

CITY OF ROSENBERG

WORKSHOP CITY COUNCIL MEETING MINUTES

On this the 6th day of August, 2016, the City Council of the City of Rosenberg, Fort Bend County, Texas, met in a Workshop Session, in the Rosenberg City Hall Council Chamber, located at 2110 4th Street, Rosenberg, Texas.

Present: William Benton, Councilor at Large, Position 1
Amanda J. Barta, Councilor at Large, Position 2
Jimmie J. Pena, Councilor, District 1
Susan Euton, Councilor, District 2
Alice Jozwiak, Councilor, District 3

Absent: Cynthia A. McConathy, Mayor
Lynn Moses, Councilor, District 4

Staff Present: John Maresh, Interim City Manager
Joyce Vasut, Executive Director of Administrative Services
Linda Cernosek, City Secretary
Travis Tanner, Executive Director of Community Development
Tonya Palmer, Building Official
Lori Remington, Human Resources Director
Dallis Warren, Police Chief
Steven Trevino, Interim Director of Technology
Michael Patterson, Building Maintenance Manager
Wade Goates, Fire Chief
Angelia Hayes, Court Administrator
Darren McCarthy, Parks and Recreation Director
Randall Malik, Economic Development Director
Barbara Smolik, Administrative Assistant - Fire Department
Renee McAnally, Interim Animal Control Supervisor
Jenny Pavlovich, Communications Manager
Luis Garza, Finance Manager
Daniel Kelleher, Main Street Manager
Carolyn Kagy, Civic Center Manager
Val Martinez, Fleet Manager
Danyel Swint, Executive Assistant
Lori Dresner, Fiscal Services Coordinator
Nicole Emidy, Police Officer
Cody Carr, Police Officer
Justin Jurek, Fire Marshal

Call to order: City Hall Council Chamber
Mayor Pro Tem Pena called the meeting to order at 8:06 a.m.

AGENDA

1. Review and discuss the 2016 certified values and effective tax rate, and take action as necessary to direct staff.

EXECUTIVE SUMMARY

This Agenda item will provide City Council an opportunity to discuss the City's proposed 2016 tax rate for FY2017. Staff will present information regarding the effective tax rate, the rollback rate and the proposed tax rate.

KEY DISCUSSION POINTS

- Joyce Vasut explained the following:
- Debt Rate - The portion of the total tax rate used to generate revenues for the Debt Service Fund to pay

existing debt obligations including principal and interest. The Debt Rate is a calculation. Council does not set the debt rate.

• **Required Debt Service less "Other Sources"**

- **2016 Total Taxable Value x \$100**
 - Required Debt Service is based on current debt plus future debt issues in FY2017
 - "Other Sources" includes transfers from the Water/Wastewater Fund, RDC and the Civic Center Fund to cover 100% of their debt obligations.
 - **\$8,095,966 - \$3,253,373 = \$0.214338**
 - **\$2,259,321,753 x \$100**
- Maintenance and Operating Rate (M & O Rate) - The portion of the total tax rate used to generate revenues for General Fund maintenance and operating costs.
- Total Tax Rate - The total of the Debt Rate and M&O rate. Effective tax rate is calculated on the total rate.
- Effective Tax Rate (ETR) - The Texas Constitution and the Tax Code require local taxing units to make tax payers aware of tax rate proposals known as "Truth-In-Taxation" and requires cities to calculate the Effective Tax Rate (ETR).
- The ETR will generate the same amount of tax revenue on the same properties that existed the previous year.
 - **Adjusted 2015 Tax Revenues**
 - 2016 Adjusted Taxable Value x \$100
 - **\$9,576,380**
 - **\$2,168,603,638 x \$100 = \$0.441591**
- 2016 Tax Rate Analysis:
 - Effective Tax Rate \$0.441591 - The ETR is the tax rate that will generate the same amount of property tax revenue on the same properties that existed in the previous year.
 - Adopting the effective tax rate is not feasible since Sales Tax decreased by nearly \$600,000.
 - Reduction of \$402,015 in the Proposed Budget would be required to adopt the ETR.
 - Provides for no additional positions
 - Target Proposed Rate \$0.450000
 - The Target Rate for the Proposed Budget was based on values received on 7/22/2016 from the Central Appraisal District. When the Proposed Budget was presented, a \$0.45 tax rate would have generated enough revenue to fund the Proposed Budget.
 - Reduction of \$212,028 in the Proposed Budget would be required for a tax rate of \$0.45.
 - Provides for no additional positions.
 - Proposed Budget \$0.459385
 - Although the Proposed Budget was targeting a tax rate of \$0.45, there were significant decreases in the values received from CAD causing the calculated rate to fund the proposed budget to increase. From July 20 to July 29, 35% of value under review was lost. The proposed budget, as presented, would require a tax rate of \$0.459385.
 - Current Tax Rate \$0.470000
 - The Current Tax Rate for 2015 is \$0.47. Adopting the current tax rate for tax year 2016 would allow funding for the proposed budget plus the addition of three police officers.
 - Roll Back Rate \$0.503806
 - The Rollback Rate is the tax rate that would be needed to raise the same amount of M&O taxes that the taxing unit levied in the prior year plus eight percent. If a taxing unit adopts a tax rate that exceeds the rollback tax rate, voters in the taxing unit may petition for an election on the tax increase.
- The Tax Rate History was presented by Joyce Vasut showed a graph with the comparisons of the 2006 Tax Rate of \$0.555 to the present 2016 Tax Rate of \$0.470.
- Joyce Vasut presented the question of whether or not the City should reduce the Tax Rate. She shared the following statistics:
 - Sales tax has continued to fall since June 2015.
 - \$600,000 less sales tax in 2016 than 2015.
 - The City of Rosenberg is growing and providing services to more people with limited resources.
 - Numerous infrastructure needs including streets, drainage, sidewalks, parks and facilities.
- Joyce Vasut shared a Tax Rate Comparison with Cities with a population between 30,000 and 40,000. Rosenberg is the second lowest Tax Rate of \$0.470 in this comparison:
 - Copperas Cove - \$0.798
 - Deer Park - \$0.714
 - Farmers Branch - \$0.602
 - Friendswood - \$0.569
 - Hurst - \$0.611
 - Kyle - \$0.585
 - La Porte - \$0.710
 - Little Elm - \$0.662
 - Nacogdoches - \$0.568
 - Schertz - \$0.491
 - Sherman - \$0.372
 - Texarkana - \$0.669
 - Weslaco - \$0.677
 - Waxahachie - \$0.680

2. Review and discuss Fiscal Year 2016-2017 Budget as submitted by the Interim City Manager on July 26, 2016, pursuant to Rosenberg City Charter, and take action as necessary to direct staff.

EXECUTIVE SUMMARY

This Agenda item provides an opportunity for the City Council to discuss the FY2017 Proposed Budget and make recommendations to staff.

KEY DISCUSSION POINTS

- Joyce Vasut gave an overview of the divisions of the 2016-2017 General Fund Budget.
 - General Fund Resources:
 - Property Taxes - 20%
 - Sales Taxes - 42%
 - Franchise Taxes - 7%
 - Licenses & Permits - 3%
 - Fees & Fines - 17%
 - Transfers - 6%
 - Other Revenue - 5%
 - Expenditures by Division:
 - Community Development - 10%
 - Public Works - 24%
 - Public Safety - 49%
 - General Government - 17%
 - Expenditures by Function:
 - Personnel and Benefits - 63%
 - Operations - 30%
 - Capital Projects - 3%
 - Debt Service - 4%
- Joyce Vasut introduced and discussed the Budget Expenditures by Department
 1. Mayor & City Council - The City of Rosenberg is currently operating under a Home Rule City Charter adopted November 20, 1956, with the latest revision being May 9, 2015. The governing body of the City is the City Council. Beginning with the April 1985 election, the City adopted the Council/Manager form of government, converting from the mayoral form of government. In addition, after the August 1992 Election, the structure of the City Council was changed from the Mayor and all Council Members elected at-large, to an at-large Mayor, two at-large Council positions, and four single-member Council Members representing their respective single-member districts. The City Manager, City Secretary, Police Chief, City Attorney, and Municipal Court Judge are appointed by the Mayor and City Council.
 - No significant changes from the FY2016 Budget.
 2. City Manager - The City Manager is the chief executive officer for the City of Rosenberg, and is appointed by the Mayor and City Council. The office of City Manager includes the City Manager, Executive Director of Support Services, Executive Assistant, Citizen Relations Coordinator and Agenda Coordinator. The City Manager, under guidelines of the City Charter and Code of Ordinances, administers the policies of the City Council. This office coordinates, directs, and reviews the activities of all departments within the City of Rosenberg. The City Manager appoints all department heads of the various City departments, with the exception of the Police Chief, City Secretary, City Attorney, and Municipal Court Judge, whom the Mayor/Council appoints.
 - Reduction in Personnel and Benefits due to the elimination of the Executive Director of Support Services Position.
 3. Human Resources - The Human Resources activity is under the direction of the Executive Director of Administrative Services and Human Resources Director. The Human Resources Department is primarily responsible for six key areas: recruitment; training; a productive workforce; an enabling work environment; a sustainable workforce; and accommodating responsive communication with employees. The Department's goals are to assure that the City's employees are well led; that the organization is continually becoming more productive; that employees' competencies match the anticipated needs of the City; and, that in retention and recruitment efforts, the Department is approachable, and helpful.
 - No significant changes from the FY2016 Budget.
 4. Economic Development - The Economic Development Department exists to recruit and retain business to the City and to encourage existing businesses to expand within the City. In addition to business recruitment and retention efforts, the Economic Development Department also consists of the Main Street Program and tourism efforts. The Economic Development Department is primarily funded through a portion of sales tax receipts dedicated to the Rosenberg Development Corporation. The Director of Economic Development is the staff liaison and executive director of the Rosenberg Development Corporation. The Director, is in the initial point of contact for new commercial and industrial prospects. The department consists of a Director of Economic Development, Assistant Economic Development Director, Main Street Manager, and a Senior Administrative Specialist.
 - No significant changes from the FY2016 Budget.
 5. Technology Department - The Technology Department, under the direction and super-vision of the Director of Technology, is primarily responsible for directing, coordinating and managing the planning, installation, implementation, and maintenance of, and training related to the City's information systems. The Department handles day-to-day system and user support, and coordinates with vendors as required.
 - No significant changes from the FY2016 Budget.

6. **Communications Department** - The Communications Department, under the direction and supervision of the Communications Manager, oversees the flow of information, develops and implements strategies and plans to communicate the City's message, and advises leaders about public relations and communication strategy. The Department is responsible for engaging the public; media and community relations; and developing, planning, and coordinating positive internal and external campaigns to heighten awareness, inform, and educate on all aspects of City operations.
 - Personnel and Benefits increased due to the new Content Specialist position added during FY2016.
7. **City Secretary** - The City Secretary is primarily responsible for providing accurate records of minutes, ordinances, resolutions, and proclamations; preparing agenda packets and attending all Council meetings, public hearings, bid openings; maintaining easily accessible files of legal documents, including records management activities for all City-related official documents; preparing legal notices for advertisement; informing Council of conferences and related events, scheduling appointments and meetings, and making related itinerary arrangements; planning and organizing City-related events; and conducting City elections. The City Secretary is appointed by the Mayor/Council and is supervised by the City Manager.
 - No significant changes from the FY2016 Budget.
8. **Finance Department** - The Finance Department is under the direction of the Executive Director of Administrative Services. The Finance Department staffs six (6) full-time positions and serves both external and internal customers. The services provided include developing the annual budget, delivering reliable financial information, advocating for responsible use of taxpayer dollars, managing the City's debt and investments, as well as performing accounting duties such as accounts payable, payroll, grant management, capital asset management, general ledger reconciliations and project accounting. The Finance Department coordinates the property and liability claims with the City's insurance carrier. The Executive Director of Administrative Services is also responsible for the operations of the Customer Service, Municipal Court and Human Resources Departments.
 - Increase in Other Contractual Services due to increase in Fort Bend County Appraisal District.
9. **Municipal Court** - The Municipal Court support staff is under the direction of the Executive Director of Administrative Services. The Municipal Court Judge and City Prosecutor are appointed by the Mayor and City Council. The Municipal Court is primarily responsible for providing administrative support for the City's justice system, processing traffic citations, Class C misdemeanors, and City Ordinance cases. The Court support staff is responsible for maintaining complete, accurate records prescribed by law and consistent with effective management of the court.
 - Salaries and Wages were decreased and Temporary Salaries and Wages were increased due to reclassifying the Municipal Court Judge to part-time.
 - Other Contractual Services includes the expense for Jury Duty and Court Interpreters.
 - The \$4,600 for Equipment Repair and Maintenance will remain for the annual maintenance fees for the automated payment kiosk, if implemented. The project is on hold due to the current ERP (Enterprise Resource Planning) system (Springbrook).
10. **City Attorney** - The City Attorney is responsible for providing legal services to the Mayor/City Council and City staff; attending all City Council meetings and other meetings as needed in order to provide legal representation for the City; reviewing and approving all legal instruments such as ordinances, contracts and/or agreements; and representing the City in all related litigation in which the City may be involved. The City Attorney also provides legal representation for City-appointed committees, such as the Rosenberg Development Corporation, the Planning Commission, and other committees as directed. The City Attorney is currently contracted by the City. Additionally, the City utilizes other legal counsels on specific issues that require specific expertise such as employment law, water rights, Department of Justice compliance, alcohol licenses, etc.
 - No significant changes from FY2016 Budget.
11. **City Prosecutor** - The City Prosecutor is responsible for prosecuting all cases involving violations of city ordinances in the Municipal Court
 - No significant changes from FY2016 Budget.
12. **General Government** - The General Government activity includes expenditures and activities for general services and functions, such as City Hall building maintenance, copier and reproduction services, and mailroom activities. Electricity, natural gas, and other utilities are allocated to this activity for City Hall. All related activities which are not allocated to the various departments are recorded in the General Government Department. Funding for special committees, including the Planning Commission, is included within the General Government activity.
 - Increase in the City's portion of the retiree's insurance premiums due to an increase in the number of retirees participating in the City's insurance program.
 - Increase for Radio/Communications is due to an increase in the contracted amount with Fort Bend County for radio access.
 - Per the MUD agreements, MUD's are refunded taxes for drainage fees. The reimbursements are based on increased assessed values and will continue to increase each year.
 - The transfer to the Water & Wastewater Fund is to cover the General Funds ten percent (10%) of the Energy Efficiency loans in the Water & Wastewater Fund.
13. **Building Maintenance** - The Building Maintenance Division is under the direction of the Public Works Director and is responsible for all City-owned buildings. The division performs skilled work in the repair and maintenance of these facilities. The Building Maintenance Division will develop a schedule for the regular inspection of City-owned facilities. These inspections will allow timely, routine documentation of maintenance needs, and this will facilitate planning and the budget process with the goal of reducing costs in the long-run.

- No significant changes from the FY2016 Budget.
14. **Planning** - The Planning Department is under the direction of the Executive Director of Community Development and is primarily responsible for the logical and systematic planning of the City's growth by providing professional support to citizens, developers, the Planning Commission, City Council, and other City Departments. The Department is also responsible for the maintenance and expansion of the Geographic Information System (GIS), an integrated collective of computer software and data to view and manage geographic elements, such as streets, subdivision layouts, establishment of boundaries for fire stations and police beats, identification of voting districts, and infrastructure data.
 - Increase in Education and Training for additional training for GIS Division and Planning Administrator.
 - Reduced Other Contractual Services' while leaving appropriate funds for aerial photo and ArcGIS Image Extension for Server.
 15. **Engineering** - The Engineering Division is under the general direction of the Assistant City Manager of Public Services. The City Engineer is administratively responsible for providing engineering services for City projects, subdivision plat review, planning, and project inspection. The City Engineer also monitors the Groundwater Reduction Plan, and assists with the operations of the City's Water/Wastewater system, both of which are charged to the Water Wastewater Fund. Beginning with fiscal year 1993, the City Engineer's duties, which include design and construction management for in-house construction and/or maintenance projects, were transferred to an outside engineering firm. Jones and Carter, Inc. provide the variety of engineering services with Charles Kalkomey designated as the City Engineer. The City Engineer serves as a staff member for the Planning Commission and City Council.
 - The Engineering Services includes City Council meetings, Planning Commission meetings, staff reviews, traffic studies, plan reviews and other services provided by the City Engineer.
 - The appropriation for Infrastructure Inspection Fees relates to inspections of new construction, such as streets and water or sewer lines, by a developer which will eventually be maintained by the City. These costs which increased by \$50,000 are offset by fees assessed and reflected in the General Fund revenues.
 16. **Code Enforcement** - The Code Enforcement activity is under the direction of the Executive Director of Community Development and the Building Official and is made up of three divisions: building permits and inspections, general code enforcement, and health services. It is primarily responsible for the enforcement of the various codes and ordinances of the City to safeguard the public health, welfare, and safety of the citizens. This activity includes enforcement of codes or buildings, plumbing, gas, electrical, sign, and mechanical inspections, and issuing permits. Additional duties involve investigation and demolition of dangerous structures, weed control, and removal of debris.
 - Other Professional Services was decreased by \$25,000 which allows for less contracted services for inspections and plan review.
 - Fleet Replacement cost was increased due to additional funding needed to replace vehicles.
 - Other Contractual Services was increased due to the reinstatement of the Dangerous Building Program. This fund was reduced when the program was placed on hold.
 17. **Health** - The Consumer Health Division, under the direction of the Building Official is primarily responsible for enforcing all city, state and federal codes that regulate the food industry and the general sanitation of the City. Duties include the inspection of and permit issuance to all food service establishments and temporary food service establishments operating within the City. Inclusive are restaurants, retail grocery outlets, caterers, bars, schools, child care centers, hospitals, geriatric and rehabilitation institutions, mobile food units, hotel/motel food service facilities, and any other food service operation requiring inspections. Additionally, consumer complaints pertaining to food borne illnesses, food products, or food service establishments are investigated. The vector control program is funded through this division.
 - Fleet Replacement cost was increased due to additional funding needed to replace vehicles.
 - Other Contractual Services - Mosquito Spraying was moved to the Public Works Department.
 18. **Parks and Recreation** - The Parks and Recreation Services, under the direction of the Executive Director of Community Development and the Parks and Recreation Director, are primarily responsible for the services and maintenance of all park areas and athletic fields owned by the City. Park areas include nine (9) parks, eight (8) playgrounds, eight (8) basketball courts, and fourteen (14) athletic fields. This includes all recreational equipment, picnic facilities, structures and utility infrastructures. Other duties include trash removal in the Downtown area. The Director also supervises various recreational programs offered to the public. Staff organizes and coordinates local events which include the Easter Egg Hunt, the annual Children's Fishing Tournament, Booberg, Rosenberg Christmas Nights, and the Family 4th event.
 - Other Supplies was increased by \$2,000 for anticipated Williams Trail sign for Seabourne Creek Nature Park (SCNP).
 - Grounds Maintenance Services was increased by \$2,000 of anticipated increase in contract costs.
 - Grounds Maintenance Park Mowing increased \$9,504 to cover entire cost of a 1-year contract for Travis and Macario Garcia Parks.
 1. Questions: The question was raised about Rosenberg Development Corporation (RDC) paying for Parks salaries, but RDC only funds infrastructure for Parks and Recreation projects.
- **Special Events** - The City of Rosenberg Special Events are under the direction of the Parks and Recreation Director. The events consist of the Rosenberg Christmas Nights and Family 4th Celebration.
 - In FY2015 the Special Events were moved from the Hotel/Motel Fund into a newly created department. The

- Hotel/Motel will fund the Rosenberg Christmas Nights event through a transfer from the Hotel/Motel Fund.
- **Police** - The Police Department is under the direction and supervision of the Police Chief, who is appointed by the City Council. The Department is responsible for enforcement of traffic laws, accident investigations, community education and crime prevention programs, investigation of crimes against persons and property, and narcotic investigations. In addition, the Department is responsible for the maintenance of criminal records, files, prisoner processing and detention, and radio communications and teletype services. The Police Department also supervises the Animal Control Division.
 - Increase in Personnel and Benefits due to a new position added in FY2016 for an Information Technology Support Specialist.
 - Incentive Pay increase due to implementation of the Professional Development Policy.
 - Increase in Education and Training due to the increased need in training.
 - Equipment Repair and Maintenance increased by approximately \$110,000 for the reclass of software and computer maintenance due to the separation of public safety technology from the City's network.
 - Addition of Network System Maintenance in the amount of \$10,000 for camera system maintenance due to separation from the City's network.
 - **Emergency Management** - The Office of Emergency Management is under the supervision of the Police Chief and is primarily responsible for emergency management that incorporates the four principles of emergency management: planning, preparation, mitigation, and recovery. The goal of the program is to assist in the relief and reduction of human suffering following events of natural or manmade disasters, or catastrophes. The Office of Emergency Management is prepared to activate an Emergency Operations Center during any major disaster to facilitate the coordination of support agencies and resources needed to provide continuity of government service to the public.
 - Added \$6,000 to Incentive Pay for Emergency Management Coordinator.
 - **School Resource Officers** - The School Officers and Crossing Guards department was created to separate the actual costs of the contract with Lamar Consolidated ISD from the regular Police Department budget. These Officers are employees of the police department assigned to the secondary schools and are responsible for the security and welfare of the students and staff within the Lamar Consolidated Independent School District. There are nine (9) School Resource Officers, one (1) Sergeant, and one (1) Lieutenant plus the School Crossing Guards assigned to this division.
 - Increase in Salaries and Wages due to the addition of a School Resource Officer. All costs for this addition are reimbursed by Lamar Consolidated ISD.
 - Increase in Incentive Pay due to the implementation of the Professional Development Program.
 - **Animal Control** - The Animal Control division, under the direction and supervision of the Police Chief and the Police Patrol Lieutenant(s), is primarily responsible for the protection of citizens from danger and nuisance created by uncontrolled or diseased animals. Protection of citizens is accomplished through the enforcement of various state statutes and City ordinances. The department is also responsible for the operation and maintenance of the animal control shelter and the promotion of adoption of stray and abandoned dogs and cats.
 - Increase in Medical Supplies due to cost and increased use of such supplies.
 1. Question - The question was raised about the vacant position in Animal Control. Chief Warren explained the position is pending possible participation with the Fort Bend County Shelter.
 2. Another question was inquiring about the use of the community service volunteers cleaning the kennels. Officer McAnally stressed the importance of avoiding cross contamination and correctly sanitizing the kennels. The community service volunteers will be used for other duties in the shelter.
 - **Fire Department** - The Fire Department is under the direction of the Fire Chief, who is primarily responsible for suppression, fire administration, rescue/EMS operations, vehicle and facility maintenance, training, and public relations. The Fire Department provides the manpower to assist the Fire Marshal's Office in fire prevention and fire safety education. Annual classes are provided to all of the schools and day care facilities within the community. As a public service, firefighters install smoke detectors when requested by residents. The Fire Department also participates in regional programs such as the Hazardous Materials team and the Heavy Rescue and Structural Collapse teams. These programs have equipment that was funded through Federal Grants. The Department coordinates with Fort Bend EMS to provide Emergency Medical Services to our citizens with Fire Department personnel performing first response medical service.
 - Increase of \$36,000 in Incentive Pay with the implementation of the Professional Development Policy.
 - Increase Training Supplies due to increase of in-house training and needed supplies.
 - Increase in Medical Supplies due to new protocols and needed equipment.
 - Increase in Motor Vehicle Repair Supplies due to increase in costs to maintain the aging fleet.
 - Increase to License and Inspection Fee for reimbursement to employees for obtaining the Emergency Medical Technician certification and maintaining annual license fees.
 - Education and Training increase to allow for more classes to be attended by personnel.
 - Building Rentals line eliminated due to Fire Administration moved to new location.
 - Building Repair and Maintenance increase for needed repairs at Fire Station No. 2 and administration building.
 - Increase in Radio Repair and Maintenance to cover projected repairs to Fire Station Alerting System in lieu of paying \$26,000 a year to Motorola for a warranty.
 1. Questions: The question was raised about the age of the fleet of fire trucks. Chief Goates reported the newest engine is two (2) years old and the oldest is a 1999 pumper and ladder truck.
 - **Fire Marshal** - The Fire Marshal's Office is under the supervision of the Fire Chief. The Fire Marshal's Office is charged with public fire and life safety education and enforcement of federal, state, and local laws as they pertain to fire safety. Utilizing firefighters, we produce educational programs for all age groups in the community. To bridge the difference in education and enforcement, the Fire Marshal's Office reviews building plans to ensure that state and local fire code requirements are met. After construction has begun, fire inspectors ensure the building is being built according to approved plans. Fire prevention is further assisted by our annual business inspection program.

Should a fire occur, it is investigated to determine the cause. By determining the cause, we can use the information to educate the public to ensure their safety. The Fire Marshal's Office also has the responsibility of the rental registration program. Through the program, the city ensures a safe structure for the occupants to live in.

- Addition of a new line item for Personal Protective Equipment, which is required to be replaced on a regular basis.
- Increase in Dues/Subscriptions/Memberships for increases in memberships to national organizations.
- Increase in Education and Training for positions that have been filled.
- **Public Works** - The Public Works Department, is under the direction of the Public Works Director, and is primarily responsible for the maintenance of streets, including street overlay, street reconstruction, drainage ditches, storm sewers, street sign repair and installation; as well as culvert installation and maintenance. The department also administers and monitors the street sweeping, tree trimming, sidewalk replacement and right of way mowing to ensure that contractual operations and maintenance are in accordance with existing agreements and all state and federal regulations. The Public Works Department reviews and comments on infrastructure plans. The department performs inspections and accepts new infrastructure once it meets the City's design criteria. The Project Director is under the direction of the Assistant City Manager of Public Services and coordinates and oversees the Capital Improvement Projects citywide.
 - Addition of \$10,000 for Sidewalk Repair Supplies to better maintain City sidewalks.
 - The appropriation for Other Contractual Services includes: Right of Way (ROW) mowing \$150,000, street striping \$50,000 and street sweeping \$98,000.
 - Addition of \$30,000 for Concrete Raising for repairing streets and sidewalks.
 - Moving Mosquito Spraying from Health Department to Public Works.
 - Addition of \$110,000 for Sidewalk Repair and Replacement.
 - The appropriation for vehicle loan is for the reimbursement to the Fleet Replacement Fund for the loans to purchase a dump truck (\$8,350 yearly payment) and a gradall (\$17,489 yearly payment).
 1. Questions: Why is there no street sweeper purchase budgeted? John Maresh explained the current street sweeping contract is budgeted at \$98,000 for the FY2017 Budget. A consensus of the Council was to add this item to a future workshop.
- **Street Lighting and Signals** - The Street Lighting and Traffic Signals activity is under the direction of the Public Works Director and is primarily responsible for providing construction, maintenance, and operation for City controlled traffic signals. Coordinate street lighting services on City streets with CenterPoint Energy.
 - Increase of \$10,000 to New Light Installation.
- **Fleet** - The Fleet Maintenance activity is under the direction of the Public Works Director. The department is primarily responsible for providing internal support for vehicle and equipment maintenance activities. The department maintains detailed records of repair and maintenance costs of the fleet by use of a micro computer-based fleet management system. With the assistance of this system, a program of preventative maintenance procedures was implemented in order to keep the fleet in proper operating order and to extend the life of the fleet by performing routine preventative maintenance services.
 - Increase to Education and Training for fire truck and other specialized training.
- **Solid Waste** - The Solid Waste Division, through contracted services, provides for the collection and disposal of residential and commercial garbage. Recycling services are included in the cost of service for residents and are offered to commercial entities for an additional fee.
 - No significant changes from the FY2016 Budget.
- **Special Revenue Funds Overview** - Joyce Vasut
- **Hotel/Motel:**
 - Advertising and Marketing will increase by \$4,250 for additional advertising of downtown events.
 - Increase Downtown Seasonal Events by \$10,000 to increase activities and events in downtown.
 - Improvements of \$300,000 for partial funding for construction of Big League Field at Seabourne Creek Regional Sports Complex (SCRSC).
- Transfer to General Fund for Rosenberg Christmas Nights (100%) and Communications personnel (10%) and Economic Development personnel (15% and 25%) for tourism and advertising efforts.
- Proposed budget includes the use of \$443,657 of fund balance to balance the FY2017 Budget.
- **Main Street Program**
- **Marketing and Tourism**
- **Municipal Court:**
 - The appropriation for Computer Software Repair and maintenance includes the following:
 - Tyler Technologies Website Hosting \$900
 - Tyler Technologies Online Payments \$1200
 - Tyler Technologies Incode Software Maintenance \$18,000
 - Tyler Technologies Incode Jury Import \$800
 - Total: \$20,900
 - Proposed budget includes the use of \$2,890 of fund balance to balance the FY2017 Budget.
- **Beautification:**
 - The appropriation Other Contractual Services provides for the disposal and removal of old tires found within the City limits or other services to beautify the City.
- **Law Enforcement:**
 - Small Tools and Equipment includes the purchase of body cameras for \$35,000.
 - Building Repair and Maintenance includes the purchase of partitions in CID for \$29,000.
 - Machinery and Equipment includes the purchase of fitness equipment for \$20,000.
 - Transfer to the Fleet Replacement Fund in the amount of \$42,064 is to cover the cost of a K-9 vehicle that needs to be replaced but has not fully contributed to the Fleet Replacement Fund.

- Proposed budget includes the use of \$152,014 of fund balance to balance the FY2017 Budget.
- Community Development Block Grant:
 - For FY2017, the City will use the grant funds for Phase IV of the North Side Water Improvements which includes waterline improvements along Avenue D to complete the 12" waterline loop.
- Police Asset Forfeiture:
 - Proposed budget includes the use of \$10,00 of fund balance to balance the FY2017 Budget.
- Park Land Dedication
 - No additional funds will be budgeted for FY2017, however, FY2016 budgeted amounts will be carried over for the following projects:
 1. Improvements other than buildings from previous project savings will be available for future projects
 2. Seabourne Creek Nature Center (SCNC)
 3. Seabourne Creek Regional Sports Complex (SCRSC) Big League Field
- Juvenile Case Manager
 - A portion of the salaries and benefits for the Court Administrator (10%) and the Municipal Court Clerk II position (40%) that is assigned as the Juvenile Case Manager is reimbursed by this fund through a transfer to the General Fund.
 - Proposed budget includes the use of \$10,070 of fund balance to balance the FY2017 Budget.
- Child Safety Fund
 - Child Safety Program Supplies in the amount of \$6,915 were moved from the Police and Fire Departments to be directly paid from the Child Safety Fund.
 - The appropriation for \$30,000 will fund street striping and crosswalk markings in designated school zones, as well as school zone sign repair and maintenance.
 - The Transfer to the General Fund of \$7,800 will fund Police Department overtime for oversight and compliance monitoring of registered sex offenders within the City.
 - Proposed budget includes the use of \$23,400 of fund balance to balance the FY2017 Budget.
- Building Security Fund
 - This budget includes the reimbursement to the General Fund for a portion of the Bailiff/Warrant Officer position.
- MUD Fire Services
 - An appropriation of \$1,015,000 will be transferred to the Fire Station No. 3 Operating Fund.
 - Proposed budget includes the use of \$224,000 of fund balance to balance the FY2017 Budget.
- Police Federal Forfeiture
 - Small Tools and Equipment included the purchase of eight (8) ticket writers in the amount of \$37,000 and replacement of redaction and video cleanup software for \$17,000.
 - Proposed budget includes the use of \$79,000 of fund balance to balance the FY2017 Budget.
- PEG Capital
 - Capital improvements to the City's television studio (Council Chamber) technology and space will continue in FY2017 for live streaming and recording of City Council meetings. These improvements are anticipated to include audio system upgrades, improved presentation displays, along with basic esthetics upgrades including paint, ceiling tiles, carpet and seating.
 - PEG funds may also be utilized to purchase additional recording and streaming equipment for a second recording location (Rosenberg Civic Center), dependent on City Council's wishes.
 - Proposed budget includes the use of \$45,000 of fund balance to balance the FY2017 Budget
- Fire Station No. 3 Operating
 - Increase in Incentive Pay due to the implementation of the professional Development Policy.
 - Increase in Motor Vehicle Repair Supplies to cover items that are increasing in annual and preventive maintenance.
 - Fire Station #3 has not had funds allocated to Building Repair & Maintenance in the past.
 - Increase Equipment Repair & Maintenance to cover items that are no longer in warranty.
 - Proposed budget includes the use of \$47,145 of fund balance to balance the FY2017 Budget.
 - City Council discussed the assessment for Summer Park and determined that revenue was not available to fund it at this time.
- Enterprise Funds Overview
 - Water & Wastewater - Customer Service
 - The Equipment Repair and Maintenance item is for the annual maintenance cost for the Automated Payment Kiosk, IVR System, and Payment Aggregator.
 - The increase in community education is added to allow for additional publications for customers regarding water conservation and other educational items.
 - Water & Wastewater - Administration
 - No significant changes from the FY2016 Budget.
 - Water & Wastewater - Water Purification/Production
 - Increase of \$53,000 to Chemical Supplies due to cost increase and increase use in current processes.
 - Decrease of \$10,000 to Electricity to more adequately reflect actual amounts.
 - Increase of \$35,000 to Equipment Repair and Maintenance to fund repairs to the aging infrastructure.
 - Water & Wastewater - Water Distribution
 - Increase in Salaries and Wages due to a position being added for line locates.
 - Increase in Plumbing Supplies due to growth and development. This is offset by increased tap fees.
 - Increase in Education and Training to include additional training for employees.
 - A new account was created for Water Leakage Survey with funding moved from Other Contractual Services. Other Contractual Services was budgeted at \$10,000 for any other contractual needs.
 - Water & Wastewater - Wastewater Collection

- Increase in Plumbing Supplies due to increased costs associated with new development.
 - Increase in Education and Training to provide additional training for a more efficient and knowledgeable staff.
 - Increase in Other contractual Services-Vacuum Service for increased use of contracted service.
 - Water & Wastewater - Wastewater Treatment
 - The appropriation for Electricity was decreased by \$10,000 to more accurately reflect actual costs.
 - Addition of Other Contractual Services in the amount of \$10,000 for the Pretreatment Program.
 - Water & Wastewater - Reclaimed Water
 - No significant changes from the FY2016 Budget.
 - Water & Wastewater - Non-Departmental
 - A transfer of \$6,000 to the City Health Insurance Fund is for administrative costs.
 - The Transfer to the General Fund of \$1,053,576 is to reimburse the General Fund for support services.
 - The Transfer to the General Fund as a Payment In-Lieu-of-Taxes is calculated at 4% of operating revenue.
 - The Transfer to Community Development Block Grant of \$75,200 is for North Side Water Improvements.
 - The appropriation of \$2,180,640 is for the transfer to Debt Service Fund to pay current debt obligations.
 - The Transfer to water/wastewater (W/WW) Supplemental includes:
 - a. Lift Station No. 2: \$215,000
 - b. SCADA: \$200,000
 - c. Mini Excavator with Trailers: \$58,500
 - d. Portable Message Sign: \$18,000
 - e. Total: \$491,500
 - Civic Center Fund
 - This item added for replacement of digital sign for \$35,000 and audio/video upgrades for \$40,000.
 - Internal Service Funds Overview
 - Insurance Fund
 - Fleet Replacement Fund
 - Technology Fund
 - Rosenberg Development Corporation
 - In FY2017 the RDC Fund will transfer \$3,559,385 to the RDC Projects Fund for various projects as listed in the RDC Projects Fund.
 - Randall Malik explained the RDC Budget was approved by the RDC Board of Directors
 - Capital Improvement Program
- The budget items were generally agreed upon as presented unless otherwise noted.

3. **Adjournment.**

There being no further business, Mayor Pro Tem Pena adjourned the meeting at 1:09 p.m.



Linda Cernosek, TRMC, City Secretary