

CITY OF ROSENBERG

CITY COUNCIL WORKSHOP MEETING MINUTES

On this the 25th day of November, 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 Barta	Councilor, District 4

STAFF PRESENT

Robert Gracia	City Manager
Scott M. Tschirhart	City Attorney
Christine Krahn	Acting City Secretary
John Maresh	Assistant City Manager of Public Services
Jeff Trinker	Executive Director of Support Services
Joyce Vasut	Executive Director of Administrative Services
Travis Tanner	Executive Director of Community Development
Tonya Palmer	Building Official
Karl Zwahr	Utilities Superintendent
James Lewis	Director of Technology
Dallis Warren	Police Chief
Wade Goates	Fire Chief
Daryl Himly	Assistant Fire Chief
Angela Fritz	Executive Director of Information Services
James Lewis	Information Services Manager
Carolyn Kagy	Civic Center Manager
Darren McCarthy	Parks and Recreation Director
Randall Malik	Economic Development Director
Jeremy Heath	Assistant Economic Development Director
Lisa Olmeda	Human Resources Director
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 7:20 p.m.

AGENDA

1. REVIEW AND DISCUSS A FACILITIES MASTER PLAN PROJECT UPDATE FROM PAUL BONNETTE OF PGAL AND THE PROPOSED CREATION OF A BLUE RIBBON TASK FORCE FOR FACILITIES, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.

Executive Summary: Paul Bonnette of PGAL will provide a project update on the Rosenberg Facilities Master Plan study. Staff will also review and discuss the potential creation of a Blue Ribbon Task Force for Facilities and receive City Council direction regarding said Task Force.

Key discussion points:

- Paul Bonnette and Jeff Gerber with PGAL were present to update Council on the Facilities Master Plan Project. They reviewed fifteen (15) buildings, met with each department and representatives of the staff to discuss their future facilities needs. They plan to develop scenarios on how the buildings can be utilized and develop budgets for each scenario.
- Paul Bonnette gave a PowerPoint depicting the future growth of Rosenberg and stressed the importance of the City allowing for future growth. He showed the various facilities locations and the primary maintenance and space issues.
- The following facilities were discussed:
- City Hall was built in 1980 – 16,710 square feet – several ADA issues; inadequate space; HVAC distribution inadequate.
- City Hall Annex built in 1980 - 3,840 square feet – former church purchased by the City to office staff; has structural issues with slab; parking lot has cracks; cracking in brick, etc.; does not meet ADA requirements; lack of storage space; break room has two different types of flooring; conference room holds the plotter. Most of work spaces are cubicles. The HVAC system was not moved when the walls were moved; no hot water in building.
- Civic Center built in 2000 – 17,000 square feet. Some room for growth around the Civic Center. Houses the Civic Center functions and parks. The sealant needs to be replaced in all joints in the building; some evidence of water infiltration in the front storage closet. Minor roof leaks that have been repaired. The customer service area only accommodates one person at a time.
- Fire Administration Building (leased building) – under 3,000 square feet. Space is not adequate for function. Front entrance does not meet ADA requirements. Not a good long term facility for City.
- Fire Station #1 – built in 1951. Parking is an issue; bays do not accommodate the latest fire apparatus; exterior of building has cosmetic issues; one restroom on the second floor-does not meet ADA requirements; storage is an issue.
- Fire Station #2 – 10,936 square foot – built in 2002. Fueling station in the rear of the building; (single story building). Beginning to show signs of general maintenance: minor cracking in slab; minor roof repair needed. Some water damage to ceiling tiles due to prior HVAC issues. One room had some evidence of mildew in ceiling tile. Women's restroom is being used for storage.
- Fire Station #3 – 8400 square feet – built in 2013. Has emergency generator, adequate office space. Building in very good condition.
- Fleet Maintenance Facility – 4,000 square foot – not sure what year it was built. Has 4 bays and a fueling station in rear. Streets Department is also located nearby. Bays are not adequate to service fire department vehicles; floors are concrete, but need to be resurfaced. Has an emergency generator and one bay has a pit. Not enough parking for staff, so they park near the fueling station which is dangerous; restroom does not meet ADA requirements.
- Street Facility – built sometime in the 1930's – 6,000 square feet. Some damage to exterior of the metal siding of building. Contains sign shop/street dept office/break area. The one restroom is in very poor condition and does not meet ADA requirements. No outside parking area.
- Parks Department – 12,650 square feet – built around 1950's. Former recreational area and National Guard Building. Large indoor area for equipment; houses City record storage; minor repairs need to be made to building.
- Police Department – 15,000 square feet – built in 1995. Building being utilized at capacity. Minor cosmetic issues

- Utilities Waste Water Plant 1A – shops building behind the building. Office is on other side of a high velocity chlorine pump and there is a safety concern. Building is being used beyond capacity-no office space. A lot of expensive equipment stored in building and concerned about security of equipment. Shops Area-not good for record storage.
- Waste Water Plant 2 – 1200 square feet – built in 1972. Concrete and brick structure. Cosmetic issues-there is some unutilized storage space. Restrooms do not meet ADA requirements. There are some office and lab spaces in this building.
- Water Plant 3 – small building 830 square feet – Grunwald Heights Boulevard; some office space within this building; fair condition.
- Water Plant 4 – small building – equipment and pumps stored in building; fair condition.
- City departments are spread out and inefficient with fueling stations, etc.
- Modifications have been made to facilities without making changes to HVAC system, etc.
- Perception to outside visitors is not attractive to attracting new businesses, etc.
- Records are being held in insecure areas.
- As City expands to south and west, new fire facilities will be needed to accommodate those areas.
- A Blue Ribbon Committee will need to be formed; budgets will need to be developed.
- Councilor Euton asked about when the trigger is to comply to the Americans with Disabilities Act (ADA) requirements? Paul Bonnette answered the ADA requirements are triggered on an old or existing building when improvements or renovations to a building are done.
- Councilor Pena stated everyone noticed these buildings were in bad shape. The records storage space will probably not withstand bad weather. Are the fire stations classified as "hardened" areas? Does the Police Station meet that requirement? We obviously need some decent facilities to solve some of these issues. I hope the Blue Ribbon Task Force for Facilities will keep in mind the growth and also the expanded personnel that will come with the growth.
- Councilor Grigar was surprised there is no hot water at several of the facilities. When do these general maintenance issues need to be addressed? It is good we are starting to get a plan in place.
- Jeff Trinker explained there was never a designated person and recently a Building Maintenance person has been hired to be more proactive rather than reactive. We will hire a second person to assist him. We will not be able to fix decades of neglected maintenance issues overnight.
- Councilor Barta stated she cannot believe the lack of maintenance over the years that should have been done thirty years ago.
- Robert Gracia stated he selected the Blue Ribbon Task Force from previous applications and a varied list. All of the recommended people are willing to be on the task force.
- Councilor Benton asked if the Comprehensive Plan Study is the same study as the Facilities Master Plan Study, which is a separate study. He expressed concern with the records, the fire administration being in a leased building; the mildew, centralization of facilities, concern with not advertising for committee.
- Robert Gracia was looking at the efficiency of appointing the Blue Ribbon Task Force, and if Council wants to appoint another person, they can serve. Robert Gracia asked that Council appoint the proposed list of members and Council can add additional members.
- Councilor McConathy stated enough has been said about the perception of the public as they come into the facilities and the type of services we can provide. I am excited we are doing some short term of the building maintenance and growing into some newer facilities. With the anticipated growth, we need to think long range. Fire Station 4 will be a Capital Improvement Project (CIP) item to accommodate the high winds, and Emergency Operations Center (EOC), and records storage.
- Mayor Morales stated what we were shown tonight is what presently exists. In the short time frame, we may need to add a portable building(s). The long term solutions will be Fire Station No. 4 and a new City Hall.
- Jeff Trinker stated there are long term issues and a gap that we will need to address in the facility issues.
- Mayor Morales suggested that Council appoint the recommended people tonight and if someone else is willing to serve, Council can then appoint additional interested people. The Mayor

suggested not going over 10-15 people on the Task Force.

- The directive to staff was to appoint the following members to the Blue Ribbon Task Force for Facilities (other applicants approved by Council can be added at a later date): Dan Ives; James Urbish; Pete Pavlovsky; Teresa Bailey; Lupe Uresti; Lisa Wallingford; Robert Wolter; Christy Hawkins; Ted Garcia; C.T. Foster; and Mable Buford. Any additional recommendations will be brought back for Council's approval.

2. **REVIEW AND DISCUSS RIGHT-OF-WAY ROUGH CUT, FINISH CUT, OPEN ACREAGE AND WASTEWATER TREATMENT PLANT MOWING CONTRACT, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This item has been placed on the Workshop Agenda to offer City Council the opportunity to discuss the Right-of-Way Rough Cut, Finish Cut, Open Acreage and Wastewater Treatment Plant Mowing Contract (Contract). A copy of the current Contract and Technical Specifications was included in the packet. Staff has also prepared an updated Right-of-Way Mowing Location List. The open acreage areas that are currently included in the hay production lease are not included on the list.

The Contract was initially awarded to Bio Landscape & Maintenance, Inc., on February 05, 2013, for a one (1) year term with the option to renew for two (2) additional one (1) year terms. The first one-year Contract extension was approved by City Council on December 17, 2013, and will expire on March 01, 2015. Therefore, the Contract has one (1) remaining, one (1) year option to renew at the discretion of the City. This particular Contractor has provided these mowing services to the City since November 01, 2010, and has performed in an acceptable manner. At this time, staff is recommending the Contract term be extended for the second one (1) year option, effective March 01, 2015, through March 01, 2016.

Key discussion points:

- John Maresh, Assistant City Manager of Public Services read the Executive Summary.
- The general consensus of Council was to move forward with the extension on the contract.
- Scott Tschirhart, City Attorney stated if Council renews the contract extension to renew it with the addition of the contract rider.
- John Maresh stated it will be brought back to Council at the December 16, 2014 Council Meeting with the rider and will be approved at that time.
- No action was taken on the item.

3. **REVIEW AND DISCUSS THE FY2015 STREET SWEEPING CONTRACT, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: This item has been included to offer City Council an opportunity to discuss the 2015 Street Sweeping Contract. Per the FY2015 budget approval process, staff has prepared a base street sweeping list, which is the list approved by City Council in 2014 for the onetime per month sweeping service. An alternate list of streets for areas that generate large amounts of leaves during the fall and winter months has also been prepared. If approved, these streets would receive an additional street sweeping cycle to help minimize the leaf accumulations. This would typically occur during the months of November through January, with an option for February as determined by the City.

Staff recommends obtaining bids for the monthly street sweeping services as described above for a one (1) year term. The bid proposal would be placed on a future City Council meeting Agenda for consideration and award.

Key discussion points:

- How long does it typically take the street sweeper to sweep the entire City? Typically, two weeks.
- It was recommended to give the second street sweep as an alternate bid option.
- Council recommended a quality job with possibly one sweeper passing after the other.
- What is the solution for the compression area such as on Avenue G where the street is higher than the gutter? John Maresh answered the asphalt on the street would have to be milled down and redone. The older curbs may be rolling back also and may need to be recurbed.
- This item will be brought back to Council.

- No action was taken on the item.

4. **REVIEW AND DISCUSS PROPOSED EMERGENCY SERVICES DISTRICTS, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: There are two (2) proposed Emergency Services Districts (ESD) that are planned for areas south and west of Rosenberg. The Emergency Services Districts will impact the City's Extraterritorial Jurisdiction in these areas by creating a taxing entity. This taxing entity could affect future annexation considerations. In the near future, City Council will be asked to take action on a request to allow these two (2) Emergency Services Districts to form. A map of proposed Emergency Services District Nos. 6 and 8 were included with the agenda packet.

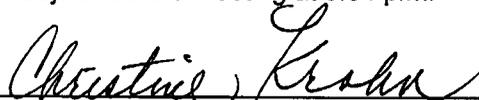
Staff would like to take this opportunity to have an open discussion with City Council on the proposed Emergency Services Districts and receive direction as necessary.

Key discussion points:

- Wade Goates, Fire Chief, explained the Emergency Service District (ESD) No. 6 is Pleak.
- The ESD Nos. 6 and 8 lies within the ETJ City limits of Rosenberg also.
- This will be on the Fort Bend County's ballot for May 2015.
- Staff supports the proposed ESD's, but it is ultimately Council's decision.
- There are 100 petitioners that have to sign the petition that they are willing to pay the extra charge to form the ESD.
- If the election to form these ESD's passes in May, 2015, five (5) members are appointed by the Commissioner's Court and those five members are charged with setting up the ESD and how the funding mechanisms will work. An ESD could annex property.
- Emergency Service District (ESD) No. 8 was formed as a separate ESD after the last election. It was originally a part of ESD No. 6. Wade Goates showed the location on the map.
- Council's consensus was to move forward.
- No action was taken on the item.

5. **ADJOURNMENT.**

There being no further business, Mayor Morales adjourned the meeting at 9:04 p.m.



Christine Krahn, Acting City Secretary