

CITY OF ROSENBERG

CITY COUNCIL WORKSHOP MEETING MINUTES

On this the 27th day of May, 2014, the City Council of the City of Rosenberg, Fort Bend County, Texas, met in a Special Workshop Session, in the Rosenberg City Hall Council Chamber, located at 2110 4th Street, Rosenberg, Texas.

PRESENT

Vincent M. Morales, Jr.	Mayor
William Benton	Councilor at Large, Position 1
Cynthia McConathy	Councilor at Large, Position 2
Jimmie J. Pena	Councilor, District 1
Susan Euton	Councilor, District 2
Amanda Bolf	Councilor, District 4

ABSENT

Dwayne Grigar	Councilor, District 3
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STAFF PRESENT

Robert Gracia	City Manager
Lora Lenzsch	City Attorney
Christine Krahn	Acting City Secretary
John Maresh	Assistant City Manager for Public Services
Jeff Trinker	Executive Director of Support Services
Joyce Vasut	Executive Director of Administrative Services
Maritza Salazar	Budget Analyst
Travis Tanner	Executive Director of Community Development
Tonya Palmer	Building Official
Melissa Pena	Project Manager
Charles Kalkomey	City Engineer
Angela Fritz	Executive Director of Information Services
James Lewis	Director of Technology
Darren McCarthy	Parks and Recreation Director
Carolyn Kagy	Civic Center Manager
Dallis Warren	Police Chief
Tracie Dunn	Assistant Police Chief
Wade Goates	Fire Chief
Randall Malik	Economic Development Director
Rachelle Kanak	Assistant Economic Development Director
Lisa Olmeda	Human Resources Director
Kaye Supak	Executive Assistant
Tommy Havelka	Police Officer

During a City Council Workshop, the City Council does not take final action on the agenda items and any consideration of final action will be scheduled at a Regular or Special City Council Meeting. Public comments are welcomed at Regular or Special City Council Meetings. No public comments will be received at a Workshop Meeting.

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Title 5, Chapter 551, of the Texas Government Code.

CALL TO ORDER.

Mayor Morales called the meeting to order at 600 p.m.

AGENDA

- HEAR AND DISCUSS A PRESENTATION REGARDING THE TEXAS MAIN STREET PROGRAM, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**
Executive Summary: This Agenda item provides City Council the opportunity to hear and discuss a presentation by Debra Drescher, State Coordinator for the Texas Main Street Program. Implementation of a

Main Street Program was identified in the Economic Development Strategic Plan. Staff has submitted a Letter of Intent to apply for the Main Street designation, and now seeks direction on moving forward with the application process.

The deadline to apply for the Texas Main Street Program is July 31, 2014. The application process involves coordination between the business community, City staff, and downtown stakeholders. Staff recommends approval to move forward with the application process.

Key discussion points:

- Randall Malik gave a brief overview of the item and introduced Debra Drescher, State Coordinator for the Texas Main Street Program.
- Debra Drescher provided a handout to Council and reviewed the program.

Questions/Comments:

- Councilor McConathy asked who is responsible for the hiring and what that responsibility is.
- Debra Drescher stated job descriptions can be provided. They carry out the public functions of the program to focus on small business development, institute a calendar of events and oversee them. It is what you want to get out of the program. You are the employee's boss and they can report to the Economic Development Director, Planning Director or City Manager. That decision is up to Council.
- Councilor McConathy asked if this has been presented to the Rosenberg Development Corporation (RDC).
- Randall Malik stated this was discussed before he was here but it was part of the strategic plan for the RDC.
- Councilor McConathy stated there should have been some discussion for this.
- Randall Malik explained this is an application process and is funded through RDC funds, City funds, private funds and HOT tax. It is a combination of funds.
- Councilor Benton asked what the salary would be and is the position strictly used for the Program.
- Debra Drescher stated they could provide a suggested salary but there is not a set number. Yes, they will do economic development and tourism work and support what is already setup.
- Councilor Bolf stated she is excited about it and would like to know more regarding the cost and she would like it to move forward.
- Debra Drescher stated Brenham, LaGrange and Sealy are in the program and she suggested a manager could come speak about the program to provide more detail.
- Councilor Pena stated it is an excellent idea. He thinks the manager should be accountable to City Council or the City Manager. It would go out into residential areas as well.
- Randall Malik explained it is a commercial based program. A map highlighting the area was included in the packet and a few residents would be in this.
- Mayor Morales stated the Main Street Program is more flexible today. He has seen the results in Brenham and LaGrange.
- The general consensus of Council was to move forward and look at more detail of the program.
- No action was taken on the item.

2. **REVIEW AND DISCUSS PROPOSED TRAFFIC CALMING POLICIES, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This item has been added to the Agenda to allow City Council the opportunity to discuss traffic calming measures that may be needed in certain areas to improve mobility safety by reducing cut-through traffic and reduce excessive vehicular speeds on neighborhood streets.

Key discussion points:

- Councilor Benton asked Council what direction they would like to take regarding this item.
- Travis Tanner, Executive Director Community Development explained the scope for the Comprehensive Plan would look at the streets and the dates to back up the information for the areas.
- After a brief discussion by Council, Robert Gracia, City Manager recommended that during the process of approving the Comprehensive Plan calming devices be looked at as a plan city wide and what that study would provide. The areas in the City that have been identified that are of concern can be addressed immediately and we need to wait for the assessment of the entire City.
- Mayor Morales stated he likes that plan.
- No action was taken on the item.

3. **REVIEW AND DISCUSS A PEDESTRIAN SYSTEM MAINTENANCE PROGRAM, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: The City has budgeted \$250,000 for the repair of existing sidewalks. Staff believes a policy should be developed and adopted by City Council for spending the funds and repairing sidewalks. This would result in areas and specific sidewalks being prioritized based on necessity, safety, and circulation, among other things.

The attached Pedestrian System Maintenance Program Guidelines were drafted following research of other cities' policies and needs within the City. Following is a summary of the draft guidelines:

Goals of the Program:

- Protect pedestrians from injury in City right-of-way
- Protect the City's investment in sidewalks and the pedestrian system
- Manage landscaping in a way that protects sidewalks

Geographic Area Prioritization Criteria – Geographic areas shall be prioritized based on the following:

- Inclusion in the City's Master Sidewalk Plan (Resolution No. R-896)
- Population density of abutting area
- Relative age of abutting area

Specific Sidewalk Evaluation Criteria:

- Horizontal separation
- Vertical separation
- "Cross sloping"
- Holes or gaps in sidewalk

Action Schedule – Action shall be taken by the City to replace, repair, or remove sidewalks based on the following:

- Safety issues (e.g., prior accidents)
- Location and surrounding land uses
- Severity of condition, proximity to other sidewalks needing repair, availability of resources, etc.

Options available to the City for taking action:

- Sidewalk removal
- "Ramping" or "lifting" of sidewalks
- Sidewalk Replacement

Additionally, the proposed guidelines aim to address issues associated with landscaping on private property and its effects on the pedestrian system. When sidewalks are damaged due to landscaping, prior to the City investing in any repairs, the property owner may be required to remove the landscaping, install root barriers, etc.

Finally, the draft guidelines provide for "Advanced Replacement Partnerships" in which a homeowners association (HOA), for example, could request sidewalk repairs provided said repairs meet the above program criteria, 60 percent (60%) of abutting property owners agree in writing, and the entity or group requesting the repairs shares in 50 percent (50%) of the overall cost. Staff seeks direction from City Council on any additions or modifications to the guidelines. Should City Council request any revisions, the guidelines will be modified as necessary and a Resolution will be placed on a future Agenda for consideration.

Key discussion point:

- Travis Tanner, Executive Director of Community Development presented a PowerPoint regarding the item and outlined the Pedestrian System Maintenance Program.
 - Program Goals
 - Geographic Area Prioritization
 - Sidewalk Plan
 - Population Density
 - Age of Structures/Infrastructure
 - Sidewalk Evaluation Criteria
 - Horizontal and Vertical Separation (examples shown)
 - Cross Sloping; Holes/Gaps (examples shown)
 - Other Factors

- Options for Taking Action
- Management of Landscaping
- Advance Replacement Partnerships
- After a brief discussion and review the general consensus of Council was to move forward with the plan as presented.
- No action was taken on the item.

4. **REVIEW AND DISCUSS THE STATUS OF THE BRYAN ROAD PROJECT, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: On March 19, 2013, City Council approved Resolution No. R-1634 which authorized staff and Landtech Consultants, Inc. (Landtech), to proceed with the Bryan Road Improvement Project (Project) based on four (4) traffic lanes with a center median and a 100 foot wide right of way. During these discussions, Phase 1 of the Project was identified as the portion of Bryan Road, between FM 2977 and Spacek Road, including a portion of Spacek Road along the Oaks of Rosenberg subdivision. Due to the accelerated construction schedule of the TxDOT I-69/US59 expansion project, the Bryan Road/FM 2218 intersection will be impacted and the realignment of this intersection is now the first priority. Representatives from Landtech will make a presentation to City Council regarding the Bryan Road Improvements Project. With City Council concurrence, staff will negotiate an Agreement for Engineering Services for Bryan Road Phase One Improvements.

Key discussion points:

- John Maresh, Assistant City Manager for Public Services gave an overview of the item as outlined in the Executive Summary.
- Glenn Graham with Landtech Consultants gave an update on the project. At the time of the presentation given in Council, the intent of the project in terms of segmentation was a little different than today since TxDOT has come in and accelerated their plans. The presentation was a revised report from last year and the highlights of that report.
- A review of the scope of the work performed last year, limits of the project, key issues under consideration and what the project is in terms of segmentation and project cost was provided.
- Project limits were at FM 2218 to FM 2977. They have now changed based on the TxDOT acceleration of their project. The project is now at a new location tying at the intersection at FM 2218. The intent is to replace the bridge over Dry Creek with two twin structures.
- The key issues were looked at and the impact utilities would have for the proposed improvements. The largest impact will be the existing sanitary sewer system that will have to be relocated.
- An outline of how the project could be segmented was given. Segment 1 from FM 2218 would probably be higher priority in terms of need for mobility purposes with TxDOT's project. Whether not segment 2 could be combined with segment 1 is probably more of a funding issue. Segment 2 would be logical with segment 1 and that would be the bridge over Dry Creek. Segment 3, at this time would be the most expensive because it includes it includes the segment along Spacek Road.
- Key items were given including the summary project cost for each of the segments and the total. Total project cost is \$6.6 million dollars. There are 36 parcels needed to be acquired for this project. Ten are already dedicated. Twenty-six parcels will need to be purchased. Right-of-way cost is based on an estimate. They do not how much the utilities will be impacted on segments 1 and 2 until more design work is done. The \$6.6 million dollar price will be more from the standpoint of the unknown utility costs.

Questions/Comments:

- Councilor McConathy asked if the twin bridges are two independent bridges. Will the power lines be buried?
- Glenn Graham stated yes.
- Councilor Benton asked if the power lines will be buried.
- Glenn Graham stated he does not know but probably they will not.
- Councilor Benton stated he thought it was \$4 million. Glenn Graham stated that did not include right-of-way cost.
- Councilor Benton asked if this was going to be on a bond election.
- Mayor Morales stated no. That will be discussed in the next item.
- Councilor Bolf asked where the feeder entrance will come back into Bryan Road.
- Glenn Graham stated there is existing pavement that ties into the frontage road and they are taking advantage of the existing road and tying into it.
- Councilor Pena stated easements will be expensive. We need to build and maintain something good like this for the future. Whatever we need to do to make this thoroughfare work needs to be done.

This is a project we need to move on.

- John Maresh added that the next step in the process is to come back with a formal engineering services contract to Council.
- Mayor Morales stated with the acceleration of I-69 we will have to do something fairly quickly.
- No action was taken on the item.

5. **REVIEW AND DISCUSS CAPITAL IMPROVEMENT PLAN PRIORITIES FOR FY2015, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This Agenda item provides City Council the opportunity to review the status of the FY2014 Capital Improvement Projects, as well as staff's recommendation for the FY2015 Capital Improvements Projects.

Assistant City Manager of Public Services John Maresh will provide a brief description of each project. Executive Director of Administrative Services will provide the funding status of the proposed projects. Discussions may be held regarding the projects listed and recommendations made to finalize the FY2015 Capital Improvement Projects to be approved by City Council at a future meeting.

Key discussion points:

- Joyce Vasut, Executive Director of Administrative Services gave an overview of the item.
- **STATUS of FY2014 CIP**
- **GENERAL PROJECTS –Substantially Complete**
 - City Radio/Communication System Replacement
 - Parking Facilities in Downtown
 - Renovate Downtown Building
 - Replace 1995 Gradall
- **STREETS AND DRAINAGE PROJECTS – Substantially Complete**
 - Airport Avenue Project – Phase One
 - Bamore Road – Phase Three
 - Old Richmond Road Reconstruction
 - One-Way Pairs Project – Avenue H & Avenue I (TxDOT)
 - Spur 10 Extension to State Highway 36 (TxDOT)
- **Carry-Over to FY2015**
 - Bamore Road – Phase Four
 - Bryan Road
 - Drainage Improvements East of Lane Drive
 - Dry Creek Drainage Improvements
 - FM 2218 from US Highway 59 to State Highway 36 (TxDOT)
 - Seabourne Creek Drainage – Phase Three
 - Sidewalks – Replace/Removal of Existing
 - US Highway 59/I-69 Expansion from FM 762 to Spur 10 (TxDOT)
- **WATER AND WASTEWATER PROJECTS – Substantially Complete**
 - North Side Sanitary Sewer Improvements – Phase Nine
 - Terry High School Reclaimed Water Project
 - Water Plant No. 5 Improvements
- **Carry-Over to FY2015**
 - Alternate Water Project
 - Backup and Portable Generators for Utility System
 - FM 2977 Water Line Extension
 - Spacek Road Sewer Lift Station
 - Spacek Road Sewer Line Project
 - Utility Adjustments for US 59/I-69 Project (TxDOT)
 - Utility Extensions to serve FM 2218 Rosenberg Business Park
 - Utility Replacement/Relocation – Avenue H, Avenue I and Downtown
- **FY2015 CIP**
- **STREETS AND DRAINAGE PROJECTS**
- **Added for FY2015**
 - Airport Avenue – Phase Two
 - Road Extension and Drainage – Rosenberg Business Park – Phase I
 - Spacek Road Improvements – Phase II
 - Traffic Signal at Reading Road and Town Center Boulevard
 - Traffic Signal for Reading Road at Spacek Road

- **WATER AND WASTEWATER PROJECTS**
- **Added for FY2015**
 - FM 2977 Water Storage Tank (GRP)
 - Lift Station No. 11 Replacement
 - North Side Water Improvements – Phase Two
 - Sanitary Sewer Pipe Bursting Project
- **STREETS AND DRAINAGE PROJECTS**
 1. Airport Avenue – Phase Two
 2. Bamore Road – Phase Four
 3. Bryan Road
 4. Drainage Improvements East of Lane Drive
 5. Dry Creek Drainage Improvements
 6. FM 2218 from US Highway 59 to State Highway 36 (TxDOT)
 7. Road Extension & Drainage – Phase Three
 8. Seabourne Creek drainage – Phase Three
 9. Sidewalks – Replace/Removal of Existing
 10. Spacek Road Improvements – Phase II
 11. Traffic Signal at Reading Road and Town Center Boulevard
 12. Traffic Signal for Reading Road at Spacek Road
 13. US Highway 59/I-69 Expansion from FY 762 to Spur 10 (TxDOT)
- **WATER AND WASTEWATER PROJECTS**
 14. Alternate Water Project (GRP)
 15. Backup and Portable Generators for Utility System
 16. FM 2977 Water Line Extension (GRP)
 17. FM 2977 Water Storage Tank (GRP)
 18. Lift Station No. 11 Replacement
 19. North Side Water improvements – Phase Two
 20. Sanitary Sewer Pipe Bursting Project
 21. Spacek Road Sewer Lift Station
 22. Spacek Road Sewer Line
 23. Utility Adjustments for US 59/I-69 Project (TxDOT)
 24. Utility Extension to serve FM 2218 Rosenberg Business Park – Phase I
 25. Utility Replacement/Relocation for Avenue h, Avenue I & Downtown
- **PROJECT FUNDING – 25 Total Projects**
 - 11 Projects are completely funded by either the City or TxDOT.
 - 6 Projects are partially funded in FY2015 with the balance to be funded in phases after FY2015.
 - 4 Projects have some funding but the total project costs have not yet been determined.
 - 4 Projects need funding in FY2015:
 - Airport Avenue (Phase Two) - \$2,000,000
 - Bryan Road - \$4,000,000 to \$5,000,000
 - Traffic Signal for Reading Road and Brazos Town Center - \$115,375
 - Utility Replacement for Avenue H, Avenue I and Downtown - \$ 650,000

Questions/Comments:

- Councilor Euton asked if there was a bond election, would it be targeted for November 2014 or would that not be enough time for staff?
- Joyce Vasut stated if we did it in November we would have to start now. Next May 2015 would be better.
- Robert Gracia, City Manager stated one year would be realistic.
- Councilor Euton asked when US 59 will be ripped up by Bryan Road.
- John Maresh stated we don't have that schedule from the contractor. We know it is about a three year contract.
- Councilor Euton asked if we decided to do just Phase I of Bryan Road what kind of timeframe would that take. Would we be ready to break ground on Bryan Road before one year is up?
- John Maresh stated he does not know but we could work up a schedule with the engineers. The right-of-way acquisition will take the most time. If we move forward we could break ground before one year.
- Councilor Euton stated she would prefer the bond election but if it is something that needs to move immediately then she thinks these projects are important enough that we might need to do the Certificates of Obligation (COs).
- Councilor Pena agreed with Councilor Euton. These things need to move on. What is the problem

- with Bamore Road and why are we still there?
- John Maresh stated they are close to finishing. Their contract time is through July. They are finishing striping and it should be open for traffic within two weeks if weather permits.
 - Councilor Pena stated we need to expedite the projects we get, to show we are diligent in our efforts. Projects need to get completed once they are let. We need to move on all the projects presented.
 - Joyce Vasut stated staff has discussed Bamore Road and the reason it was broken up into phases was due to funding. When you break it down into four phases, it will drag it out. If we could keep Bryan Road in one phase it will help get those projects completed.
 - Councilor Pena stated this needs to be expedited because Bryan Road is so critical. Once the project starts we need to get it completed quickly to get the traffic flow back in it.
 - John Maresh stated when projects are broken into segments over a period of time then inflation and construction costs increase and it costs more in the long run.
 - Councilor Bolf concurred with the previous comments. She has had concern with projects dragging out three to four years and expressed concern with taking on so many projects in a year. We should do fewer projects and complete them.
 - Councilor Benton stated he agrees a lot of roads need to be redone but he supports a bond election over Certificates of Obligation. He prefers to use COs sparingly except for public safety items. He asked for clarification of the total cost of Bryan Road.
 - Joyce Vasut stated what was presented was \$6.69 million dollar construction project. That does not include engineering. It includes right-of-way but there could be additional costs. Under the mobility projects the County pays 50% of construction. The City is responsible for 50% of construction, all the engineering and acquisition costs.
 - Councilor McConathy stated she would prefer a bond election; however, if we need to move quickly upon some of these road projects such as Bryan Road she would favor the COs.
 - In reference to the Sidewalk Replacement and Removal of the Existing – when that became part of the Capital Improvement Project (CIP) list in prior years and when the funding was allocated for that as a priority, the intent was to address the problem sidewalks discussed earlier. She asked that we take into consideration the older parts of Rosenberg, particularly sidewalks in deplorable condition should be targeted first.
 - Joyce Vasut stated when the sidewalk project was brought up it was estimated it would cost approximately \$1.2 million dollars. We put \$250,000 in last year's budget and we are carrying that project over to 2015. What we have proposed so far does not add additional money; it is only to spend the \$250,000 that was already allocated last year.
 - Councilor Benton stated the more problematic areas were done. It is still bad on Avenue G, McArthur and San Jacinto Streets.
 - Mayor Morales stated because we didn't go through with a bond election some of these will require COs to get moving. Back to the Comprehensive Plan, we would know in the future more of what is needed to be done for a bond election versus being forced into a corner to do some of these things quickly; especially the intersection of FM 2218 and Bryan Road. He always thought that Spacek Road and in front of Oaks of Rosenberg on Bryan Road before the bridge going west, needed to be done first. Now, because of the acceleration of I-69 we are forced to move forward on the western end which is FM 2218 going back east. If we can do COs without a tax increase he thinks that is something we need to look at on the ones we need to move forward on. For the future, we need to identify long range projects to have a bond election for major projects. We will have to move on COs on some of these.
 - Joyce Vasut stated for clarification that Council is in agreement with the 25 items staff is recommending for the Capital Improvement for 2015 and that will be a resolution that adopts that as our CIP Program. That will help us move forward. When it comes to the funding we will take a closer look at that and look at timelines, when a bond election could be held and if we need the money before then, we will come back to staff on that portion of it.
 - Councilor Benton asked if we want to add traffic calming under General Streets and Drainage. Is there a place to put that or is that not necessary?
 - Joyce Vasut stated it depends on the dollar amount. All of these are a lot over \$100,000. We could include that in another part of the budget.
 - No action was taken on the item.

6. **REVIEW AND DISCUSS THE PROPOSED FY2015 BUDGET PRIORITIES, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: As part of the FY2015 Budget process, each department was asked to submit their needs, not including operational expenses, for FY2015. The needs were submitted as a capital request (over

\$100,000), a supplemental request (under \$100,000) or a personnel request. The majority of the items requested were identified during the strategic planning process.

Once the requests were compiled, City management (Department Directors) met and prioritized the requests. A listing of requests, as prioritized by management, has been included in the agenda packet for your review along with each individual request form, as submitted by the department.

This item has been placed on the Workshop Agenda to provide Councilmembers the opportunity to review the listing as prioritized by staff. Staff will be available to answer any questions.

The prioritized listing will be presented to City Council for consideration at a future regular City Council Meeting in the form of a Resolution. Once approval is received, City staff will determine the number of items that can be funded and included in the FY2015 proposed Budget.

Key discussion points:

- Joyce Vasut gave an overview of the item. Staff is asking for input from Council and approval on the FY2015 Budget Request list included in the agenda packet. As staff prepares the budget for presentation to Council, staff can include these items to the extent we can include them within our budget. Additional information regarding the item was provided as a handout to Council regarding Item 1 on the list.

FY2015 BUDGET REQUESTS

	<i>One Time</i>	<i>Recurring</i>
1. City-wide GIS System-Foundational Equipment & Software	\$70,742	10,000
2. GIS Technician Position & convert GIS Specialist to Administrator		67,702
3. Health Inspector (including vehicle, desk, supplies & computer)	25,000	61,315
4. Upgrade Security and Customer Service at City Hall Annex	55,000	
5. Building Maintenance Staff		44,364
6. Long-Term Disability Insurance – HR		29,471
7. In-Cell Video system – Police	36,000	
8. Light Equipment Operator – Public Works		34,391
9. Secretary II – Code Enforcement/Planning		41,124
10. One (1) Additional Police Officer (including equipment)	7,587	72,418
11. One (1) Communications Specialist		61,749
12. Annual Tree Trimming for Street ROW		60,000
13. “Baseline” Community Survey (statistically randomized)		15,000
14. Communications Personnel		60,389
15. CrossFit Fitness Program – Police	32,900	
16. Professional Standards/Compliance Officer – Fire (including vehicle)	48,000	110,289
17. Repairs to Fire Station No. 2	40,000	
18. Upgrade Records Management – Incode – Municipal Court	25,740	3,725
19. One (1) Communications Specialist		61,749
20. Improvements to CID office area – Police	25,000	
21. One (1) Additional Police Office (including equipment)	7,587	72,418
22. Community Liaison Sergeant (including equipment & office equip.)	12,687	84,328
23. Macario Garcia Park Restrooms	150,000	6,000
24. One (1) Communications Specialist		61,749
25. Sand Pro – Field Maintenance Utility Equipment – Parks	29,024	1,000
26. Shelving for Record Storage Room – City Secretary	50,000	
27. Landscape Trailer – Parks	8,042	
TOTALS	<u>\$623,309</u>	<u>\$959,181</u>

Total One-Time and Recurring Requests: \$1,582,490

Questions/Comments:

- **Q** - Councilor McConathy referenced the Strategic Planning Workshop and several departments talked about GIS within their departments. Item 1 – will this cover all the departments or one specific department?
- **A** – Joyce Vasut stated all departments. Angela Fritz, Executive Director of Information Services explained the item. System-Foundational Equipment & Software is getting our basic foundation in place to build a City system to which all the other systems can tie into. The first piece would be our Public Safety Systems through our Spillman interface which the Police Department purchased and is working on bringing up their module. In order to do that, we have to have the basic server

equipment and infra-structure we do not have. This request is a combination of items with some specific items – 2 portable GPS units that would be GIS specific in the field for collecting GIS data from the utility personnel when on calls. That piece is \$12,000. The rest is the foundational equipment for the network system.

- **Q** – Item 9 – Is that a combined position doing code enforcement and clerk position?
- **A** – Joyce Vasut stated yes, and to assist Travis Tanner.
- **Q** – Item 10 – that is really a request for a total of three police officers although the three were spread throughout the list--as well as the Communications Specialist.
- **A** – Staff decided to include those as individual positions and felt that would help in prioritizing and would help to get the staff sooner. If they asked for the entire dollar amount it would be more difficult to fund.
- **Q** – What rank is this salary estimate based on for the police officer positions?
- **A** – A Police Officer II and that is the median of that range with benefits. Dallis Warren, Police Chief confirmed that is the median range for a Police Officer II.
- **Q** – With the Communications Specialist as well as this position are we talking about supervisors or lower ranking?
- **A** – These are entry level positions. Many of our entry level officers come to us with experience.
- **Q** – Is the Code Enforcement Secretary II entry level someone with experience and certifications?
- **A** – It is not entry level. It is a little above entry level.
- **Q** – Item 6 – did this long term disability quote come from Burke Sunday and does that cover all employees?
- **A** – Yes, all full time employees.
- **Q** – Item 16 – what rank is this position going to be?
- **A** – Wade Goates stated it is one that we previously had but the rank would be a Battalion Chief, the Shift Commander. That is mid-range for that position. That is a training officer and a help with compliance with state regulations with the Fire Department.
- **Q** – Item 22 – Will this be the Public Information Officer for the Police Department?
- **A** – Dallis Warren stated this will be a combined position that will oversee all of our community policing operations. They will work with the Crime Prevention Officers and handle social media.
- **Q** – Item 23 – When we did the Sunset and Travis Park restrooms they were a lot less. Where did this estimate come from?
- **A** – Darren McCarthy, Parks and Recreation Director explained those restrooms were completed in 2010. These are updated estimates which includes demolition of the current restrooms. This is to upgrade them like the restrooms at the other parks.
- **Q** - Councilor Benton – Item 13 – What is the Baseline Community Survey?
- **A** – Angela Fritz stated there is a need to sample the community and see what the community wants and desires and their level of satisfaction with basic services provided. This proposal is through International City Managers Association (ICMA). They partner with a public policy group to commission a national citizen's survey utilized across the U.S. It is a package we can customize and it would create some baselines we could touch back on at regular intervals every 3 to 5 years. It is a randomized survey and we are going out into the community that may not realize they are a part of Rosenberg. This is representative of the community as a whole. Their staff completes that and we get data back to look at. This can give us customer satisfaction levels and look at our performance indicators.
- **Q** – Item 26 – shelving for \$50,000. He has concern about the item.
- **A** – Joyce Vasut stated it is way down the list but her thought is that we will do the facilities assessment and this would be covered through that assessment.
- **Q** – We are spending approximately \$70,000 annually on street sweeping and it seems it would be beneficial to look into the cost of purchasing a street sweeper and amortizing it out. Would this be the right opportunity for that?
- **A** – We would have to figure out how that would fit into the budget. This has been looked at previously. We would have to look at that again.
- Mayor Morales stated a presentation was done on that. We also have to look at the operator and that cost.
- Councilor Bolf stated she would like to see the Macario Garcia Park restroom moved up on the list.
- **Q** – Item 14 – asked what this position would be.
- **A** – Angela Fritz stated it would be added personnel for the Communications Department to be a backup to learn and train and take the day to day activities of the department so she could focus on some of the bigger issues.
- **Q** – Councilor Pena asked for detail on Item 4.

- **A** – Tonya Palmer, Building Official stated we do not have a code compliant or secure facility for our employees. We know this is a temporary fix but it is one we need to invest in the building. This would give us the necessary things we need to be there for a few years. This estimate is from last year and it only includes the front door, lobby area and front counter space.
- Councilor Pena stated the facility is a “piece meal” and we have developers coming there to do business in the City. He thinks the number is low compared to what needs to be done in that facility. There is not a good layout facility or space.
- Travis Tanner, Executive Director of Community Development stated staff is trying to be conservative with the number and not spend too much on it with the realization that in the future we will outgrow the facility and have the need to centralize. This amount would make it code compliant and if someone else takes over that facility they would have to meet those anyway.
- Councilor Pena stated we have already outgrown the facility. If you are going to put anything into it we should spend some money to bring it up to code and do a good job to make it look professional.
- **Q** – Councilor Euton asked staff if they think all of these can be accomplished or will staff look at them to see where you will draw the line?
- **A** – Joyce Vasut stated that is correct. Staff was looking for approval on the list so as staff prepares the budget we can look at our revenues and tax rate and determine how much we can afford in the budget. This is the order the department directors prioritized it.
- **Q** – Mayor Morales asked if the Comprehensive Plan was going to address facilities.
- **A** – Travis Tanner said yes, to an extent. It will look at staffing needs in development services, planning, code enforcement, etc. The facilities assessment will look at it in greater detail. That is something that would have been within the scope.
- The general consensus of Council was to approve the list as long as it fits into the budget without an increase.
- Mayor Morales stated the street sweeper will be discussed in the budget process.
- No action was taken on the item.

7. **REVIEW AND DISCUSS ROSENBERG CIVIC CENTER USAGE, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

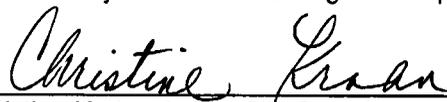
Executive Summary: This Agenda item was initially presented at the April 15, 2014, City Council meeting. At that time, staff was directed to research complimentary use of municipal facilities in other cities. Staff will make a presentation on municipal facility use policies in comparable cities for City Council's review and discussion.

Key discussion points:

- Carolyn Kagy, Civic Center Manager made a presentation on the item.
- Council discussed the “complimentary usage” of the Civic Center and the possibility of adding Home Owner Associations to the complimentary usage list.
- The Civic Center has been setup with their own budget to allow tracking of the costs associated with the Civic Center. At this time, the City subsidizes the Civic Center \$400,000 annually.
- After a lengthy discussion, staff was directed to devise a fair policy for all users. The entire policy will be revisited after the budget year and after the numbers from the Civic Center are compared with a full year of its own budget.
- No action was taken on the item.

8. **ADJOURNMENT.**

There being no further business Mayor Morales adjourned the meeting at 9:17 p.m.



 Christine Krahn, Acting City Secretary