

CITY OF ROSENBERG

CITY COUNCIL WORKSHOP MEETING MINUTES

On this the 9th day of August, 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
Dwayne Grigar	Councilor, District 3
Amanda Bolf	Councilor, District 4

STAFF PRESENT

John Maresh	Assistant City Manager of Public Services
Linda Cernosek	City Secretary
Joyce Vasut	Executive Director of Administrative Services
Jeff Trinker	Executive Director of Support Services
Travis Tanner	Executive Director of Community Development
Angela Fritz	Executive Director of Information Services
Tonya Palmer	Building Official
Karl Zwahr	Utilities Director
Lisa Olmeda	Human Resources Director
Randall Malik	Economic Development Director
Luis Garza	Finance Supervisor
Maritza Salazar	Budget Analyst
Wade Goates	Fire Chief
Tracie Dunn	Assistant Police Chief
Kaye Supak	Executive Assistant

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 8:30 a.m.

AGENDA

- REVIEW AND DISCUSS FISCAL YEAR 2014-2015 BUDGET AS SUBMITTED BY THE CITY MANAGER ON JULY 22, 2014, PURSUANT TO ROSENBERG CITY CHARTER, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Key discussion points:

- Joyce Vasut, Executive Director of Administrative Services gave the General Fund Overview.
- ***Human Resources*** - There is a small decrease in health insurance.
- ***City Manager*** – salary and wages decreased due to transfer of a position to Economic Development.
- ***Economic Development*** – consists of Economic Development Director, Assistant Economic Development Director and the transfer from the City Manager's office to Economic Development as secretarial support.
- ***City Secretary*** – budget notes included an addition of \$4,800 for City Secretary's car allowance.
- ***Municipal Court*** – generates more income than needed to administer program.

- **City Attorney** – legal outside is separate into one department. It was reduced \$100,000 and \$50,000 put into the next budget item.
- The General Government budget notes were reviewed as included in the agenda packet.
- Department heads provided a brief overview of departmental budgets.
- **Building Maintenance Division** - Jeff Trinker, Executive Director of Support Services provided the budget for the Building Maintenance Division. FY2015 is the first year for a dedicated Building Maintenance Division.

Mayor Morales adjourned the meeting for a break at 9:11 a.m. and reconvened the meeting at 9:25 a.m.

- **Planning Department** – Travis Tanner, Executive Director of Community Development presented the budget for the Planning Department. Another GIS technician is needed to complete the mapping.
- **Code Enforcement** – Tonya Palmer, Building Official presented the budget for Code Enforcement.
 - Q: Has Saturday Code Enforcement been considered?
 - A: Staff can look at it again but in years past when there was Saturday coverage it was not very effective. It cannot be done with the current staff we have.
 - Q: Do you have the resources needed to get the job done?
 - A: Absolutely not.
 - Q: What is done with the bandit signs that are picked up?
 - A: Staff throws them away.
 - Q: Do we have on-line scheduling?
 - A: We are behind other cities and we are working with IT to find the best software.
 - Q: Will that goal be accomplished during this fiscal year?
 - A: No.
- The general consensus of Council was to help to provide what is needed to enhance technology for the department with the rapid growth we are experiencing.
- **Health** – currently we have only one health inspector. Another position is be reinstated. That position has not been filled at this time.
- **Communications** – Angela Fritz, Executive Director of Information Services presented the budget for the Communications Department.
 - Q: Are the surveys going out into the community?
 - A: Most communities do a randomized survey to get representation from all citizens. There are two parts; one is randomized and selected and the other is posted on the website for anyone to respond to. The survey we are buying is a basic survey with very general questions regarding services provided for cities.
- **Parks and Recreation** – Darren McCarthy, Parks and Recreation Director presented the departmental budget for Parks and Recreation. The Christmas Event will be a three day event this year with funding out of HOT taxes. Three day long events can be funded out of HOT taxes. Special one day events such as July 4th come from the General Fund. The gazebo will be decorated but there will not be a Gazebo lighting. We will get a large tree and do the tree lighting ceremony downtown. Santa Claus will be downtown on Saturday.
- **Police** – Tracie Dunn, Assistant Police Chief presented the departmental budget.
 - Q: How many new positions will this budget add to the Police Department?
 - A: Three Communications Specialists and one Police Officer.
- **Animal Control** – Jackie Jurasek, Animal Control Officer presented the departmental budget.
 - Q: What are the educational programs?
 - A: Programs regarding bite prevention and responsible pet ownership.
- **Fire** – Wade Goates, Fire Chief presented the departmental budget.
 - Q: What is the required ISO time?
 - A: The national standard is around 4.25 -4.5 minutes. It would be great if we could average 5 minutes.
 - Q: Do we expect those numbers to go down with the opening of Fire Station No. 3?
 - A: Yes.
- **Fire Marshal** – Wade Goates, Fire Chief presented the departmental budget for the Fire Marshal.
 - Q: We had one inspector and we have three fire inspector positions.
 - Q: Are the three property inspectors strictly for rental inspections?
 - A: They also do fire inspections and aide the incident safety officer. They are there to investigate fires.
- **Public Works** – John Maresh, Assistant City Manager of Public Services presented the budget notes for Public Works.
 - Q: How do we want to address the street sweeping?
 - A: Staff tried to address as many of the budget items as possible. The street sweeper is not in there. We would have to make an adjustment.

- After discussion, the general consensus of Council was to reconsider the street sweeper and go with a contract for street sweeping services.

LUNCH BREAK – Mayor Morales adjourned the meeting for a lunch break at 11:32 a.m.

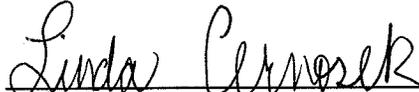
RECONVENE – Mayor Morales reconvened the meeting at 12:15 p.m.

- **Special Revenue Funds Overview** – The RCC employees and positions were removed from this fund. It will make this fund more closely account for what it is actually paying for. This fund transfers money into the Christmas event and Rosenberg Civic and Convention Center funds to help support the Rosenberg Civic and Convention Center.
- **Municipal Court Funds** – Joyce Vasut presented the Municipal Court Funds. Revenue comes from the fines people pay.
 - Q: Could the kiosk be funded by this fund?
 - A: Expenses related to the kiosk are out of the Municipal Court Fund.
 - Q: Is the \$4,500 for equipment for a year for the kiosk?
 - A: Yes. There are also monthly fees for customer service. It will probably be \$9,000 to \$10,000 recurring cost per year.
- **Beautification Fund** – Jeff Trinker presented the fund. This fund provides for “Keep Rosenberg Beautiful”. Republic Services provides \$2,000 per month to fund beautification efforts in the City.
- **Law Enforcement Fund** – Tracie Dunn presented the fund. The Sheriff’s Office has a grant for two helicopters and they have asked the City to help with funding 2,000 gallons of fuel. This may turn into a task force for narcotics.
- **CDBG** – Joyce Vasut presented the fund.
 - Q: Do we put in any City funds with this for the north side replacement of the lines?
 - A: There is usually a match to cover the engineering.
- **Police Asset Forfeiture** – Tracie Dunn presented the fund.
 - Q: Does the maintenance for the Mercedes van come out of this fund?
 - A: It comes out of the police department budget.
- **Park Land Dedication Fund** –Darren McCarthy presented the fund. These funds are collected from developers in lieu of land and the funds must be spent in five years.
- **Juvenile Case Manager Fund** – Joyce Vasut presented the fund. This fund reimburses a portion of the Juvenile Case Manager’s salary.
- **Child Safety Fund** – Joyce Vasut presented the fund. These funds are for the street striping around the school zones and for child safety programs.
 - Q: Are the mobile radar trailers funded out of this?
 - A: Yes, if they are used around the schools.
- **Municipal Court Building Security Fund** – Joyce Vasut presented the fund. This fund includes the reimbursement to the General fund for a portion of the Bailiff/Warrant Officer position.
 - Q: Do we have working metal detectors?
 - A: No, it does not work. It would take three people to work it.
- **MUD Fire Services Fund** – Wade Goates presented the fund. These funds are from the fire service agreements we have with the MUDs.
- **Police Federal Forfeiture** – Tracie Dunn presented the fund. The \$12,000 is for machinery and equipment to purchase SWAT equipment.
- **PEG Capital Fund** – Angela Fritz presented the fund. This fund is used for capital improvements to the Council Chamber with audio system upgrades, improved presentation displays and other items. PEG funds will also be utilized to purchase weather station equipment to provide a direct feed for the municipal channel with live weather data.
- **Fire Station No. 3 Operating Fund** – Wade Goates presented the fund.
 - Q: Is the \$22,000 for the POA fee?
 - A: This is required to be put in the budget each year according to the contract.
 - The general consensus of Council was to not fund the \$22,000 for the POA fee.
- **Enterprise Fund Overview** – Joyce Vasut presented the fund and presented a pie chart.
 - Q: Will the Customer Service drive through window be reopened?
 - A: No. Our plan is to buy the kiosk that could take payments for Customer Service, Police Department and Municipal Court. The kiosk will be located at the drive through.
- **Water/Wastewater Production** – John Maresh presented the fund. Water well at plant #2 has been plugged and abandoned. One remaining well is still operational and will stay in service until it is no longer cost effective. Then it will be plugged and abandoned.

- **Water Distribution** – John Maresh read the Budget Notes as provided in the budget book.
Q: Has Siemens replaced all the water meters in the City?
A: Yes. Meter reading staff was cut by three people. We would like to add one of those positions back due to the growth in the City for measurement and verification per the contract.
Q: Is the entire City done in one year?
A: It is best to do about one-fourth of the system per year and after a four year term the entire City is covered.
- **Water and Wastewater Collection and Reclaimed Water** – John Maresh presented the funds. There are no significant changes.
- **Civic Center** – Carolyn Kagy, Civic Center Manager presented the fund and reviewed the budget notes.
Q: Do we track the gazebo rental separately?
A: This goes under Parks and Recreation Department.
Q: What are Other Professional Services?
A: That includes fire inspection services and irrigation system inspections.
- **Internal Service Funds Overview** – Joyce Vasut presented the overview.
- **Insurance Fund** – pays the insurance for employees.
- **Fleet Replacement Fund** – Jeff Trinker presented the fund. This fund is used for fleet replacement.
Q: Do we anticipate the replacement of more than six vehicles?
A: In future years yes. Typically the Police Department vehicles get the most years and are replaced in shorter years.
- **Technology Fund** – James Lewis, Information Services Director presented the fund.
Q: Why the increase in the dues and subscriptions?
A: That was for training and communication strategy.
- **Rosenberg Development Corporation (RDC)** – Randall Malik, Economic Development Director presented the fund.

2. **ADJOURNMENT.**

There being no further business Mayor Morales adjourned the meeting at 2:10 p.m.



 Linda Cernosek, TRMC, City Secretary