.
2. Separate priority lists may be provided for indoor and outdoor needs including proposed improvements to existing parks, trails, open space, and indoor facilities, along with any proposed development of new parks and other facilities.
 - a. Lists shall be area and/or facility specific, and be ranked according to priority order.
 - b. Priorities shall be compiled by recreational elements, and separated by indoor and outdoor priorities.



3. Identify specific areas intended for open space acquisition and preservation on a map, identified as a need, discussed, and prioritized in the plan.
4. Where appropriate, discuss and rank renovation/redevelopment needs as a priority.
5. Prepare a preliminary cost analysis in a rough order-of-magnitude for the listed improvements. These shall be based on a per-acre, per-square foot, per-mile, and per-each basis.
6. Identify resources for meeting the Master Plan's needs as well as on-going operations and maintenance costs (e.g., city funds, in-house labor, development impact fees, general obligation bonds, certificates of participation, state and federal grants, gifts, donations, bequests, user fees, etc.).
 - a. Provide a financing matrix that shall summarize where each mechanism might be appropriate.
 - b. Develop a basic Operations and Maintenance understanding for the Parks system. Quantify anticipated staffing levels and other costs associated with the new improvements. Each park will be evaluated and given a maintenance prioritization so the city can plan resources accordingly. This task assumes that a detailed operation and maintenance plan for the parks system is outside the scope of the master plan.
7. Include a proposed timeline for accomplishing the plan's priorities.

B. AREA AND FACILITY STANDARDS

1. Assess and identify needs through establishing local and facility standards and concepts.
2. Local standards shall be influenced by preferences and available economic and natural resources.
3. The National Recreation & Park Association's Park, Recreation, Open Space & Greenway Guidelines shall be followed as applicable to the City.
4. Adjustments to those standards may be necessary to reflect the City's desires, needs and resources.

C. DRAFT MASTER PLAN.

1. Prepare a draft master plan report including a map of the City, surveys, charts, graphics, and photographs in the plan which help explain and support the planning process and conclusions.
2. Meet with Client (Meeting #4) to review the draft document and receive direction for revisions.
3. Draft Master Plan Report document.
4. Revise the draft document as necessary.
5. Provide the following deliverables to the Client:
 - a. Two copies of the Draft Master Plan.
 - b. One low resolution PDF file.

PHASE FOUR- FINAL MASTER PLAN

GOAL: PREPARE A FINAL PARKS AND RECREATION MASTER PLAN FOR REVIEW BY THE CITY AND MAKE APPROPRIATE REVISIONS TO THE MASTER PLAN FOR APPROVAL BY THE LOCAL COMMUNITY.

2.6 FINAL MASTER PLAN.

Prepare a master plan that includes graphics and narrative that identify the major issues and conclusions of the planning effort. This Plan will be prepared in a graphic format to insure that it is easy to use and understand by the public and City government. The major elements of the Plan anticipate to be included are:

- a. Goals and objectives to provide the framework for orderly and consistent planning and development of parkland and open space;
- b. Needs assessment on the parks and open space;
- c. Plan for future land acquisition for future parkland and open space;
- d. Capital Improvements Plan that will provide guidance to City staff



- e. Plan and recommendations on parks funding and potential parkland dedication requirements to assist the City in implementing the proposed plan.
1. Revise and correct the Final Master Plan document as necessary, and submit to Client for distribution to the City 'decision-makers'.
 2. Present the Final Master Plan to the City Council for adoption (City Council Meeting #2).
 3. Provide the following final deliverables to the Client:
 - a. 5 hard copies of the Final Master Plan
 - b. One computer discs of the Final Master Plan
 - c. PDF file of Final Master Plan

ARTICLE 3 - ADDITIONAL SERVICES

- 3.1 THE CONSULTANT MAY PROVIDE SERVICES BEYOND THE CONSULTANT'S BASIC SERVICES (ARTICLE 2) UPON WRITTEN CONSENT BY THE CLIENT.

ARTICLE 4 - CLIENT'S RESPONSIBILITIES

- 4.1 THE CLIENT AGREES TO PROVIDE THE CONSULTANT WITH INFORMATION INCLUDING BUT NOT LIMITED TO:
- A. Available base maps, park plans, and surveys.
 - B. Aerial photographs.
 - C. Most recent GIS data from the City or County sources.
 - D. Any previous Parks Master Planning effort completed for the City of Rowlett
 - E. Existing reports such as
 1. Socio-economic data.
 2. Demographics on ethnicity, age, and income.
 3. Current and projected population figures and their source.
 4. Growth or non-growth patterns.
 5. And any other related items requested by the Consultant in order to provide professional services.
- 4.2 The Consultant may rely on the accuracy and completeness of these items and shall not be held responsible for deficiencies or inadequacies of the data.
- 4.3 The Client agrees to provide the items described in Article 4.1 above, and to render decisions in a timely manner, so as not to delay the orderly and sequential progress of the Consultant's services.
- 4.4 The Client will secure facilities appropriate for public meetings and or workshops, as well as be responsible for any rental agreements if necessary.

ARTICLE 5 - SCHEDULE

- 5.1 ANTICIPATED PROJECT SCHEDULE
- A. We believe this work program can be successfully completed in a 12 month period, barring any major unforeseen events. The overall schedule relies on the efficient scheduling of public meetings and events. We will ask for and need the City's help to make these meetings meaningful and successful. Time is of the essence.
 - B. Confirmation of Scope and Schedule will occur during project kick-off meeting with Client.

ARTICLE 6 - COMPENSATION AND PAYMENTS

- 6.1 The Client agrees to pay the Consultant for the BASIC SERVICES listed above, a lump sum fee of Eighty Thousand Dollars: ***\$ 80,000.00.***
- 6.2 ADDITIONAL SERVICES shall be provided on an hourly basis with a mutually agreed "not to exceed" amount. Hourly rates for Additional Services are as follows:
- | | |
|--|------------------|
| ~ Principal / Senior Project Manager | \$ 175.00 / hour |
| ~ Registered Landscape Architect / Project Manager | \$ 120.00 / hour |



City of Rowlett

Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 8A

TITLE

Consider action to appoint a Chief Judge for the City of Rowlett Municipal Court.

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

On September 30, 2016, Judge Lokken is retiring. The purpose of this item is to appoint a Chief Judge for the City of Rowlett Municipal Court.

BACKGROUND INFORMATION

Judge Owen Lokken has served Rowlett citizens as presiding judge over the Rowlett Municipal Court since December 1, 1990. Judge Lokken announced his retirement from the court effective September 30, 2016.

Section 5.04 of the Rowlett City Charter states that “the Municipal court shall be presided over by a judge to be known as the ‘Chief Judge of the Municipal Court’ who shall be a licensed attorney in the State...”. As a result of Judge Lokken’s retirement, a new presiding judge needs to be appointed.

DISCUSSION

In addition to Judge Lokken, the Rowlett municipal court has two associate judges, Pamela Liston and Rick Schimmel. The most senior judge, Pamela Liston, has 22 years of legal experience, more than 20 of which have been as a municipal judge or prosecutor. She was the prosecutor for the City of Rowlett for 15 years before being appointed as Associate Judge in Rowlett in 2011 and continuing in that role for the past 5 years.

FINANCIAL/BUDGET IMPLICATIONS

The City has \$173,379 budgeted for legal services in municipal court.

Budget Account Number	Account Title	Budget Amount	Proposed Amount
1014025 6404	Legal	\$173,379	\$173,379
Total		\$173,379	\$173,379

RECOMMENDED ACTION

Recommendation to approve the resolution appointing Pamela Liston as the Chief Judge for the City of Rowlett Municipal Court

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPOINTING A CHIEF JUDGE FOR THE CITY'S MUNICIPAL COURT OF RECORD NO. 1; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett, Texas finds and determines that the current Chief Judge of the City of Rowlett Municipal Court of Record No. 1 has announced his retirement and that a need exists to formally appoint a new Chief Judge in accordance with state law and the City Charter; and

WHEREAS, it is the desire of the City Council to appoint a Chief Judge of the Municipal Court who the Council finds to be a competent and duly qualified attorney license in the State of Texas, and who meets all requirements for said position based on training and experience.

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

Section 1: That the City Council of the City of Rowlett, Texas, hereby appoints _____ to serve as the Chief Judge of the Municipal Court of the City of Rowlett, to serve for a term of two (2) years commencing of and from _____, 2016.

Section 2: That the Council hereby approves the agreement attached hereto and incorporated herein pertaining to the office and compensation of the Chief Judge of the City's Municipal Court, and does further authorize the Mayor to execute the agreement on the City's behalf.

Section 3: This resolution shall take effect immediately from and after its passage as the law and Charter in such cases provide.



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 8B

TITLE

Consider action to approve an ordinance approving and adopting the budget for FY2016-2017 (FY2017).

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

The budget process culminates in the final adoption of a document and financial plan. By Charter, the City Manager is responsible for recommending a budget to the City Council. The City Council then adjusts this document to make it fit their desire for what is appropriate for the City. Finally, it is then reviewed by the citizens directly, who may give their input for final adjustments to make this budget the right budget for the City.

BACKGROUND INFORMATION

The City Manager presented the proposed budget for FY2017 on August 2, 2016. The City Council held a Budget Work Session on August 23, 2016 Public hearings on the proposed budget were held on August 16 and September 6, 2016.

DISCUSSION

The budget process culminates in the final adoption of a document and financial plan. By Charter, the City Manager is responsible for recommending a budget to the City Council. The City Council then adjusts this document to make it fit their desire for what is appropriate for the City. Finally, it is then reviewed by the citizens directly, who may give their input for final adjustments to make this budget the right budget for the City. Each step is designed to make adjustments to make the final plan better. The City Manager proposes a budget that is adjusted by the City Council and becomes the City Council's budget. The City Council offers this to the public, gathers input, makes adjustments, and it is adopted as the City's budget.

Since presenting the recommended plan on August 2, 2016, City staff has continued to research, analyze, and refine the proposed recommendations. Incorporating input from the City Council and further analysis, City staff presents the final recommended options of the City Manager today, September 20, 2016.

The items revised from the initial proposed budget of August 2, 2016 thru the final adopted budget on September 20, 2016 are as follows:

	FY2017 Proposed 8/2/2016	Current Proposal	Change
Revenues:			
Sales Taxes – General Fund	\$6,862,819	\$6,922,291	<u>\$59,472</u>
Total Revenue Change			\$59,472
Expenses:			
Police Tactical Gear – General Fund	\$-	\$85,000	\$85,000
Info Tech Equipment Replacement Plan – General Fund	\$324,424	\$275,424	(49,000)
Communications Equipment – PEG Fund	\$-	\$50,000	<u>\$50,000</u>
Total Expense Change			\$86,000
Net Change to General Fund			\$23,472
Net Change to PEG Fund			\$(50,000)

Notes on final proposed changes: 1) Sales tax estimates are being increased and the IT equipment replacement budget is being reduced to accommodate the purchase of Police Tactical Gear in the General Fund and 2) Communications equipment in the PEG Fund was inadvertently left out of the FY2017 Proposed Budget.

Five Year Capital Improvements Summary reflects those amendments approved by the City Council on September 6, 2016.

Realizing Rowlett 2020! What an exciting time to live in Rowlett. We have now recouped the tax dollars lost during the Great Recession (FY2010-FY2014) and are reaping the benefit of an improved housing market and new growth. New businesses have come to Rowlett bringing jobs and tax dollars as well. Truly, there is something for everyone. As we said last year, we can stop talking about what we cannot do and start talking about what we can.

Realize Rowlett 2020 envisions “Rowlett’s days as a bedroom community are coming to an end.” Driven by the construction of the President George Bush Turnpike, the addition of light-rail in downtown, the proximity to the DFW market, and the ability to capitalize on our unique location on the water, we are realizing a remarkable community transformation. The combination of improved tax values and new growth will provide opportunities to address aging infrastructure, revitalize neighborhoods, and enhance our community amenities and assets. There has never been a more exciting time to live, work and play in Rowlett!

THE GOOD NEWS! Due to this growth, the FY2017 Proposed Budget includes a recommendation to lower the property tax rate by one cent, from \$0.787173 to \$0.777173 per \$100 in assessed valuation. Future reductions will need to be strategically weighed between capital infrastructure needs and enhanced or additional public amenities. Rowlett is fortunate that it is in the position to address the property tax rate at this time.

As we have previously noted, budgets do not build themselves. Staff appreciated all of the input provided by City Council and our citizens. The City of Rowlett should also be extraordinarily proud of the Executive Team and their staff who have diligently reviewed processes and found ways to better leverage existing resources and improve efficiencies on a daily basis. Their work all year long has provided the time needed to educate and engage our citizens on the financial decisions to be made in the coming year. Job well done!

FINANCIAL/BUDGET IMPLICATIONS

This agenda item will adopt the FY2017 Budget.

RECOMMENDED ACTION

City staff recommends the City Council consider and adopt the FY2017 Budget.

State law also requires a separate and additional vote to ratify a vote that approves a budget, if the budget will raise more revenue from ad valorem taxes than in the prior fiscal year. This ratification vote must be separate and in addition to the vote to approve the budget. (See, Texas Local Gov't Code, §102.007(c)). This vote is contemplated by Agenda Item 8C. No additional staff report is provided for this item.

Should Council approve the budget, staff recommends that the Council consider this ratifying vote by motion as follows: "I move to ratify the vote just taken to approve the Fiscal Year 2016-2017 Budget which will raise more revenues from ad valorem taxes than the previous fiscal year."

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017 has been duly created by the budget officer of the City of Rowlett, Texas in accordance with Chapter 102 of the Texas Local Government Code; and

WHEREAS, the City Manager for the City of Rowlett filed the proposed budget in the office of the City Secretary on August 2, 2016 and the proposed budget was made available for public inspection in accordance with Chapter 102 of the Local Government Code; and

WHEREAS, one public hearing was held in accordance with the applicable State law by the City of Rowlett on September 6, 2016 and in accordance with Chapter 102 of the Local Government Code, following due publication of notice thereof, at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed FY2017 Budget; and

WHEREAS, after full and final consideration, it is the opinion of the City Council of the City of Rowlett that the FY2017 budget of revenues and expenditures as hereinafter set forth should be adopted and approved.

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

Section 1: That the annual budget of revenues and expenditures necessary for conducting affairs of the City of Rowlett for the FY2017 (attached hereto and incorporated herein as Exhibit A), providing for a financial plan for the ensuing fiscal year is hereby approved and adopted.

Section 2: That expenditures during the fiscal year shall be made in accordance with this budget, unless otherwise authorized by proper amendment; said budget document shall be on file for public inspection in the office of the City Secretary. Upon approval of the budget, the budget officer shall file a true copy thereof with the County Clerk.

Section 3: That unless modified otherwise by the City Council, the remaining budget for all capital improvements from FY2016 (attached hereto and incorporated herein as Exhibit B) not completed or started as of September 30, 2016, will be automatically carried over into FY2017. Furthermore, funds for the capital improvements listed for FY2017 (attached hereto and incorporated herein as Exhibit B) are hereby appropriated and the entire Capital Improvements Plan for fiscal year ending 2017 is hereby adopted.

Section 4: That all budget amendments and transfers of appropriations budgeted from one account or activity to another for the prior fiscal year be and are hereby ratified, and the budget ordinances, heretofore enacted by the City Council, be and are hereby amended to the extent of such transfers and amendments, for all purposes.

Section 5: That any word, sentence, section, subsection, subdivision, paragraph, clause, phrase or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part of the provision hereof, other than the part so decided to be invalid or unconstitutional.

Section 6: That all provisions of the ordinances of the City of Rowlett in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the City of Rowlett not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 7: This ordinance shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – City of Rowlett FY2016 – 2017 Combined Fund Summary

Exhibit B – City of Rowlett Five Year Capital Improvements Plan FY2017 - FY2021

FY 2017 COMBINED FUND SUMMARY

Description	Governmental Funds				Enterprise Funds			Police Seizure Fund	Hotel/Motel Fund
	General Fund	Economic Development	Debt Service Fund	Capital Projects Fund	Utility Fund	Refuse Fund	Drainage Fund		
Beginning Resources	\$ 5,872,297	\$ 930,143	\$ 46,500	\$ 250,000	\$ 3,383,587	\$ 584,179	\$ 205,799	\$ 386,671	\$ 11,015
Current Revenues:									
Tax Revenues	28,283,024	-	9,285,158	-	-	-	-	-	47,175
Franchise Fees	3,030,165	-	-	-	-	-	-	-	-
Licenses and Permits	1,500,070	1,500	-	-	-	-	-	-	-
Charges for Service	2,944,525	-	-	-	29,207,816	4,860,126	1,399,753	-	-
Fines and Forfeitures	860,000	-	-	-	-	-	-	-	-
Other	786,114	250	5,130	-	5,608	2,100	741	100,550	577
Total Current Revenues	37,403,898	1,750	9,290,288	-	29,213,424	4,862,226	1,400,494	100,550	47,752
Other Sources:									
Transfers In	3,800,520	384,335	482,383	2,835,222	139,397	-	-	-	-
Total	41,204,418	386,085	9,772,671	2,835,222	29,352,821	4,862,226	1,400,494	100,550	47,752
Current Expenditures:									
Personnel Costs	27,560,289	380,593	-	51,576	2,514,884	16,270	110,611	-	11,484
Supplies	2,172,270	5,500	-	-	299,786	-	51,770	100,550	6,300
Purchase Services	8,428,037	217,970	136,074	-	14,476,789	3,509,748	119,894	-	30,965
Capital Outlay	723,250	-	-	-	197,730	20,000	15,479	-	-
Capital Improvements	-	-	-	2,783,646	1,300,000	-	335,502	-	-
Debt Service	-	-	8,866,774	-	4,497,705	-	375,670	-	-
Total Current Expenditures	38,883,846	604,063	9,002,848	2,835,222	23,286,894	3,546,018	1,008,926	100,550	48,749
Other Uses:									
Transfers Out	2,329,557	-	-	-	3,458,517	1,267,916	353,877	-	-
Total	41,213,403	604,063	9,002,848	2,835,222	26,745,411	4,813,934	1,362,803	100,550	48,749
Ending Resources	\$ 5,863,312	\$ 712,165	\$ 816,323	\$ 250,000	\$ 5,990,997	\$ 632,471	\$ 243,490	\$ 386,671	\$ 10,018
% of Expenditures	15.2%	117.9%	9.1%	8.8%	23.7%	13.1%	17.9%	384.6%	20.6%

EXHIBIT A

PEG Fund	Grants Fund	CDBG Fund	Inspection Fees Fund	Juvenile Diversion Fund	Court Technology Fund	Court Security Fund	Golf Course Fund	Internal Service Funds		Combined Total
								Employee Benefits Fund		
\$ 332,986	\$ -	\$ -	\$ 247,730	\$ 156,757	\$ 27,381	\$ -	\$ 158,267	\$ 584,639	\$ 13,177,951	
-	-	-	-	-	-	-	-	-	37,615,357	
91,906	-	-	-	-	-	-	-	-	3,122,071	
-	-	-	-	-	-	-	-	-	1,501,570	
-	303,125	-	225,000	-	-	-	-	5,220,528	44,160,873	
-	-	-	-	33,000	27,000	21,000	-	-	941,000	
-	38,008	187,701	-	500	100	-	257,005	1,248	1,385,632	
91,906	341,133	187,701	225,000	33,500	27,100	21,000	257,005	5,221,776	88,726,503	
-	-	-	-	-	-	10,000	-	-	7,651,857	
91,906	341,133	187,701	225,000	33,500	27,100	31,000	257,005	5,221,776	96,378,360	
-	341,133	-	216,522	29,923	-	31,000	-	83,248	31,347,533	
-	-	-	-	5,000	-	-	-	-	2,641,176	
-	-	187,701	-	4,500	27,000	-	10,000	4,882,398	32,031,076	
50,000	-	-	-	-	-	-	-	-	1,006,459	
-	-	-	-	-	-	-	-	-	4,419,148	
-	-	-	-	-	-	-	-	-	13,740,149	
50,000	341,133	187,701	216,522	39,423	27,000	31,000	10,000	4,965,646	\$ 85,185,541	
-	-	-	-	-	-	-	241,990	-	7,651,857	
50,000	341,133	187,701	216,522	39,423	27,000	31,000	251,990	4,965,646	92,837,398	
\$ 374,892	\$ -	\$ -	\$ 256,208	\$ 150,834	\$ 27,481	\$ -	\$ 163,282	\$ 840,769	\$ 16,718,912	
0.0%	0.0%	0.0%	118.3%	382.6%	101.8%	0.0%	64.8%	16.9%	18.0%	

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project		Prior Years	Budget 2016	2017	2018	2019	2020	2021
CO2100	Villages of Rowlett	1,950,000	450,000	-	-	-	-	-
DR2065	Misc. Drainage Imp. Per Storm Drain MP	503,291	536,618	335,502	335,502	335,502	335,502	335,502
DR2105	Long Branch Creek Drainage	-	276,000	-	-	-	-	-
PK2100	Scenic Point Park	714,097	40,903	-	-	-	-	-
PK2101	Kids Kingdom	34,487	723,228	-	-	-	-	-
PK2102	Pecan Grove Park	-	75,000	-	-	-	-	-
PK2103	Wet Zone Waterpark	-	660,000	-	-	-	-	-
PK2104	Rowlett Community Centre Renovation	-	350,000	-	-	-	-	-
PK2105	Lakeside Park	-	185,000	-	-	-	-	-
PK2106	"Hike & Bike" Trail Plan & Projects	-	30,000	135,000	135,000	-	-	-
PK2107	Katy Railroad Park	-	100,000	-	310,000	-	-	-
PK2108	Paddle Point Park	-	-	165,000	-	-	-	-
PK2109	Springfield Park	-	-	60,000	540,000	-	-	-
PK2110	Community Park	-	-	66,500	598,500	-	-	-
PK2111	Nature Trail	-	-	9,400	84,600	-	-	-
PK2112	Veterans Park	-	-	-	33,000	-	-	-
PK2113	Shorewood Park	-	-	-	30,000	-	-	-

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project		Prior Years	Budget 2016	2017	2018	2019	2020	2021
SP2048	Golf Course Improvements	-	-	30,000	-	-	-	-
SP2089	Library Improvements	1,296,878	303,749	200,000	-	-	-	-
SP2091	Community Enhancement Projects	47,159	280,453	295,074	306,878	317,206	329,894	343,090
SP2092	Public Safety Dept Training Center	-	850,000	550,000	850,000	-	-	-
SP2093	Fiber Optic - Close Fiber Ring	-	135,000	95,000	100,000	-	-	-
SP2094	Public Safety Radio System	-	2,950,120	-	-	-	-	-
SP2095	Arts Program	-	40,000	50,000	50,000	-	-	-
SS1102	Misc. Sewer Line Repair & Replacement	140,253	626,084	110,000	272,500	275,000	1,487,500	1,425,000
SS1134	SH 66 E. Sewer Line	127,839	51,606	-	1,000,000	700,000	1,600,000	-
SS2088	Manhole Rehabilitation	245,743	312,779	100,000	200,000	200,000	200,000	200,000
SS2094	Backup Power	-	-	-	-	125,000	125,000	125,000
SS2095	Lift & Pump Stations	283,557	566,228	-	550,000	250,000	500,000	500,000
SS2097	SCADA	37,714	636,309	-	-	-	-	-
SS2102	Capital Maintenance Crew	163,438	239,786	200,000	200,000	200,000	200,000	200,000
SS2105	SH-66 Force Main	-	-	-	2,600,000	1,600,000	-	-
SS2106	36" Westside Sewer Line	-	-	-	1,400,000	-	-	-
SS2107	Northside Lift Station Upgrade	-	-	-	-	-	1,900,000	2,500,000

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project		Prior Years	Budget 2016	2017	2018	2019	2020	2021
SS2108	51" Sewer Line Connection Garland Plant	-	-	-	-	-	1,500,000	2,500,000
ST2052	Concrete Pavement Repair	1,113,512	487,855	770,000	970,000	970,000	970,000	970,000
ST2056	Martin/Freedom Drive Extension	3,000	147,000	-	-	-	-	-
ST2075	Alley Panel Replacement	495,194	416,486	335,000	335,000	335,000	335,000	335,000
ST2077	Asphalt Rehabilitation/Overlay	505,400	755,354	500,000	500,000	500,000	500,000	500,000
ST2078	Crack Seal	254	299,746	150,000	150,000	150,000	150,000	150,000
ST2080	Foam Injection	133,651	125,643	125,000	125,000	125,000	125,000	125,000
ST2084	Screening Wall Rehabilitation	25,774	97,557	50,000	50,000	50,000	50,000	50,000
ST2085	Sign Replacement/Pavement Marking	103,562	76,438	90,000	90,000	90,000	90,000	90,000
ST2086	Traffic Signal Repair/Maintenance	51,513	42,615	30,000	30,000	30,000	30,000	30,000
ST2097	Sidewalk Replacement	55,000	80,000	55,000	55,000	55,000	55,000	55,000
ST2099	Southbound Dalrock @66 Turn Lane Design	286,160	658,841	-	-	-	-	-
ST2100	Miller Road/Rowlett Creek Bridge	466,832	156,611	-	-	-	-	-
ST2102	Alley Improvements	816,534	2,510,855	1,486,930	1,760,607	608,410	616,947	625,825
ST2103	Big A Road Shoulder Stabilization & Widening	-	510,000	-	-	-	-	-
ST2105	Primrose Lane	-	1,550,000	-	-	-	-	-
ST2106	Dalrock Estates	-	1,600,000	1,700,000	100,000	-	-	-

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project		Prior Years	Budget 2016	2017	2018	2019	2020	2021
ST2107	Highland Meadows	-	430,000	1,000,000	1,600,000	-	-	-
ST2108	Main St. - Roundabout to PGBT	-	1,870,000	-	-	-	-	-
ST2109	Right Turn Lane on Main & PGBT	-	260,000	-	-	-	-	-
ST2110	Merritt Road Interconnector Phase 2	-	250,000	250,000	1,000,000	-	-	-
ST2111	Traffic Signal at Chiesa & Liberty Grove	-	225,000	-	-	-	-	-
ST2112	Sidewalk Connections	-	80,000	100,000	100,000	-	-	-
ST2113	Lake Country Estates	-	-	-	3,650,000	-	-	-
ST2114	Advanced Traffic Mgmt System	-	-	-	800,000	-	-	-
ST2116	Construction Crew	-	-	200,000	200,000	200,000	200,000	200,000
ST2117	Main St. Rehabilitation - Commerce to Ponder	-	81,000	-	-	-	-	-
TIRZ01	Chiesa Road 16" Water Line	-	-	-	-	-	1,171,000	-
TIRZ02	Dalrock Road 24" Water Line	-	-	-	-	-	1,931,600	-
TIRZ03	Merritt Road Pump Station 24"	-	-	-	-	-	4,038,800	-
TIRZ04	Princeton Road 30"-36" Water Line	-	-	-	-	-	5,531,600	-
TIRZ05	5.8 MGD Plant Expansion	-	-	-	-	-	3,400,400	-
TIRZ06	Bayside Lift Station	-	-	-	-	-	3,237,643	-
TIRZ07	Miller Rd Upsize to 18" Sewer Line	-	-	-	-	-	927,825	-

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project		Prior Years	Budget 2016	2017	2018	2019	2020	2021
TIRZ08	Upsize Pump Rowlett Rd Pump Station	-	-	-	-	-	312,000	-
TIRZ09	Upsize to 18" Force Main	-	-	-	-	-	860,000	-
TIRZ10	Miller Rd/Dexham 24" Sewer Line	-	-	-	-	-	1,090,018	-
TIRZ11	51" Sewer Line (Siphon) Connection to Garland Plant	-	-	-	-	-	1,491,148	-
WA1108	Misc. Water Line Repair & Replacement	29,761	677,250	110,000	272,500	275,000	1,487,500	1,425,000
WA1156	16" Water Line Main Street	169,480	321,920	-	-	-	-	-
WA2098	12" Water Miller East of Chiesa	-	350,000	-	-	-	-	-
WA2099	Utility Appurtenances (valves & hydrants)	9,644	7,382	50,000	50,000	50,000	50,000	50,000
WA2103	Preventative Maintenance	181,124	-	42,000	42,000	50,000	50,000	50,000
WA2104	Tower/Tank Maintenance	254	67,519	-	-	1,800,000	-	-
WA2105	Tools & Equipment	24,035	1,667	-	-	-	-	-
WA2106	Capital Equipment Leasing	218,109	365,998	438,000	463,000	475,000	600,000	725,000
WA2111	12" Water Line Dalrock-Miller-Schrade	-	-	-	-	2,700,000	-	-
WA2115	16" Water Line West PGBT Service Road	-	507,290	-	-	-	-	-
WA2117	Meter Replacement	-	2,400,000	250,000	250,000	300,000	300,000	300,000
Total All Projects		10,233,249	27,828,890	10,133,406	22,189,087	12,766,118	37,779,377	13,809,417

FY 2017 CITY OF ROWLETT BUDGET
FIVE YEAR CAPITAL IMPROVEMENTS PLAN SUMMARY

Project	Prior Years	Budget 2016	2017	2018	2019	2020	2021
FUNDING SOURCES (ALL FUNDS):							
SOURCES OF FUNDS:							
Current Revenues	4,772,241	10,285,317	5,502,506	6,507,987	7,766,118	8,787,343	8,809,417
Debt Financing - GO's & CO's	4,868,111	14,024,623	4,630,900	10,681,100	-	-	-
Debt Financing - Revenue Bonds	405,277	2,856,355	-	5,000,000	5,000,000	5,000,000	5,000,000
Grants	150,000	100,000	-	-	-	-	-
Impact Fees	-	450,000	-	-	-	-	-
Donations	37,620	112,595	-	-	-	-	-
Other	-	-	-	-	-	23,992,034	-
Total Sources	10,233,249	27,828,890	10,133,406	22,189,087	12,766,118	37,779,377	13,809,417
USES OF FUNDS:							
Alley Improvements	1,311,728	3,008,341	1,821,930	2,095,607	943,410	951,947	960,825
Streets & Roadways	2,598,034	8,187,452	3,050,000	7,250,000	-	-	-
Capital Maintenance	1,988,666	1,965,208	1,970,000	2,170,000	2,170,000	2,170,000	2,170,000
Drainage	503,291	812,618	335,502	335,502	335,502	335,502	335,502
Park Improvements	748,584	2,164,131	435,900	1,731,100	-	-	-
Utility Improvements	442,991	1,927,425	-	5,000,000	5,000,000	28,992,034	5,000,000
Utility Capital Maintenance	1,295,908	5,204,393	1,300,000	2,300,000	4,000,000	5,000,000	5,000,000
Facilities & Other	1,344,037	4,559,322	1,220,074	1,306,878	317,206	329,894	343,090
Total Uses	10,233,239	27,828,890	10,133,406	22,189,087	12,766,118	37,779,377	13,809,417



City of Rowlett
Staff Report

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

AGENDA DATE: 09/20/16

AGENDA ITEM: 8D

TITLE

Consider an ordinance approving and adopting the proposed ad valorem tax rate of \$0.777173 per \$100 of taxable value for FY2016-2017 (FY2017).

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer

SUMMARY

Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget. The budget process culminates in the final adoption of a document and financial plan. By Charter, the City Manager is responsible for recommending a budget to the City Council. The City Council then adjusts this document to make it fit their desire for what is appropriate for the City. Finally, it is then reviewed by the citizens directly, who may give their input for final adjustments to make this budget and tax rate the right choice for the City.

BACKGROUND INFORMATION

The City Manager presented the proposed budget for FY2017 on August 2, 2016. The City Council held a Budget Work Session on August 23, 2016. Public hearings on the proposed tax rate were held on August 16 and September 6, 2016.

DISCUSSION

City staff presented the Proposed Budget for FY2017 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 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.

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 web site 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. The proposed tax rate to be considered is \$0.777173, which is more than the effective tax 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

FINANCIAL/BUDGET IMPLICATIONS

This item is the annual ad valorem tax assessment.

RECOMMENDED ACTION

City staff recommends the City Council consider and adopt the ad valorem tax rate. According to the revisions to Sec. 26.05 of the Property Tax Code enacted by the 2013 Legislature, a motion to adopt an ordinance setting a tax rate that exceeds the effective tax rate must be made in the following form:

“I move that the property tax rate be increased by the adoption of a tax rate of 0.777173, which is effectively a 3.39 percent increase in the tax rate.”

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2016-2017 (FY2017) TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, public hearings were held, by and before the City Council of the City of Rowlett, the subject of which was the proposed tax rate for the City of Rowlett for FY2017; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

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

Section 1: That there is hereby levied and shall be assessed for the tax year 2016 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Rowlett, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.777173 on each and every \$100 assessed valuation of taxable property apportioned and distributed as follows:

(a) \$0.541169 on each and every \$100 valuation of said property is hereby reviewed and assessed to provide revenue for maintenance and operations of the City government and current expenses thereof; and

(b) \$0.236004 on each and every \$100 valuation of said property is hereby reviewed and assessed for the purpose of creating a sinking fund to pay the interest principal on all outstanding bonds of the City, not otherwise provided for.

(c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.94 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$8.12.

Section 2: That all ad valorem taxes shall become due and payable on October 1, 2016 and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2017.

Section 3: That a delinquent tax shall incur all penalty and interest authorized by law including a penalty of six percent (6%) on the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. A tax delinquent on July 1, 2017 incurs a total penalty of twelve percent (12%) of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes that remain delinquent on July 1, 2017 incur an additional penalty of twenty percent (20%) of the amount of taxes, penalty and interest due; such additional penalty is to defray costs of collection due to a contract with the City's tax collection attorney pursuant to Section 33.07 of the Texas Property Tax Code, as amended.

Section 4: That the City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 5: That the tax roll as presented to the City Council, together with any supplements hereto, be and the same are hereby approved.

Section 6: That should any word, sentence, section, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

Section 7: All ordinances of the City of Rowlett, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 8: This ordinance shall become effective immediately upon its passage.

ATTACHMENTS

N/A