

NOTICE OF CITY COUNCIL WORKSHOP MEETING

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL, CITY OF ROSENBERG, FORT BEND COUNTY, TEXAS, WILL MEET IN A WORKSHOP SESSION OPEN TO THE PUBLIC AS FOLLOWS:

DATE: Tuesday, May 27, 2014

TIME: 6:00 p.m.

PLACE: Rosenberg City Hall
City Hall Council Chamber
2110 4th Street
Rosenberg, Texas 77471

PURPOSE: City Council Workshop Meeting, agenda as follows:

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: City Hall Council Chamber

AGENDA

1. Hear and discuss a presentation regarding the Texas Main Street Program, and take action as necessary to direct staff. (Malik)
2. Review and discuss proposed traffic calming policies, and take action as necessary to direct staff. (Benton)
3. Review and discuss a Pedestrian System Maintenance Program, and take action as necessary to direct staff. (Tanner)
4. Review and discuss the status of the Bryan Road Project, and take action as necessary to direct staff. (Maresh)
5. Review and discuss Capital Improvement Plan priorities for FY2015, and take action as necessary to direct staff. (Vasut)
6. Review and discuss the proposed FY2015 Budget Priorities, and take action as necessary to direct staff. (Vasut)
7. Review and discuss Rosenberg Civic Center usage, and take action as necessary to direct staff. (Bolf)
8. Adjournment.

[EXECUTION PAGE TO FOLLOW]

DATED AND POSTED this the _____ day of _____ 2014, at _____m.,

by _____.

Attest:
Christine Krahn, Acting City Secretary

Approved for Posting:
Robert Gracia, City Manager

Approved:
Vincent M. Morales, Jr., Mayor

Reasonable accommodation for the disabled attending this meeting will be available; persons with disabilities in need of special assistance at the meeting should contact the City Secretary at (832) 595-3340.



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
1	Texas Main Street Program Discussion

ITEM/MOTION

Hear and discuss a presentation regarding the Texas Main Street Program, and take action as necessary to direct staff.

FINANCIAL SUMMARY	ELECTION DISTRICT
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Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Texas Main Street Program Intent to Apply
2. Map - Main Street Program Boundaries
3. FY2015-FY2019 Economic Development Strategic Plan Excerpt – 04-01-14

APPROVALS

Submitted by:


 Randall Malik
 Economic Development
 Director

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:


 Robert Gracia
 City Manager

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 the attached 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.

TEXAS MAIN STREET PROGRAM INTENT TO APPLY
(Due May 15, 2014)

The community of 34,127 intends to apply to the Texas Main Street Program for designation as a 2013 Texas Main Street program: x Small City Urban Recertified. Date: January 8, 2014

City elected or administrative official (name/title) Matt Fielder, Economic Development Director

Address, City, Zip PO Box 32, 2110 Fourth Street, Rosenberg, TX, 77471

Phone number 832-595-3339 Fax number 832-595-3331

Signature _____

(for urban) Authorized Board official (name/title) _____

Address, City, Zip _____

Phone number _____ Fax number _____

Signature _____

Contact person/application preparer (name/title) Rachelle Kanak, Assistant Economic Development Director

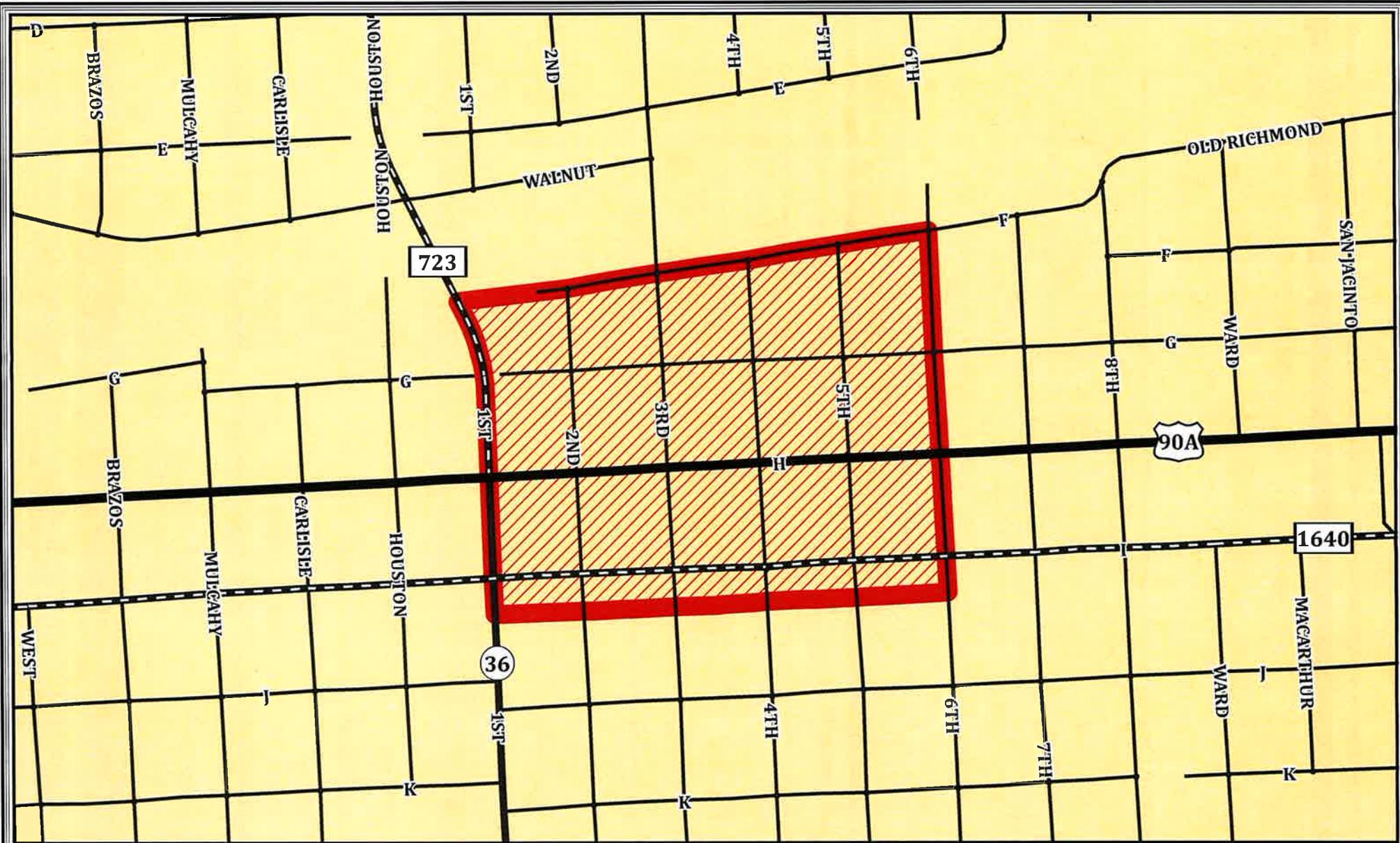
Organization City of Rosenberg

Address City, Zip PO Box 32, 2110 Fourth Street, Rosenberg, TX 77471

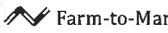
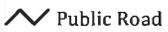
Phone number 832-595-3338 Fax number 832-595-3331

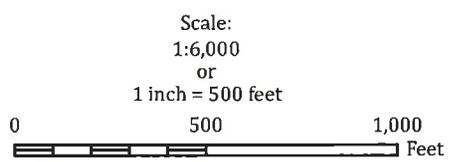
Email rachellek@ci.rosenberg.tx.us

Please include with this letter an 8.5" x 11" map of the proposed Main Street Program area.
This map will also be included as part of the application.



Main Street Program City of Rosenberg, Texas

-  US Highway
-  State Highway
-  Farm-to-Market
-  Public Road
-  Main Street Program Area
-  Rosenberg City Limits



Created by: City of Rosenberg GIS - Paul M. Jones
Date Created: January 09, 2014
Original Size: 8.5" x 11"
K:\GIS\MAPS\Eco_Dev\2014\Main_Street_Program.mxd

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of geographic features.



EXECUTIVE SUMMARY

The Rosenberg Economic Development Department exists to recruit, to retain business to the City and to encourage existing businesses to expand within the City or the extraterritorial jurisdiction. Additionally, the department is charged with promoting Rosenberg through tourism efforts and enhanced communication initiatives. The Economic Development Department is funded through a portion of the City's sales tax receipts dedicated to the Rosenberg Development Corporation.

The Economic Development Department has developed a strategic plan for the next five years to encourage the recruitment, retention, and expansion of business to the City as well as better communicate the message that Rosenberg is primed for increased residential and commercial development through the competitive advantages which exist. Further, the plan seeks to communicate the message that Rosenberg offers quality of life amenities and leisure activities both for residents and tourists alike. The plan establishes eight goals. Each goal has a strategy or set of strategies attached to attain the prescribed goal and a list of action items staff will complete to implement each strategy.

Goals:

- Update the Rosenberg Development Corporation's Strategic Plan
- Business recruitment
- Business Retention
- Business Expansion
- Existing Business District Redevelopment
- Workforce Development
- Facilitate Tourism Program
- Communications

Strategies:

- Utilize a consultant to develop a revised strategic plan that has the buy-in of the City Council and that provides a roadmap for the Departments activities and growth in the next five years.
- Attract new retail development to Rosenberg.
- Attract new industrial development to Rosenberg.
- Develop the Rosenberg Business Park.
- Build Partnerships with Advocacy and Support Organizations.
- Network with businesses.
- Promote events for interacting with the business community.
- Revise RDC incentive guidelines in order to address issues of relevance to businesses expanding in Rosenberg.
- Update the Avenue H Grant Program to cover the entire City.
- Implement a Main Street Program for downtown and potentially Avenue H.



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
2	Traffic Calming Policy Discussion
ITEM/MOTION	
Review and discuss proposed traffic calming policies, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

One-time
 Recurring
 N/A

Budgeted:

Yes No N/A

Source of Funds: N/A

District 1
 District 2
 District 3
 District 4
 City-wide
 N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. None

APPROVALS

Submitted by:

William Benton/r1

William Benton
Councilor,
At Large Position One

Reviewed by:

Exec. Dir. of Administrative Services
 Asst. City Manager of Public Services
 City Attorney
 City Engineer
 (Other)

**Approved for Submittal
to City Council:**

Robert Gracia
City Manager

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.



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
3	Pedestrian System Maintenance Program Discussion
ITEM/MOTION	
Review and discuss a Pedestrian System Maintenance Program, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Pedestrian System Maintenance Program Guidelines – Draft
2. Map – City of Rosenberg Sidewalk Plan – 01-08-09
3. Resolution No. R-896 – 01-06-09
4. City Council Meeting Minute Excerpt – 01-06-09

APPROVALS

Submitted by:

Travis Tanner
 Travis Tanner, AICP
 Executive Director of
 Community Development

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services *g.m.*
- City Attorney
- City Engineer
- Project Director *mp*

Approved for Submittal to City Council:

Robert Gracia
 Robert Gracia
 City Manager

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.

Pedestrian System Maintenance Program

Program Goal

The objectives of the Pedestrian System Maintenance Program (PSMP) are to:

1. Protect the pedestrian from injury in City rights-of-way by identifying hazards and ensuring timely correction.
2. Protect citizens' investment in the pedestrian transportation system, which includes sidewalks, curbs, and ramps.
3. Manage the maintenance of trees and other vegetation in public spaces in a way that protects sidewalks, driveways, and curbs, when possible.

Sidewalk Eligibility

Only sidewalks within City rights-of-way or easements are qualified for repair and/or replacement by the City. Driveways and sidewalks within the width of a private driveway are not eligible for replacement by the City unless the sidewalk and/or driveway is damaged by adjacent public street reconstruction or other City projects. Sidewalks are the property owner's responsibility to repair if they have been damaged by the property owner's actions (e.g., driven on, broken to install irrigation systems). Citizens are asked to notify the City immediately if sidewalks are observed as damaged by anyone other than the City.

Sidewalk Inspection Procedures

All public sidewalks shall be inspected utilizing the following Pedestrian System Maintenance Program (PSMP) guidelines. Sidewalks that fall below the minimum condition rating established as part of the PSMP program will be placed on the action list for repair/replacement or removal.

PSMP Implementation

- Sidewalks will be inspected first and prioritized based on the following:
 - Relative age of the abutting area
 - Relative population density of abutting area
 - Inclusion in the City's existing Master Sidewalk Plan
- Request for service not directly in accordance with the above will be included as warranted.
- The PSMP provides for more focused inspections and action plans with a more cost effective process due to proximity of area requiring attention.

PSMP Evaluation Criteria

The following conditions shall be considered in establishing condition ratings for sidewalk segments:

- Horizontal Separation (generally 2 inches or more)
- Vertical Separation (generally 1 inch or more)
- Cross-slope generally exceeding 1 inch per foot
- Holes/gaps generally exceeding 3 inches as measured in any direction

Sidewalk Action Schedule: Replacement, Repair or Removal

Upon completion of a PSMP condition rating for an area, the City staff will establish an action schedule. This schedule is subject to modification based both on sidewalk conditions and the availability of resources; the sidewalk repair or replacement schedule will be:

- A. Apply repair funding for a fiscal year to the designated PSMP area for that year, though exceptions will be considered as warranted.
- B. Take into consideration and weigh the following factors:
 1. Public Safety
 2. History of prior accidents
 3. Sidewalk location and amount of pedestrian traffic
 4. Surrounding land uses
 5. The nature and severity of the condition needing attention
 6. Proximity of sidewalk identified as needing attention to other sidewalks also needing attention
 7. Availability of employees, equipment, and other resources for sidewalk attention

When sidewalk repairs and/or replacement are necessitated due to the impact of utility systems, the appropriate utility system owners will be notified that they are responsible for mitigation of the cause of damage prior to the repair and/or replacement of the sidewalk.

Repair methods to be utilized by the City vary and may include, but are not limited to:

1. Removal
2. "Ramping" with paving material at vertical separations
3. Sidewalk lifting
4. Replacement with approved surfacing materials (e.g., concrete, rubber sidewalks and trail surfacing where applicable) compliant with Texas Accessibility Standards (TAS) Guidelines

The action schedule will include replacement and/or repair of existing sidewalks. In cases of extreme hazard, prompt removal of identified sections will occur prior to further action.

Trees and Vegetation

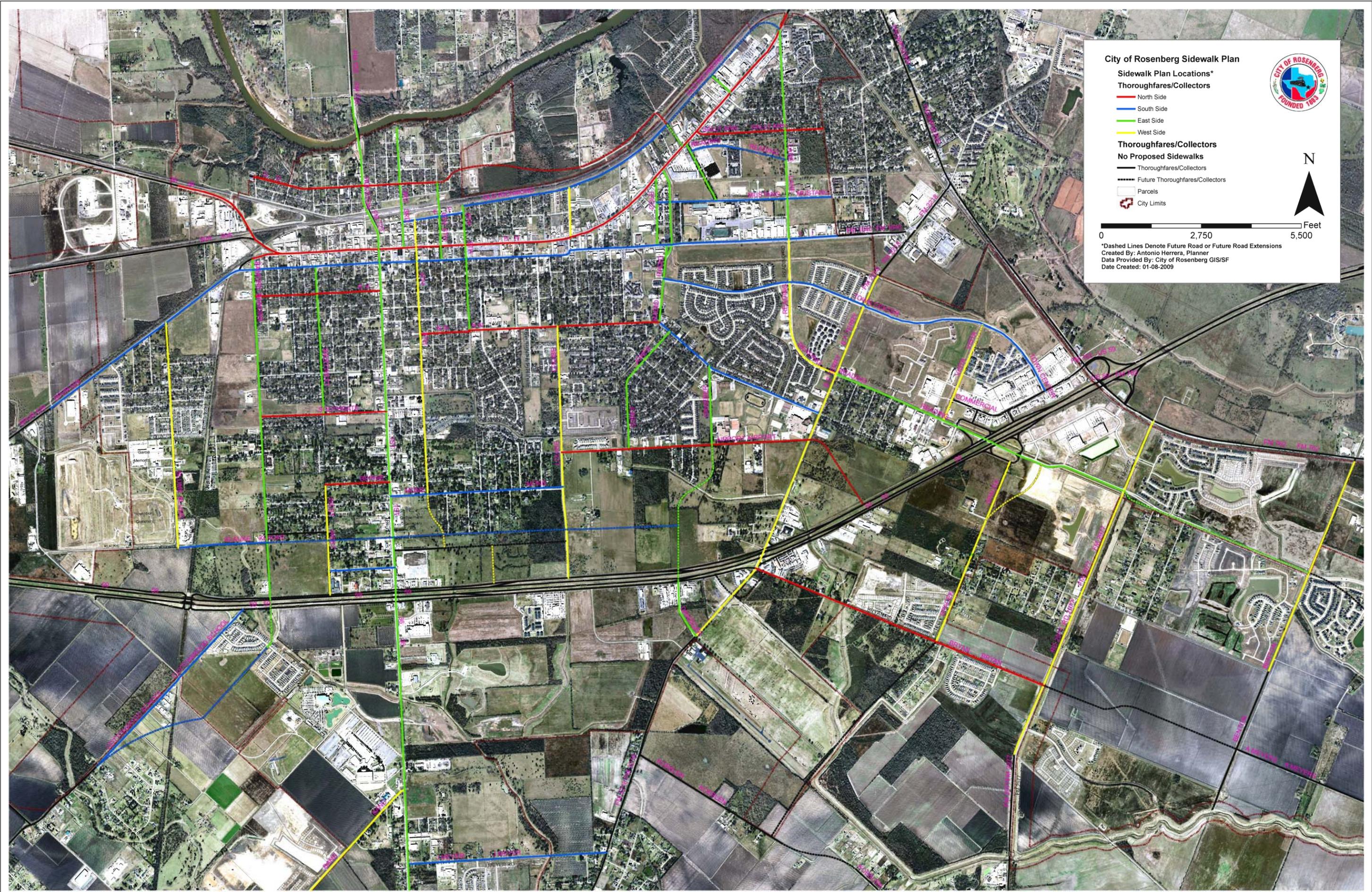
When sidewalk repairs and/or replacement are necessitated due to the impact of trees or landscaping located on private property, the adjacent property owner will be notified that they are responsible for mitigation of the cause of damage prior to the repair and/or replacement of the sidewalk. Possible means to address damage due to trees and landscaping vary depending upon the specific situation and may include, but are not limited to:

1. Root pruning
2. Root barriers
3. Tree and vegetation removal

Advance Replacement Partnerships (ARP)

In instances where a neighborhood desires to replace a segment of sidewalk sooner than the established priority schedule, an Advance Replacement Partnership (ARP) program may be available in which a homeowners association or other group can contribute funding to advance the repair/replacement of sidewalks. Participation of the ARP is subject to the following conditions:

1. Non-encumbered sidewalk repair funds are available from the City within the fiscal year under consideration. ARP projects will be considered only after identified PSMP projects are completed for the year.
2. ARP projects submitted for consideration by the City shall be prioritized based upon the same factors used to establish the City repair/replacement schedule.
3. Entire blocks or service areas must be reconstructed, rather than spot repairs. If they are under consideration for partnership, the area must have an average condition rating below the minimal acceptable PSMP rating.
4. A minimum of 60% of affected property owners must agree in writing to participate in the ARP.
5. Affected property owners or a homeowners association or a property owners group must agree to pay 50% of the total construction cost, and the City will fund the remaining 50%.
6. Payment is due prior to start of construction based upon the construction estimate. If actual construction costs increase over the estimate, payment of additional funds due shall be made within thirty (30) days of the acceptance of construction by the City.
7. Nothing in the PSMP shall be construed as prohibiting individual property owners from voluntarily repairing or replacing adjacent sidewalks to City standards of their own accord. In this case, applicable building permit procedures will be followed.



City of Rosenberg Sidewalk Plan

Sidewalk Plan Locations*

Thoroughfares/Collectors

- North Side
- South Side
- East Side
- West Side

Thoroughfares/Collectors

No Proposed Sidewalks

- Thoroughfares/Collectors
- - - - Future Thoroughfares/Collectors
- ▭ Parcels
- ⊕ City Limits

0 2,750 5,500 Feet

*Dashed Lines Denote Future Road or Future Road Extensions
 Created By: Antonio Herrera, Planner
 Data Provided By: City of Rosenberg GIS/SF
 Date Created: 01-08-2009



RESOLUTION NO. R-896

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROSENBERG, TEXAS, ADOPTING A SIDEWALK PLAN, ESTABLISHING REQUIRED SIDEWALKS FOR ALL RESIDENTIAL AND NON-RESIDENTIAL CONSTRUCTION, ALONG ALL MAJOR THOROUGHFARES AND COLLECTOR STREETS.

* * * *

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROSENBERG:

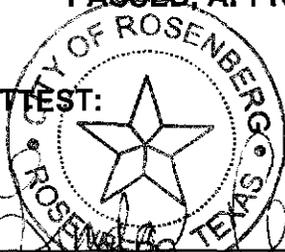
Section 1. A Sidewalk Plan establishing the location of required sidewalks, for all residential and non-residential construction, along one side of all major thoroughfares and collector streets, as set forth in Exhibit "A" attached hereto and made a part hereof, is hereby adopted.

Section 2. All resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. The Sidewalk Plan adopted hereby shall take effect immediately upon adoption of this Resolution.

PASSED, APPROVED, AND RESOLVED this 6th day of January 2009.

ATTEST:



Linda Cernosek
Linda Cernosek, City Secretary

APPROVED:

Joe M. Gurecky
Joe M. Gurecky, Mayor

List of Major Thoroughfares and Collector Streets

Street Name	Thoroughfare or Collector	Side of Street in Which the Sidewalk Will be Located
First Street	Thoroughfare	East
State Highway 36	Thoroughfare	East
Third Street	Collector	East
Fourth Street	Thoroughfare	West
Sixth Street	Collector	East
Eighth Street	Collector	East
Airport	Thoroughfare	North
Bamore	Thoroughfare	East
Band	Thoroughfare	West
Benton	Thoroughfare	West
Bernie	Collector	North
Blume	Collector	West
Bryan	Thoroughfare	North
Callender	Collector	South
Cole	Collector	East
Commercial	Collector	North
Cottonwood School	Thoroughfare	South
Avenue D	Collector	North
Danzinger	Collector	East
Avenue F	Thoroughfare/Collector	South
FM 2218	Thoroughfare	West
FM 2977	Thoroughfare	West
FM 723	Thoroughfare	East
Graeber	Collector	East
Avenue H (US Highway 90A)	Thoroughfare	North
Hardcastle	Collector	East
Herndon	Collector	East
Houston	Thoroughfare	East
Avenue I (FM 1640)	Thoroughfare	South
Ida	Collector	South
J Meyer	Thoroughfare	South
Jeanetta	Collector	West
Jones	Collector	East
Avenue K	Collector	North
Klauke	Collector	South
Lane	Thoroughfare	East
Louise	Thoroughfare	West
Mercantile	Collector	West
Mons	Thoroughfare	South
Mustang	Collector	South
Avenue N (West of Radio Lane)	Thoroughfare	North
Avenue N (East of Radio Lane)	Thoroughfare	South
Old Richmond	Collector	South
Plaza	Collector	East
Radio	Thoroughfare	East
Reading (North of Mustang)	Thoroughfare	South
Reading (Ave I to 2218)	Thoroughfare	West
Reading (2218 to Benton)	Thoroughfare	East
Sally Ann	Collector	North
Southgate	Collector	North
Spacek	Thoroughfare	West
Spur 529	Thoroughfare	South
Town Center	Thoroughfare	South
Vista	Collector	West
West (South of Bernie)	Collector	West
West (North of Southgate)	Collector	East

Revenue. The motion carried by a unanimous vote.

9. CONSIDERATION OF AND ACTION ON RESOLUTION NO. R-897, APPROVING AND ADOPTING A CITY OF ROSENBERG FRAUD PREVENTION AND DETECTION POLICY.

Executive Summary: On December 02, 2008, the Finance/Audit Committee reviewed the proposed Fraud Prevention and Detection Policy (Policy) as recommended by the external Auditors in the prior year's Management Letter. The Policy was reviewed by staff and Bill Olson, City Attorney, and discussed with the Finance/Audit Committee (FAC). The FAC agreed that a Citywide Fraud Prevention and Detection Policy is important and one that should be adopted and communicated to the employees on an annual basis. In conjunction with several other current issues, such as the recent changes to the Drug and Alcohol Testing Policy and the upcoming Flex Schedule, employee meetings will be conducted in January or February 2009. The Policy will be reviewed at that time. Additionally, this is a Policy that will be reviewed and executed by employees on an annual basis. Staff recommends approval Resolution No. R-897.

Key discussion points:

- Mindi Snyder gave an overview of the item and outlined the Fraud Prevention and Detection Policy.
- Mayor Gurecky asked if we have a good handle on all the City assets. Mindi Snyder said yes.
- Councilor Suter said it is a great policy and a good area for employees to annually review.

Action: Councilor Suter made a motion, seconded by Councilor Sebesta to approve Resolution No. R-897, approving and adopting a City of Rosenberg Fraud Prevention and Detection Policy. The motion carried by a unanimous vote.

10. CONSIDERATION OF AND ACTION ON RESOLUTION NO. R-896, A RESOLUTION ADOPTING A SIDEWALK PLAN, ESTABLISHING REQUIRED SIDEWALKS FOR ALL RESIDENTIAL AND NON-RESIDENTIAL CONSTRUCTION, ALONG ALL MAJOR THOROUGHFARES AND COLLECTOR STREETS.

Executive Summary: At the City Council workshop on November 25, 2008, Staff presented an Ordinance which revises the current sidewalk ordinance and adds sidewalk requirements to Chapter 6 of the City Code (Building Regulations). The Ordinance referenced a Sidewalk Plan, which would indicate which side of major thoroughfares and collector streets a sidewalk is required to be located.

Staff has prepared a Master Sidewalk Plan. The sidewalk plan shows the side of the street in which the sidewalk is required to be constructed. The locations of sidewalks were determined by a number of factors. Staff looked at existing sidewalks, locations of schools and parks, undeveloped sides of streets, sides of streets with deeper lots, sides of streets with less trees than the other, and sides of streets where development was occurring or soon to occur. A list of specific streets and the proposed location of the new sidewalk was enclosed for review. Staff recommends approval of Resolution No. R-896 as prepared containing the Master Sidewalk Plan.

Key discussion points:

- Theresa Grahmann gave an overview of the item and the Master Sidewalk Plan. Each street was looked at individually to determine which side to put the sidewalk on. There were a number of factors such as existing sidewalks, if there was a street that had more sidewalks on one side that is the side of the street it was planned for. Locations of school and parks were considered. Undeveloped areas were considered and if there was an area of the street largely undeveloped, that is the side used. In some of the developed areas on the collectors aerial photos were reviewed, depth of lots was considered and which side of the street had more trees. A color map depicting the sides of the street the sidewalks would be located on was provided.
- Councilor Suter asked what will be done in areas where there are sidewalks on both sides of the street and the side of the street designated in the plan will be fixed. What will we do to the other side of the street where there are sporadic sidewalks? Jack Hamlett said the City does not have a plan to address existing sidewalks. That is something that would have to be addressed in the future.
- Councilor Suter said in the Thoroughfare Plan sidewalks in areas have been identified, specifically Commercial Drive which we have discussed. In adopting this plan are we saying there will be a sidewalk there. Jack Hamlett said we tried to keep this simple tying it to the Thoroughfare Plan. That can be deleted as part of this plan.

- Councilor Segura said this does not mean we are going to go out and put in sidewalks, but is for new development. Jack Hamlett said if an area is rebuilt or if a new area is developed then the developer would have to put in sidewalks.
- Councilor Suter recommended removing Commercial Drive out since that has been discussed and is in a development plan that is not required and he does not want this to override something in a development plan.
- Councilor Grigar expressed concern around the schools. He has had a request from the principal at Taylor Ray that on the south side of Avenue N a sidewalk be put in from Louise Street all the way to Ward Street. The reason is that at Ward and Avenue N there is a crossing guard and the children have to cross Avenue N to the north side to walk on Travis Park and eventually get to an existing sidewalk on the north side. The principal and parents have a concern that they are doing crossing guard duty in those areas and they think if there was one on the south side of Avenue N they could walk along the south side to the crossing guard and then cross at a safe location. Should we get with the school district and ask about the walk zones and how far they go out and make a determination? Jack Hamlett said these are limited hours when you have a crossing guard. Would you not want the children to walk on the park side the majority of the time? We think the sidewalk needs to be on the side the park is and that is why we recommended the north side.
- Councilor Suter asked legal counsel how to address the unanswered issue on Commercial Drive, should it be deleted? William Olson said this is a plan at this point; it does not have anything to do with who will build it. The next item on the agenda is the ordinance. You can not indiscriminately say who will put in a sidewalk. There has to be a plan. The second half of this is the adoption of the ordinance. That will impose a requirement on new development to construct a sidewalk as indicated in the plan within their development. An exception to that will be, if there is in a development agreement some kind of vesting where they are not obligated to construct it and they predated this requirement. He recommended that they approve the plan, adopt the ordinance and let the chips fall as they may. If there are sidewalks in the plan that are not necessary, then take them off the plan.
- Councilor Suter recommended removing Commercial Drive off from Vista to FM762.

Action: Councilor Suter made a motion, seconded by Councilor Hopkins to approve Resolution No. R-896, a Resolution adopting a Sidewalk Plan, establishing required sidewalks for all residential and non-residential construction, along all major thoroughfares and collector streets and deleting Commercial Drive from Vista to FM762. The motion carried by a unanimous vote.

11. CONSIDERATION OF AND ACTION ON ORDINANCE NO. 2009-02, AN ORDINANCE AMENDING THE CODE OF ORDINANCES BY ADDING A NEW ARTICLE XX OF CHAPTER 6 THEREOF, ESTABLISHING SIDEWALK REGULATIONS FOR ALL RESIDENTIAL AND NON-RESIDENTIAL CONSTRUCTION; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$500 FOR VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

Executive Summary: The requirements for the construction of sidewalks are currently located in Chapter 25 of the City's Code of Ordinances under Section 25-52. At the Special City Council Meeting (Workshop) of November 25, 2008, Staff presented proposed Ordinance No. 2009-02, which adds the sidewalk requirement to Chapter 6 (Building Regulations). At the Workshop, the Council requested that Staff move forward with the Ordinance and a Sidewalk Plan. The Sidewalk Plan is being considered concurrently with Ordinance No. 2009-02. The sidewalk requirements in Section 25-52 would remain unchanged at this time, but if Ordinance No. 2009-02 is approved, Staff will bring an Ordinance forward to amend Section 25-52 at a future meeting.

The Ordinance addresses on which roads sidewalks are required to be constructed and during which period of development the sidewalks are to be constructed. Also, the Ordinance addresses sidewalk construction due to an expansion of a use on a property, physical location of the sidewalk on property or right-of-way, and areas where sidewalks are not required.

Staff recommends approval of Ordinance No. 2009-02 as prepared.

Key discussion points:

- Theresa Grahmann gave an overview of the item.

Action: Councilor Hopkins made a motion, seconded by Councilor Sebesta to approve Ordinance No. 2009-02, an Ordinance amending the Code of Ordinances by adding a new Article XX of Chapter 6



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
4	Bryan Road Project Update Discussion
ITEM/MOTION	
Review and discuss the status of the Bryan Road Project, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Resolution No. R-1634 - 03-19-13
2. City Council Meeting Minute Excerpt - 03-19-13
3. City Council Meeting Minute Excerpt – 02-26-13

APPROVALS

Submitted by:

John Maresh
Assistant City Manager of
Public Services

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

**Approved for Submittal
to City Council:**

Robert Gracia
City Manager

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.

RESOLUTION NO. R-1634

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROSENBERG, TEXAS, AUTHORIZING CITY STAFF AND LANDTECH CONSULTANTS, INC., TO PROCEED WITH PLANNING FOR THE BRYAN ROAD IMPROVEMENTS PROJECT, AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, the City Council has designated Bryan Road as a major thoroughfare in the Rosenberg's Major Thoroughfare Plan; and,

WHEREAS, the City Council has approved Bryan Road as a priority in Rosenberg's Capital Improvements Plan; and,

WHEREAS, the City Council has selected Landtech Consultants, Inc., as the consulting engineer for the Bryan Road Improvements Project;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSENBERG, TEXAS:

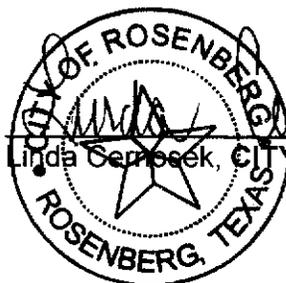
Section 1. City staff and Landtech Consultants, Inc., are hereby authorized to proceed with planning for the Bryan Road Improvement Project which shall include a one-hundred (100) foot right-of-way.

Section 2. Plans for the Bryan Road Improvement Project's street cross section shall include four (4) lanes with a 32-foot median.

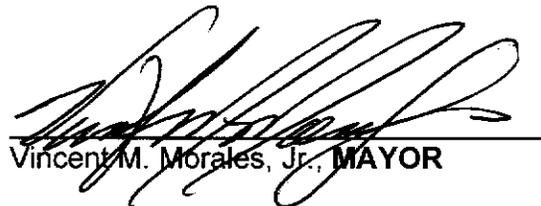
Section 3. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND RESOLVED this 19th day of March 2013.

ATTEST:


Linda Semosek, CITY SECRETARY

APPROVED:


Vincent M. Morales, Jr., MAYOR

2. **CONSIDERATION OF AND ACTION ON RESOLUTION NO. R-1634, A RESOLUTION AUTHORIZING CITY STAFF AND LANDTECH CONSULTANTS, INC., TO PROCEED WITH PLANNING FOR THE BRYAN ROAD IMPROVEMENTS PROJECT, AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

Executive Summary: At the City Council Workshop held on February 26, 2013, Landtech Consultants, Inc. (Landtech), presented a preliminary report on the Bryan Road Improvement Project. Two questions were presented for City Council's consideration which included:

1. Proposed Right-of-Way
2. Street Cross Section

Following City Council's discussion, the City Council consensus was to direct City staff and Landtech to prepare appropriate documents for future consideration by City Council. The directive included:

1. Right-of-Way – 100 feet
2. Street Cross Section – four lanes with a center median (32 feet)

Resolution No. R-1634 has been prepared to authorize City staff and Landtech to proceed with the Bryan Road Improvement Project using the above criteria. Staff recommends approval of the Resolution as presented.

Key discussion points:

- Jack Hamlett, City Manager gave an overview of the item regarding Resolution No. R-1634.

Action: Councilor Segura made a motion, seconded by Councilor Grigar to approve Resolution No. R-1634, a Resolution authorizing City staff and Landtech Consultants, Inc., to proceed with planning for the Bryan Road Improvements Project, and containing other provisions relating to the subject.

Questions/Comments:

- Councilor Benton asked about street lighting. Jack Hamlett stated that is part of the engineering plan and CenterPoint will coordinate that once we have the plans. We are allotted so many street lights per year.
- Councilor Benton stated since bicycles cannot be ridden on sidewalks where will people ride bicycles. Jack Hamlett stated there would have to be additional right-of-way. Any plans will come back to this Council.

Upon voting the motion carried by a unanimous vote.

3. **CONSIDERATION OF AND ACTION ON COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012.**

Executive Summary: Patillo, Brown & Hill, LLP, has completed the audit of the City of Rosenberg's financial statements for the fiscal year ended September 30, 2012. The City has received an unqualified opinion on the financial statements, which indicates the City has presented its financial statements in conformity with Generally Accepted Accounting Principles (GAAP). An unqualified opinion assures that the financial statements are free of material misstatement based upon examination of the supporting documents and disclosures of the figures contained in the City's financial statements.

The Comprehensive Annual Financial Report (CAFR) for 2012 was reviewed at the Finance/Audit Committee Meeting (Committee) on March 05, 2013, and the Committee recommended acceptance of the CAFR. A letter required by Statement on Accounting Standards No. 112 was presented by the auditors and distributed with the CAFR. A management letter was not issued for FY2011; therefore, I have no items to respond to for FY2011.

John Manning, with Patillo, Brown and Hill, LLP, will present the Comprehensive Annual Financial Report for 2012, and some of the key financial highlights of the report.

Staff recommends the acceptance of the FY2012 CAFR.

Key discussion points:

- Joyce Vasut, Finance Director read the Executive Summary regarding the FY2012 CAFR.
- John Manning, with Patillo, Brown and Hill, LLP, reviewed the highlights for the FY2012 CAFR.

CITY OF ROSENBERG

CITY COUNCIL WORKSHOP MEETING MINUTES

On this the 26th day of February, 2013, the City Council of the City of Rosenberg, Fort Bend County, Texas, met in a Special 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
Juan Salazar	Councilor, District 1
Joe G. Segura	Councilor, District 2
Dwayne Grigar	Councilor, District 3
Tom Suter	Councilor, District 4

STAFF PRESENT

Jack Hamlett	City Manager
Linda Cernosek	City Secretary
John Maresh	Assistant City Manager
Cyndy Powell	Assistant to the City Manager
Lora Lenzsch	City Attorney
Wade Goates	Fire Chief
Tonya Palmer	Building Official
Charles Kalkomey	City Engineer
Angela Fritz	Communications Director
Matt Fielder	Economic Development Director
Kaye Supak	Executive Assistant
Kelly Kruesch	Police Officer
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 6:08 p.m.

AGENDA

- HEAR PRESENTATION REGARDING THE CONCEPTUAL STUDY FOR THE BRYAN ROAD IMPROVEMENTS PROJECT, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**
Executive Summary: Representatives from Landtech Consultants, Inc., will make a presentation to City Council regarding the Bryan Road Improvements Project. The presentation will include a conceptual study of project constraints, right-of-way requirements, utility conflicts, and utility relocations. The study will also include two (2) different roadway sections. Following the Workshop, City Council will be asked to select the preferred roadway section at the City Council Meeting on March 19, 2013. Staff will then negotiate an agreement for engineering services on Bryan Road Phase One.

Key discussion points:
 - Jack Hamlett, City Manager gave an overview of the item regarding the conceptual study for the Bryan Road Improvements Project with the preliminary study of a concept to be more of a 100' right-of-way.
 - Glenn Graham, P.E., Vice President and Robert Doty, P.E., Project Director of Landtech Consultants, Inc. gave a presentation including:
 - Scope of Services

- o Existing Conditions
- o Issues and Constraints
- o Alternative Analysis
- o Summary of Project Issues
- Scope of Services
 - o Data Collection and Site Recommendations
 - o Right of Way Research and Evaluation
 - o Utility Research and Coordination
 - o Drainage Research
 - o Document Preparation
- Project Location
 - o Phase 1 – Bryan Road at FM 2977
 - o Phase 2 – Bryan Road at FM 2218
 - o Phase 3 – Bryan Road Bridge over Dry Creek
- Slide was shown of:
 - o Existing Bryan Road Typical Section
 - o Existing Spacek Road Typical Section
 - o Existing Condition photos of:
 - Bryan Road at FM 2218
 - Bryan Road at FM 2977
 - Bryan Road Bridge over Dry Creek
 - Bryan Road
- Issues & Constraints
 - o Existing Pipelines/Utilities
 - o Existing Right-of-Way
 - o Existing Easements
 - o Existing Bridge over Dry Creek
 - o Drainage Issues
 - Drainage Design
 - Outfall Connections
 - o Future Agency Coordination
 - TxDOT/FBCDD/FBC
 - o Coordination with Rosenberg Business Park
- Alternative Analysis
 - o Right-of-Way Acquisition
 - 100-foot vs. 80 foot
 - Proposed Typical Sections
 - Alignment Map
 - o Horizontal Alignment Radius
 - o Location of Proposed Storm Sewer
 - o Proposed Bridge Design
 - o Project Cost
- Slide showing 100' Typical Section Option (raised median)
- Slide showing 100' Typical Section Option (continuous left turn lane)
- 100' ROW Alternative Analysis

Alternative

100' ROW

Pros
 Major Thoroughfare
 Allows for Future Expansion
 Similar to Other Recent Reconstructed Roads
 (i.e. Spacek Road and Reading Road)

Cons
 ROW Cost
 Utility Costs

- Slide showing 80' Typical Section Option (raised median)
- Slide showing 80' Typical Section Option (continuous left turn lane)

Alternative

80' ROW

Pros
 Minimizes ROW Acquisition

 Minimizes Utility Costs

Cons
 Will require Serpentine
 Alignment
 Limits Future Expansion

- **Project Costs**
 - o Right-of-Way Acquisition
 - o Utility Relocation
 - o Construction
- Summary of Project Issues

- 100-foot ROW vs. 80-foot ROW?
- Typical Sections(s) – Raised Median vs. Shared Turn Lane?
- Placement of Storm Sewer Trunk Line? Bridge Design (length & width)
- Future Traffic Signals
 - Spacek Road
 - FM 2977
- Discussion was held regarding the options. General consensus of Council was to plan for the future.
- Landtech representatives will look at the right/left hand turn lane and associated cost.
- No action was taken on the item.

2. **REVIEW AND DISCUSS THE ROSENBERG DEVELOPMENT CORPORATION ANNUAL REPORT, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**

Executive Summary: Staff will review an annual report on Rosenberg Development Corporation (RDC) projects and activities, as well as key economic indicators, for Fiscal Year 2012. These will include business recruitment/expansion and infrastructure projects, as well as information relating to overall economic condition of the community.

Key discussion points:

- Matt Fielder, Economic Development Director gave the Rosenberg Development Corporation Annual Report.
- RDC History
- Created by Election in 1995
- Funded by ¼ Cent Sales Tax
- State Law Allows for Projects in the Following Areas:
 - Promotion
 - Primary Job Creation and Retention
 - Infrastructure to support New and Expanded Businesses
 - Job Training
 - Career Centers
 - Transit Planning and Infrastructure
 - Parks and Recreation and open Space Improvements
 - Sports Facilities
 - Entertainment, Tourism and Convention Facilities
 - Affordable Housing
 - Eater Supply Facilities (by election)
 - Water Conservation Programs
- New and Expanded Businesses
 - Si Environmental
 - HiTech Power Protection
 - Seatex Corporation
 - Brazos Town Center
- Significant Past RDC Projects
 - National Oilwell
 - Benedettini Cabinetry
 - Seatex Corporation
 - Biotics Corporation
- Capital Projects
 - FM 2218 Widening
 - Downtown Development
 - Neighborhood Park Improvements
 - Transportation Gateway Improvements
 - Poll Demolition and Parking Lot Projects
- Significant Past Capital Projects
 - Reading Road Overpass & Extension
 - U.S. Highway 59 Feeder Roads
 - 4th Street & Louise Street Improvements
 - Bamore Road Phase 1 Expansion
 - Park Improvements
- Economic Performance – Population
 - 2012 Estimate: Rosenberg's population is now 32,000



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
5	FY2015 Capital Improvement Plan Discussion
ITEM/MOTION	
Review and discuss Capital Improvement Plan priorities for FY2015, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

1. Status of FY2014 CIP Program
2. Proposed FY2015 CIP Program

MUD #: N/A

APPROVALS

Submitted by:

Joyce Vasut
Executive Director of
Administrative Services

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

g.m.

Approved for Submittal to City Council:

Robert Gracia
City Manager

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.

FY2014 CAPITAL IMPROVEMENT PROJECTS

GENERAL PROJECTS

1. City Radio/Communication System Replacement
2. Parking Facilities in Downtown
3. Renovate Downtown Building
4. Replace 1995 Gradall

STREETS AND DRAINAGE PROJECTS

5. Airport Avenue Project – Phase One
6. Bamore Road – Phase Three
7. Bamore Road – Phase Four
8. Bryan Road – Phase One
9. Drainage Improvements East of Lane Drive
10. Dry Creek Drainage Improvements
11. FM 2218 from US Highway 59 to State Highway 36 (TxDOT)
12. Old Richmond Road Reconstruction
13. One-Way Pairs Project – Avenue H and Avenue I (TxDOT)
14. Seabourne Creek Drainage – Phase Three
15. Sidewalks – Replace/Removal of Existing
16. Spur 10 Extension to State Highway 36 (TxDOT)
17. Street Overlay and Reconstruction Program
18. US Highway 59 Expansion from FM 762 to Spur 10 (TxDOT)

WATER AND WASTEWATER PROJECTS

19. Alternate Water Project
20. Backup and Portable Generators for Utility System
21. FM 2977 Water Line Extension
22. North Side Sanitary Sewer Improvements - Phase Nine
23. Spacek Road Sewer Lift Station
24. Spacek Road Sewer Line
25. Terry High School Reclaimed Water Project
26. Utility Adjustments for US 59/I-69 Project (TxDOT)
27. Utility Extensions to serve FM 2218 Rosenberg Business Park
28. Utility Replacement/Relocation for Avenue H, Avenue I and Downtown
29. Water Plant No. 5 Improvements

Substantially Complete (12)
Carry-Over to FY2015 (16)



CITY OF ROSENBERG

FY2015 Capital
Improvements Projects

PRELIMINARY FY2015 CAPITAL IMPROVEMENT PROJECTS

GENERAL/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 and Drainage - Rosenberg Business Park – Phase I
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 FM 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 Extensions to serve FM 2218 Rosenberg Business Park – Phase I
25. Utility Replacement/Relocation for Avenue H, Avenue I and Downtown

Streets and Drainage Projects Summary

Project Title:	Airport Avenue Project - Phase Two	
Project Number:	CP1501	
Bid Award:	N/A	
Department:	Public Works	
Staff:	Assistant City Manager Project Director	
Engineer:	Costello, Inc.	
Contractor:	N/A	
Cost Estimate:	\$4,422,400	
Authorized Funding:	CO 2013 Bond Funds	\$380,000
	2013 County Mobility Funds	<u>\$2,200,000</u>
	Total	\$2,580,000
Council Approval Date:	N/A	
Election District:	District 4	
Project Summary:	<p>Phase One of the project reconstructed Airport Avenue from two (2) lanes with open roadside ditches into a three-lane concrete roadway with a continuous center left turn lane, concrete curb and gutter, sidewalk, and underground storm drainage system. Phase One was from FM 2218 to Graeber Road.</p> <p>Phase Two includes reconstructing Airport Avenue from Graeber Road to Louise Street.</p>	
Supporting Documentation:	N/A	

Streets and Drainage Projects Summary

Project Title: Bamore Road - Phase Four

Project Number: CP1317

Bid Award: N/A

Department: Public Works

Staff: Assistant City Manager
Project Director

Engineer: IDC, Inc.

Contractor: N/A

Cost Estimate: \$1,663,185 (includes engineering and construction)

Authorized Funding:

RDC Funds (construction only)	\$750,000
CO 2010B Bond Funds	\$90,000
CO 2013 Bond Funds	\$250,000
County Mobility Project Funds 2007	<u>\$573,185</u>
Total	\$1,663,185

Council Approval Date: May 07, 2013 by Resolution No. R-1657

Election District: District 2

Project Summary: Phase One was completed from US Highway 59 to Klauke Road.

Phase Two was completed from Klauke Road to north of Southgate Drive.

Phase Three, from north of Southgate Drive to Avenue K, is under construction.

Phase Four, south of Avenue K to Spur 529, will complete the Bamore Road Paving and Drainage Improvements Project.

Seabourne Creek - CenterPoint Lateral Drainage Phase Three is required to complete Bamore Road Phase Four. (See Seabourne Creek - CenterPoint Lateral Drainage Phase Three Project Summary for details.)

Supporting Documentation: Resolution No. R-1657
Resolution No. R-1725

Streets and Drainage Projects Summary

Project Title:	Bryan Road	
Project Number:	CP1103	
Bid Award:	N/A	
Department:	Public Works	
Staff:	Assistant City Manager	
Engineer:	Landtech Consultants, Inc.	
Contractor:	N/A	
Cost Estimate:	*See note below	
Authorized Funding:	CO 2010B Bond Funds	\$240,000
	CO 2012 Bond Funds	\$150,000
	CO 2013 Bond Funds	\$500,000
	County Mobility Funds (2007)	\$1,100,000
	County Mobility Funds (2013)	<u>\$4,700,000</u>
	Total	<u>\$6,690,000</u>
Council Approval Date:	March 19, 2013 by Resolution No. R-1634	
Election District:	District 4	
Project Summary:	Reconstruction from two (2) lane open ditch to four (4) lanes with concrete, curb and gutter, sidewalks, and storm drainage system. This project also includes realigning Bryan Road at FM 2218.	
Supporting Documentation:	Resolution No. R-1634	

*Landtech Consultants, Inc. is currently working on an updated cost estimate.

Streets and Drainage Projects Summary

Project Title:	Drainage Improvements East of Lane Drive
Project Number:	N/A
Bid Award:	N/A
Department:	Public Works
Staff:	Assistant City Manager
Engineer:	N/A
Contractor:	N/A
Cost Estimate:	N/A
Proposed Funding:	N/A
Council Approval Date:	N/A
Election District:	District 1
Project Summary:	<p>This area drains into the City of Richmond's drainage system and eventually into Rabbs Bayou. During heavy rainfall events, the drainage facilities in Richmond experience flooding.</p> <p>A drainage study was completed for this area by the City of Richmond with a recommendation for the City of Rosenberg to construct a drainage retention basin. No further action was taken. The first step would be for Rosenberg to determine which option/recommendation identified in the study will be utilized. Next the City would acquire property and complete construction plans. Then Rosenberg could work with the Fort Bend Drainage District to construct the detention basin to be maintained by the City.</p>
Supporting Documentation:	N/A

Streets and Drainage Projects Summary

Project Title:	Dry Creek Drainage Improvements	
Project Number:	CP1405	
Bid Award:	N/A	
Department:	Public Works	
Staff:	Assistant City Manager City Engineer	
Engineer:	LJA, Inc.	
Contractor:	N/A	
Estimate Cost:	\$12,000,000	
Authorized Funding:	GO 2007 Bond Funds	\$27,764
	GO 2014 Bond Funds	<u>\$1,565,000</u>
	Total	\$1,592,764
Council Approval Date:	November 20, 2012 by Resolution No. R-1578 August 02, 2011 by Resolution No. R-1350 October 19, 2010 by Resolution No. R-1231 March 02, 2010 by Resolution No. R-1125 October 27, 2009 by Resolution No. R-1052 December 18, 2007 (No resolution) March 20, 2007 (No resolution)	
Election District:	District 3 and District 4	
Project Summary:	Update of drainage basin study has been completed. Improvements will include a regional detention facility and improvements to drainage channel to be completed over a multi-year period. City has purchased the property for the regional detention facility. LJA Engineering, Inc., has completed construction plans for the facility. Fort Bend Drainage District has provided improvements to the Dry Creek channel between Louise Street and Airport Avenue, as well as between Bryan Road and FM 2218. LJA has also completed construction plans for the regional detention basin control structure and to increase the capacity of the box culvert structures at Louise Street.	
Supporting Documentation:	Resolution No. R-1578 Resolution No. R-1350 Resolution No. R-1231 Resolution No. R-1125 Resolution No. R-1052 LJA Change Order No. 1 - December 19, 2007 LJA Agreement - March 29, 2007	

Streets and Drainage Projects Summary

Project Title:	FM 2218 from US Highway 59 to State Highway 36 (TxDOT)
Project Number:	N/A
Bid Award:	N/A
Department:	Public Works
Staff:	N/A
Engineer:	N/A
Contractor:	N/A
Cost Estimate:	TBD
Authorized Funding:	TxDOT
Council Approval Date:	April 02, 2013 by Resolution No. R-1642
Election District:	District 2 and 4
Project Summary:	<p>This is a TxDOT funded project. Reconstruction to match improvements north of US Highway 59. This will be four (4) lanes with median.</p> <p>If there are any additional improvements that would improve the safety and access to Seabourne Creek Regional Park, the City may be responsible for a portion of those costs.</p>
Supporting Documentation:	Resolution No. R-1642

Streets and Drainage Projects Summary

Project Title: Road Extension and Drainage - Rosenberg Business Park - Phase I

Project Number: CP1302

Bid Award: N/A

Department: Public Works

Staff: Economic Development Director

Engineer: IDS Engineering Group

Contractor: N/A

Cost Estimate: \$2,335,960

Proposed Funding: RDC Funds \$2,335,960

Council Approval Date: February 05, 2013 by Resolution No. R-1613
RDC approval on April 11, 2013 by Resolution No. RDC-81

Election District: District 4

Project Summary: The RDC has executed an agreement to assist with road extension and drainage to serve the development of a business park on FM 2218.

Supporting Documentation: Resolution No. R-1613
Resolution No. RDC-81
Resolution No. R-1745

Streets and Drainage Projects Summary

Project Title:	Seabourne Creek Drainage - Phase Three	
Project Number:	CP1403	
Bid Award:	N/A	
Department:	Public Works	
Staff:	Assistant City Manager City Engineer	
Engineer:	Jones & Carter, Inc.	
Contractor:	N/A	
Cost Estimate:	\$342,700 (includes engineering and construction)	
Authorized Funding:	2010 Bond Funds	\$96,177
	2012 Bond Funds	\$168,374
	2013 Bond Funds	\$30,000
	FY2012 Street Paving	\$38,699
	FY2013 Street Paving	\$5,949
	Seabourne Creek Detention	\$2,892
	Seabourne Creek Capacity Fund	<u>\$13,127</u>
	Total	\$355,218
Council Approval Date:	N/A	
Election District:	District 2	
Project Summary:	This project includes drainage improvements that are necessary for the Bamore Road Project and adjacent properties. Phase Three is necessary to accommodate the drainage needed for Phase Four of the Bamore Road Project.	
	This cost estimate includes engineering and construction costs. Right-of-way costs are not included.	
Supporting Documentation:	Cost Estimate - August 27, 2013	

Streets and Drainage Projects Summary

Project Title:	Sidewalks - Replace/Removal of Existing	
Project Number:	CP1315	
Bid Award:	N/A	
Department:	Public Works	
Staff:	Assistant City Manager Planning Director	
Engineer:	N/A	
Contractor:	N/A	
Cost Estimate:	\$1,200,000	
Authorized Funding:	CO 2013 Bond Fund	\$250,000
Council Approval Date:	N/A	
Election District:	City-wide	
Project Summary:	Establish a program to repair and replace existing sidewalks.	
Supporting Documentation:	N/A	

Streets and Drainage Projects Summary

Project Title: Spacek Road Improvements - Phase Two

Project Number: CP1212

Bid Award: N/A

Department: Public Works

Staff: Assistant City Manager

Engineer: Landtech Consultants, Inc

Contractor: N/A

Cost Estimate: *See Note Below

Authorized Funding:

CO2010A Bond Fund	\$9,000
County Mobility 2007 Reimbursement	\$504,578
County Mobility (Mud 144)	\$151,725
County Mobility 2007 Available	<u>\$968,392</u>
Total	\$1,633,695

Council Approval Date: N/A

Election District: District 2

Project Summary: In conjunction with Bryan Road, Spacek Road will be reconstructed from two (2) lane open ditch into a three (3) lane concrete roadway with a continuous left turn lane, concrete curb and gutter, sidewalk, and underground storm drainage system. Phase two includes, reconstructing Spacek Road from Bryan Road to the northern end of the Oaks of Rosenberg subdivision.

Supporting Documentation:

*Landtech Consultants, Inc is currently working on an updated cost estimate.

Streets and Drainage Projects Summary

Project Title: Traffic Signal at Reading Road and Town Center Boulevard

Project Number: N/A

Bid Award: N/A

Department: Public Works

Staff: Assistant City Manager

Engineer: N/A

Contractor: N/A

Cost Estimate: \$230,750

Proposed Funding:	Developer	\$115,375
	City of Rosenberg/RDC	<u>\$115,375</u>
		\$230,750

Council Approval Date: September 21, 2010

Election District: District 2 and 4

Project Summary: Per the development agreement between the City of Rosenberg and 16 Rose LTD, the City is required to install a traffic signal at the intersection of Town Center Boulevard and Reading Road. The Developer agrees to pay fifty percent (50%) of the engineering and construction cost. The Developer agrees to make a payment to the City before the first Certificate of Occupancy is issued with the tract. The City Shall construct the traffic signal within 180 days of receiving the payment.

Supporting Documentation: Resolution No. R-1214

Streets and Drainage Projects Summary

Project Title:	Traffic Signal for Reading Road at Spacek Road
Project Number:	N/A
Bid Award:	N/A
Department:	Public Work
Staff:	Assistant City Manager City Engineer
Engineer:	N/A
Contractor:	N/A
Cost Estimate:	N/A
Proposed Funding:	N/A
Council Approval Date:	April 02, 2013 by Resolution No. R-1642
Election District:	District 2 and 4
Project Summary:	<p>Reconstruct US Highway 59 to interstate standards with additional lanes and new interchanges.</p> <p>Phase One includes improvements from Spur 10 to south of Reading Road.</p> <p>Phase Two is from south of Reading Road to State Highway 99 (Grand Parkway).</p> <p>At the completion of the I-69/Reading Road interchange reconstruction, the City will need to evaluate the traffic impacts at the Reading Road and Spacek Road intersection to determine if a traffic signal is warranted.</p>
Supporting Documentation:	Resolution No. R-1642

Streets and Drainage Projects Summary

Project Title:	US Highway 59/I-69 Expansion from FM 762 to Spur 10 (TxDOT)
Project Number:	N/A
Bid Award:	N/A
Department:	Public Works
Staff:	Assistant City Manager
Engineer:	N/A
Contractor:	N/A
Cost Estimate:	N/A
Proposed Funding:	TxDOT
Council Approval Date:	April 02, 2013 by Resolution No. R-1642
Election District:	District 2 and 4
Project Summary:	<p>Reconstruct US Highway 59 to Interstate 69 standards with additional lanes and new interchanges.</p> <p>Phase One includes improvements from Spur 10 to Reading Road.</p> <p>Phase Two is from Reading Road to FM 762.</p> <p>TxDOT will provide funding for engineering design and construction. City will be responsible for the relocation of City utilities. Cost for utility relocation will be reimbursed by TxDOT.</p>
Supporting Documentation:	Resolution No. R-1642

Water/Wastewater Fund Projects Summary

Project Title:	Alternate Water Project (GRP)	
Project Number:	N/A	
Bid Award:	N/A	
Department:	Water/Wastewater	
Staff:	City Manager Assistant City Manager City Engineer	
Engineer:	N/A	
Contractor:	N/A	
Cost Estimate:	\$27,000,000 (Rosenberg's estimated cost for a groundwater or surface water option)	
Proposed Funding:	Subsidence Fund/GRP Fund	\$2,500,00
	Future Bond Issues supported by Subsidence Fees	
Council Approval Date:	N/A	
Election District:	City-wide	
Project Summary:	<p>The Alternate Water Project is required by Groundwater Reduction Mandates established by the Fort Bend Subsidence District. Such mandates require Rosenberg and Richmond to reduce groundwater withdrawal by 30% of total water demand by 2016. There are currently two options that are being considered:</p> <ol style="list-style-type: none">1. Treating surface water from the Brazos River2. Transporting groundwater or obtaining surface water from outside Fort Bend County. <p>Either option will require additional improvements to Rosenberg's water distribution system. Additional projects may include but are not limited to:</p> <ol style="list-style-type: none">1. Water Plant No. 5 Improvements2. Elevated Storage Tank at FM 29773. Water Plant No. 6 Ground Storage Tank4. Water Line Extension and Connection from Bonbrook Subdivision to Bridlewood Subdivision5. Automatic Control Valve on Avenue I6. Chloramine Conversions for Water Plants No. 2, No. 3, No. 4, No. 5, and No. 6. <p>The mandate further requires that groundwater withdrawal be reduced by 60% of total water demand by 2025.</p>	
Supporting Documentation:	N/A	

Water/Wastewater Fund Projects Summary

Project Title:	Backup and Portable Generators for Utility System	
Project Number:	N/A	
Bid Award:	N/A	
Department:	Water/Wastewater	
Staff:	Assistant City Manager Utilities Director	
Engineer:	N/A	
Contractor:	N/A	
Cost Estimate:	\$1,050,000	
Authorized Funding:	Water/Wastewater Supplemental Fund-FY2014	\$75,000
	Water/Wastewater Supplemental Fund-FY2015	<u>\$150,000</u>
	Total	\$225,000
Council Approval Date:	May 21, 2013 by Resolution No. R-1663	
Election District:	City Wide	
Project Summary:	<p>The City has made it a priority to continue implementation of a plan to provide backup power to sanitary sewer lift stations. This portion of the project includes:</p> <ol style="list-style-type: none">1. Acquire one (1) additional Portable Generators2. Installation of manual transfer switches at additional lift stations3. Installation of an automatic transfer switch and backup generator at Waste Water Treatment Plant# 1A <p>Texas Legislature mandates cities to maintain water system operations during electric power outages. This portion of the project has been completed and included a backup generator for Water Plant No. 5 and a backup generator for Water Plant No. 3.</p>	
Supporting Documentation:	Resolution No. R-1663	

Water/Wastewater Fund Projects Summary

Project Title: FM 2977 Water Line Extension (GRP)

Project Number: CP1409

Bid Award: N/A

Department: Water/Wastewater

Staff: Assistant City Manager
City Engineer

Engineer: Jones & Carter, Inc.

Contractor: N/A

Cost Estimate: \$800,000

Proposed Funding:

FM 2977 Water Improvement - Fund 523	\$712,773
Water Impact Fees - Fund 516	<u>\$87,227</u>
Total	\$800,000

Council Approval Date: March 4, 2014 by Resolution No. R-1759

Election District: District 4

Project Summary: Construct a sixteen (16) inch water line to complete a loop that will connect the water line along Reading Road to the water line along Bryan Road. The water line loop will also connect the proposed elevated storage tank that will be constructed next to Fire Station No. 3. This water line extension is part of the City's GRP and engineering design and easement acquisition should be completed in 2014, followed by construction in 2015.

Phase One was installed by MUD No. 144 in 2013 as part of the property purchase for Fire Station No. 3.

Supporting Documentation: Resolution No. R-1759

Water/Wastewater Fund Projects Summary

Project Title:	FM 2977 Water Storage Tank (GRP)		
Project Number:	N/A		
Bid Award:	N/A		
Department:	Water/Wastewater		
Staff:	Assistant City Manager City Engineer		
Engineer:	Jones & Carter, Inc.		
Contractor:	N/A		
Cost Estimate:	\$3,151,000		
Proposed Funding:	Water Plant #6 Fund - Fund 510		\$68,366
	Subsidence Fund/GRP Projects - Fund 520		<u>\$3,082,634</u>
	Total		\$3,151,000
Council Approval Date:	N/A		
Election District:	District 4		
Project Summary:	Construct a one million gallon elevated storage tank behind Fire Station No. 3.		
Supporting Documentation:	N/A		

Water/Wastewater Fund Projects Summary

Project Title: Lift Station No. 11 Replacement

Project Number: CP1411

Bid Award: N/A

Department: Water/Wastewater

Staff: Assistant City Manager
City Engineer

Engineer: Jones & Carter, Inc.

Contractor: N/A

Cost Estimate: \$1,260,000

Authorized Funding:

W/WW Fund Balance (Engineering)	\$160,000
FY2014 Certificates of Obligation	<u>\$1,100,000</u>
Total	<u>\$1,260,000</u>

Council Approval Date: March 18, 2014 by Resolution No. R-1767

Election District: District 4

Project Summary: Replacement of Lift Station No. 11, located at FM 2218 and Airport Avenue due to age, capacity and reliability issues.

Construct new lift station, including controls and SCADA next to existing lift station on City property to improve capacity and reliability.

Supporting Documentation: Resolution No. R-1767
Resolution No. R-1772

Water/Wastewater Fund Projects Summary

Project Title: North Side Water Improvements Phase Two

Project Number: N/A

Bid Award: N/A

Department: Water/Wastewater

Staff: Assistant City Manager
Project Director

Engineer: Kelly Kaluza & Associates, Inc.

Contractor: N/A

Cost Estimate: \$213,782

Authorized Funding:

CDBG	\$177,401
City Match/Water Fund	<u>\$36,381</u>
Total	\$213,782

Council Approval Date: March 18, 2014 by Resolution No. R-1766

Election District: District 1

Project Summary: This project would continue replacement of the water distribution system. Phase Two would replace a shallow, uncased 6 inch crossing under the railroad tracks at 6th street. The current 6 inch water line will be upgraded to a 12 inch waterline with casing. The current Primary funding is Community Development Block Grants (CDBG).

City will be required to match for engineering services and a portion of the construction costs in FY2015 Budget.

Supporting Documentation: Resolution No. R-1766

Water/Wastewater Fund Projects Summary

Project Title: Sanitary Sewer Pipe Bursting Project

Project Number: CP1410

Bid Award: N/A

Department: Water/Wastewater

Staff: Assistant City Manager
Project Director

Engineer: Kelly Kaluza & Associates, Inc.

Contractor: N/A

Cost Estimate: \$12,000,000

Funding:

W/WW Fund (Engineering)	\$369,400
FY2014 Certificates of Obligation	<u>\$3,900,000</u>
Total	\$4,269,400

Council Approval Date: March 18, 2014 by Resolution No. R-1768
April 1, 2014 by Resolution No. R-1772

Election District: District 1

Project Summary: This project will continue replacement of the aging sanitary sewer collection system in the Wastewater Treatment Plant# 1A service area. This area has been experiencing issues with stoppages due to deteriorated, collapsed or missing pipe and inflow and infiltration during rainfall events. These improvements are necessary to maintain compliance with TCEQ regulations.

Supporting Documentation: Resolution No. R-1768
Resolution No. R-1772

Water/Wastewater Fund Projects Summary

Project Title:	Spacek Road Sewer Lift Station	
Project Number:	N/A	
Bid Award:	N/A	
Department:	Water/Wastewater	
Staff:	Assistant City Manager Utilities Director City Engineer	
Engineer:	N/A	
Contractor:	N/A	
Cost Estimate:	\$300,000	
Proposed Funding:	Bryan/Spacek Road Impact Fee Fund (Fund #516)	\$300,000
Council Approval Date:	N/A	
Election District:	District 4	
Project Summary:	<p>As development such as Brazos Town Center Phase Two and MUD No. 144 (Waterford Park) continues in this area, the existing facilities will reach capacity and have to be expanded.</p> <p>Development agreement fees have paid approximately \$380,000 towards this project. With the two (2) apartment complexes under construction, the City staff anticipates Phase One in 2014. This project will need to be coordinated with the Bryan Road project.</p>	
Supporting Documentation:	N/A	

Water/Wastewater Fund Projects Summary

Project Title: Spacek Road Sewer Line

Project Number: N/A

Bid Award: N/A

Department: Water/Wastewater

Staff: Assistant City Manager
Utilities Director
City Engineer

Engineer: N/A

Contractor: N/A

Cost Estimate: TBD

Proposed Funding: Spacek Rd. Sewer Improvements - Fund 509 \$989,000

Council Approval Date: N/A

Election District: District 4

Project Summary: The existing sewer serves Brazos Town Center Phase Two, MUD No. 144, and Spacek Road corridor. With the new development, the existing line will exceed capacity and will need to be upgraded. This could be implemented with road improvements to Bryan Road and Spacek Road.

No cost estimate.
No City funds available. MUD contributions are obligated to assist this project.

Supporting Documentation: N/A

Water/Wastewater Fund Projects Summary

Project Title:	Utility Adjustment for US 59/I-69 Project (TxDOT)
Project Number:	N/A
Bid Award:	N/A
Department:	Public Works and Utilities
Staff:	Assistant City Manager
Engineer:	N/A
Contractor:	N/A
Cost Estimate:	N/A
Proposed Funding:	TxDOT
Council Approval Date:	N/A
Election District:	District 2 and 4
Project Summary:	<p>The reconstruction of US Highway 59 to interstate standards will require some relocation of utilities. The City will be responsible for the utility relocations but the cost will be reimbursed by TxDOT.</p> <p>The majority of the water and sanitary sewer line relocations have been included in the TxDOT construction contract, with the exception of one (1), large diameter sanitary sewer line that is adjacent to but outside the proposed TxDOT right-of-way. A formal utility agreement will be entered into between the City and TxDOT at a future date.</p>
Supporting Documentation:	N/A

Water/Wastewater Fund Projects Summary

Project Title: Utility Extensions to FM 2218 Rosenberg Business Park - Phase I

Project Number: N/A

Bid Award: N/A

Department: Water/Wastewater

Staff: Economic Development Director

Engineer: IDS Engineering Group

Contractor: N/A

Cost Estimate: \$1,142,340

Authorized Funding: RDC Funds \$1,142,340

Council Approval Date: February 05, 2013 by Resolution No. R-1613
RDC approval on April 11, 2013 by Resolution No. RDC-81
January 7, 2014 by Resolution No. R-1745

Election District: District 4

Project Summary: The RDC has executed an agreement to assist with utility extension to serve the development of a business park on FM 2218. The utility extensions included water, sewer, and reclaimed water.

Supporting Documentation: Resolution No. R-1613
Resolution No. RDC-81
Resolution No. R-1745

Water/Wastewater Fund Projects Summary

Project Title: Utility Replacement/Relocation for Avenue H, Avenue I, and Downtown

Project Number: CP1213

Bid Award: 2013-12

Department: Public Works

Staff: City Engineer
Assistant City Manager

Engineer: Jones & Carter, Inc.

Contractor: Horseshoe Construction

Cost Estimate: \$2,645,355

Authorized Funding: 2013 Certificates of Obligation \$1,992,000

Council Approval Date: December 04, 2012 by Resolution No. R-1584
May 07, 2013 by Resolution No. R-1658

Election District: District 1 and District 2

Project Summary: TxDOT is moving forward with the initial phase of the One-Way Pairs Project involving Avenue H and Avenue I that is scheduled in 2014. The City must complete any relocation or replacement of utilities in 2013 and 2014. Sewer line replacement has begun and is a priority project regardless of the One-Way Pairs Project status. Water line replacement is scheduled for 2014 and is also a priority project regardless of the One-Way Pairs Project status.

County mobility funds may reimburse the City \$1,100,000 for the water/wastewater line replacement should the One-Way Pairs Road Project be completed.

Supporting Documentation: Resolution No. R-1584
Resolution No. R-1658



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
6	FY2015 Budget Priorities Discussion
ITEM/MOTION	
Review and discuss the proposed FY2015 Budget Priorities, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. FY2015 Budget Requests - Recommended

APPROVALS

Submitted by:

Joyce Vasut
Executive Director of
Administrative Services

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Engineer
- City Attorney
- (Other)

Approved for Submittal to City Council:

Robert Gracia
City Manager

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 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.

**CITY OF ROSENBERG, TEXAS
2014-15 BUDGET**

FY2015 BUDGET REQUESTS

	<u>One-Time</u>	<u>Recurring</u>
1 City-wide GIS System - Foundational Equipment and 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 Officers (including equipment)	7,587	72,418
11 One (1) Communications Specialists	-	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 Specialists	-	61,749
20 Improvements to CID office area - Police	25,000	-
21 One (1) Additional Police Officers (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 Specialists	-	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	-
	<u>\$ 623,309</u>	<u>\$ 959,181</u>

Total One-Time and Recurring Requests:

\$ 1,582,490

**City of Rosenberg
FY2015 Budget Request Form**

Title: City-wide GIS System - Foundational Equipment and Software

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:
Please see attached.

Fund/Dept: City/System-Wide Impact

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 70,742

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance &
Contractual Services 10,000

Total Re-occurring costs \$ 10,000

Impact on Revenues:
(Describe additional revenues, if any)
Increase in community interest due to ease of
accessibility of relevant data for development

Impact on Operating Expense:
(Provide a brief description of the re-occurring expenses
noted above - maintenance, fuel, electricity, etc. - if any)
Improved efficiencies and accuracies in data
collection; reduced staff time for data transfer;
improved data for public safety use; foundation for
expanded City-wide GIS system utilization, and
eventual interactive web-mapping, which will
drastically improve staff functionality and
services/data available to general public
(residents, businesses, visitors, etc.).

**City of Rosenberg
FY2015 Budget Request Form**

Title: GIS Technician Position & Convert GIS Specialist to Administrator

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The current GIS Specialist is responsible for serving all City departments and external customers with maps and geographic data. No one else currently employed by the City is trained to carry out these responsibilities. A second position is needed for succession planning and to provide acceptable customer service in a city growing at the rate of Rosenberg. The Planning Department's Strategic Plan outlines a plan for creating a GIS Division in which multiple positions would respond to different departments and customers. This position would be the first step in that plan.

Most importantly, there is a need from multiple departments for the City's utility infrastructure to be sufficiently mapped. That would be the top priority of this position. The position would report to a GIS Administrator (currently the GIS Specialist) and would be assigned specifically to mapping and GIS data creation for Public Works and Utilities, which are the most critical areas for the City's GIS. The requested funding would cover the cost of increasing the current GIS Specialist's salary and adding a GIS Technician.

The City Hall Annex facility currently has the space and equipment for this position. A workstation with the necessary software has already been created for the position and the GIS Specialist is currently preparing for the addition of the position by utilizing an intern to carry out similar tasks to the GIS Technician.

Fund/Dept: Planning

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 67,702

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 67,702

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

N/A

**City of Rosenberg
FY2015 Budget Request Form**

Title: Health Inspector

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The Health Department is staffed with one full-time employee. With a growing City, comes growth in businesses such as restaurants, schools, daycares, nursing homes, etc. All of which require yearly inspections for permit renewals. Special events have also increased and those permits need to be reviewed in a timely manner as they are sometimes put together quickly. The Health Inspector also works events to ensure public health standards are met. The Health Department was staffed with 2 full-time employees, at a time when eating establishments were 15% below where they are now.

As the growth indicators show, the number of establishments and the number of inspections on those establishments have significantly increased from 2009. With the retirement of one health inspector, the City decided not to replace the position, leaving only 1 health inspector. This inspector has no back-up in times of illness or vacation and is forced to work all the events that are scheduled on weekends and after hours - increasing overtime pay and decreasing employee morale. It is essential that this position be re-instated as shown in the growth indicators. The number of inspections made per inspector has increased from 289 inspections in 2009, to 844 inspections currently.

Fund/Dept: 101-1941

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 25,000

Re-occurring Costs:

Personnel Services \$ 56,315

Supplies 5,000

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 61,315

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

1. A vehicle will have to be provided for this position.
2. Office supplies, uniforms, and education budgets will also need to be increased.
3. A desk and a space will need to be provided.
4. Computer

**City of Rosenberg
FY2015 Budget Request Form**

Title: Customer Service/Security Upgrade at the City Hall Annex

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

As the annex was discussed in the Strategic Planning process for Code Enforcement and Planning, there are immediate needs to the Annex building while realistic future building needs are accessed. The "front porch" of our facility where the public has access needs to be code compliant, handicap accessible, and efficient for customers.

1. Change threshold to the building for handicap accessibility.
2. Remove interior wall in the waiting area and create two additional high/low workstations for customer service. Add a handicap accessible counter for customers in need.
3. Remove carpet in the waiting area and replace with tile throughout the high traffic waiting area.
4. Install a door to replace the gate that is currently dividing the waiting area from the office.
5. Install drywall over the existing paneling in the remodeled area;
6. Paint front office, entrance, waiting, and bathroom areas.
7. Install water heaters in both bathrooms

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 55,000

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ _____

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

None

**City of Rosenberg
FY2015 Budget Request Form**

Title: Building Maintenance Staff

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Building Maintenance: The Parks Department is currently responsible for all building maintenance repairs throughout the City. This is not an effective use of personnel. In order for the City to improve and expand its Parks and programs, the City should create a specific Building Maintenance division, separate from the Parks Department. Based upon current requests received through work-orders, this division should start with at least two (2) dedicated staff, one (1) taken from Parks paired with (1) new full-time employee. Providing a Building Maintenance division would move the City from re-active maintenance to pro-active maintenance. Building Maintenance staff should be given a daily/weekly task sheet that would allow staff to specifically check on buildings throughout the City and provide preventative maintenance before things break. This department could also be responsible for records removal and storage; re-arranging of office equipment; flags throughout the City; the Welcome sign maintenance and Cemetery plot location requests. All of these non-Park related duties are currently performed by the Parks Department.

Fund/Dept: TBD

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 44,364

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 44,364

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

It will have a positive impact on revenue moving to preventative building maintenance. Savings will be realized by regular routine maintenance rather than by fixing or repairing items once they are broken.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Long-Term Disability Insurance

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Request for the City to offer Long-Term Disability Insurance for full-time employees.

Long term disability insurance (LTD) is an insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time. Long term disability insurance does not provide insurance for work-related accidents or injuries that are covered by workers' compensation insurance. Long term disability insurance ensures that an employee will still receive a percentage of their income if they cannot work due to sickness or a disabling injury. Long term disability insurance is an important protection for employees when the U.S. Census Bureau estimates that an employee has a one in five chance of becoming disabled.

Request for Proposal were obtained from Guardian, Lincoln, MetLife, Standard, Sun Life, Reliance, and UNUM. Proposals were received for a 60% of salary and begins after 90 days of time loss; or a 60% of salary and begins 180 days of time loss.

Recommendation:
Lincoln at the rate of \$0.27 per \$100 of monthly covered payroll for 60% of salary and begins after 90 days of time loss. Annual premium \$29,470.92.

Fund/Dept: All City Departments

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 29,470.92

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 29,470.92

Impact on Revenues:
(Describe additional revenues, if any)

Impact on Operating Expense:
(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)
If the Long-term Disability Insurance will be added as an additional benefit, then all City departments would be affected as part of the personnel expenses.

**City of Rosenberg
FY2015 Budget Request Form**

Title: In-Cell Video System

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The Rosenberg Police recommends the purchase/integration of an in-cell video system which would monitor a selected area of each jail cell. This would provide additional security and safety for those who are in custody by remote viewing of each cell and two way audio.

In addition to added jail safety and security, it would also provide courtroom evidence in the event of property damage caused by violent prisoners while within the jail cell. It would further provide continued jail check, in between the standard hour by hour officer jail check currently in place.

The in-cell video solution will cost \$36,000.00. This includes camera equipment with integration to each jail cell.

Fund/Dept: 101/3000

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 36,000.00

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ _____

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

**City of Rosenberg
FY2015 Budget Request Form**

Title: Light Equipment Operator

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Light Equipment Operator - \$11.19/hr - \$34,391 Annual Salary (includes Fringe Benefits)

Add position, previously lost during the City-wide reduction in force. Position is needed due to the current and projected work backlogs experienced by Public Works. Additional staffing is also needed in order to properly maintain the increased amount of infrastructure resulting from growth and annexation.

Fund/Dept: 101-5022

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 34,391

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 34,391/Annual

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

Ongoing annual expense

**City of Rosenberg
FY2015 Budget Request Form**

Title: Secretary II

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

This position is requested to provide two divisions within the same department with the administrative and clerical help that is badly needed at the City Hall Annex. A Secretary II position would provide the administrative assistance to the Planning Director and the back-up assistance that the Code Enforcement office needs.

This position would primarily support the Planning Director and provide back-up during times of shortages within the Code Enforcement Division.

Primary duties would include: (Planning Division)

Plat submittal, preparation, distribution, and tracking
Planning Commission preparation and distribution
Correspondence
Council preparation assistance
Other administrative duties as needed

Secondary duties would include: (Code Enforcement)

Back-up in the front office during lunch and when needed.
Customer Service
Permit Assistance
Phones
Other duties as needed.

Two essential positions within these divisions were cut because of the economic downturn in 2010. The increase in plat submittal and permits has increased significantly causing a huge shortage in administrative and secretarial assistance in both divisions.

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 41,124

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 41,124

Impact on Revenues:
(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

A work station and computer will need to be provided.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Two (2) Additional Officers

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

In order to meet the demand of the calls for service and to provide the citizens with optimal police response, the Department will need to add several officers on an annual basis. Due to the calls for service volume well above the average per officer, additional officers would help alleviate the burdens placed on each officer allowing for more quality service and quicker response times. With the addition of officers, the following equipment would need to be purchased to provide the officer with the necessary tools to perform the tasks:

Badge 2 @ \$100.00
 Radio 2 @ \$3,700.00
 Flashlight 2 @ \$140.00
 Uniforms 2 @ \$300.00
 Traffic Vest 2 @ \$45.00
 Duty Belt & Attachments 2 @ \$150.00
 Holster 2 @ \$125.00
 Uniform Pins 2 @ \$18.00
 Rain/Cold Weather Gear 2 @ \$300.00
 OC Spray 2 @ \$25.00
 OC Spray Holder 2 @ \$19.00
 Under Belt 2 @ \$15.00
 Patrol Rifle 2 @ \$900.00
 Ballistic Vest 2 @ \$700.00
 Class "A" Uniforms 2 @ \$150.00
 TASER 2 @ \$900.00

Equipment per Officer Total \$ 7,587.00

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 15,174.00

Re-occurring Costs:

Personnel Services \$ 144,236.00

Supplies 600.00

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ 144,836.00

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

**City of Rosenberg
FY2015 Budget Request Form**

Title: Communications Specialists

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

A December 2010 report from Mike Pietsch, P.E. Consulting Services, Inc., titled, "Improving the ISO Public Protection Classification". The report states the following:
 1. Provide additional personnel for the communications center in order that 3 dispatchers and 1 supervisor are on duty at all times. Based on the annual call volume for emergency service (Police, Fire and EMS – First Responder) NFPA 1221 and the ISO Rating Document require this level of staffing. At present the ISO equivalent of 2.50 dispatchers and 1 supervisor are on-duty at all times in the communications center.
 Currently the Rosenberg Police Department Communication Division has eleven communications specialists and three communications specialist supervisors. With the fourteen positions assigned to the communications center there are only two communications specialists and one dispatch supervisor on duty most of the time. In order to meet the ISO requirements, these three positions need to be added this budget year as well as additional personnel in future budget years.

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 185,247.00

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 185,247.00

Impact on Revenues:
(Describe additional revenues, if any)

Impact on Operating Expense:
(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)
 Salaries for personnel will be re-occurring.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Annual Tree Trimming for Street ROW

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Explanation of this request: Several years ago, the City established an annual program to trim trees located in the public street right-of-way (ROW). The program divided the City by Council District and the plan was to trim the trees located in one the the Districts each year. Over a four (4) year period, the entire City would be covered. The budget allocated \$50,000 per year for this contract. The contract was funded for the first three (3) fiscal years. The program has not been funded for the past three (3) years and the trees located in the street ROW of District 4 are in need of trimming. Many of branches are low hanging and create hazards for taller trucks and school buses. More importantly, the Fire Department has requested low hanging tree limbs be trimmed to ensure the new ladder truck will not strike any low hanging tree limbs and damage the equipment. There are also many dead limbs that need to be removed before they fall and strike a pedestrian or vehicle.

Changes/Improvements to Current Operations:
Improve aesthetics of the community. Eliminate safety hazards of dead tree limbs falling and striking pedestrians or vehicles. Reduce possibilities of high profile vehicles striking low hanging limbs and causing property damage. Public Safety concern if the Fire Department ladder truck cannot access streets due to low hanging limbs.

Consequences of Not Funding this Request:
Low hanging limbs will continue to be a hazard for high profile vehicles such as school buses, garbage trucks, and the Fire Department Ladder Truck. Falling dead limbs will also continue to be a hazard for pedestrians and vehicular traffic.

Fund/Dept: 101-5022

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance & Contractual Services 60,000

Total Re-occurring costs \$ 60,000

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

Project will reduce costs associated with City staff and Public Works personnel that currently have to investigate complaints about low-hanging limbs and subsequently the labor and equipment needed to trim the trees or remove the branches.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Communications Personnel

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Additional personnel required to undertake projects to implement three stated departmental goals: creating an exceptional team to improve organizational effectiveness; anticipating and meeting the changing needs of the community and organization; and increasing public confidence; and in support of overall City strategic vision: to anticipate community needs and deliver exceptional service to cultivate an enhanced quality of life through leadership, innovation, and cooperative partnerships.

Communications cannot undertake any of the numerous initiatives or projects the City so badly needs right now without added qualified personnel. The most pressing concern in the immediate future is the need for additional staff to cross train and handle more of the day to day operations of the department and to generate and publish content required, allowing the Director to focus on policies, procedures, training, and broader City-wide and community initiatives, and also to begin building an institutional knowledge base and develop employees for future advancement into leadership roles in the organization.

The additional position will require pay commensurate with experience and the local employment market, office space and furniture, the provision of basic technology/equipment (computer, phone, mobile device), and the provision of software for work tasks.

Job descriptions for similar positions in other cities can be made available as required. Position requested would serve as back-up in Director's absence, and should have some experience in municipal sector and internal and external communications strategies and best practices. Estimated grade would be similar to that of Information Technology Manager (mid-level - primary responsibilities for day-to-day departmental tasks, and special initiatives as assigned).

Fund/Dept: General Fund - Communications

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ _____

Re-occurring Costs:

Personnel Services \$ 60,389

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ 60,389

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

**City of Rosenberg
FY2015 Budget Request Form**

Title: CrossFit Fitness Program

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The Rosenberg Police Department recommends the purchase of new fitness related equipment to incorporate CrossFit exercise programs. The addition of CrossFit would improve the ability of city employees or officer's to pass the City mandated PT program.

The exercise focuses on whole body, functional movement that occur in everyday activities, reducing the number of injures and sick time, thus reducing insurance costs as well as workers compensation claims.

The exercise includes adaptability to real life situations which may assist in patrol or in any emergency.

CrossFit turns fitness into a sport harnessing camaraderie, competition, and fun through organized and supervised CrossFit classes.

The cost for equipment is \$27,600; cost for rubber flooring is \$5,300.

Fund/Dept: 101/3000

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 32,900.00

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance & Contractual Services _____

Total Re-occurring costs \$ _____

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

**City of Rosenberg
FY2015 Budget Request Form**

Title: Professional Standards/Compliance Officer

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

In 2012 the fire department identified the need to fill this position with the opening of Fire Station 3. This position was needed due to the increase of additional employees. It was identified to begin funding this position in the 2015 budget of the staffing plan to open Fire Station 3. This position will be responsible for developing a comprehensive training program to ensure our personnel continue improve and provide the highest level of service to the citizens. This position will also be responsible to make sure the department remains in compliance with the Texas Commission of Fire Protection and other regulatory agencies as related to the fire service.

This position will require a vehicle to allow the officer to:

- Respond to emergency incidents to assist with fire scene operations
- drive to each Station to oversee and conduct training.
- participate in county training officer meetings
- Participate in county and regional training classes.

Fund/Dept: 3100

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 48,000

Re-occurring Costs:

Personnel Services \$ 99,419.00

Supplies \$2750.00

Maintenance & Contractual Services \$8120.00

Total Re-occurring costs \$ 110,289.00

Impact on Revenues:

(Describe additional revenues, if any)

This position will not increase revenues.

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

The impact on operating expenses include salary and benefits a monthly cell phone, Personal Protective Equipment, computer equipment and license. The fire department operating expense will increase by approximately \$6,000 to cover the cost for fuel and \$1,000 for annual maintenance. The vehicle will be equipped with Internet connection to receive information from dispatch and will add approximately \$460.00 for air time. We will need to add \$250.00 annually to maintain medical supplies to operate the vehicle.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Fire Station Repairs Fire Station 2

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The strategic plan identified a review of facilities to identify an assessment of what is needed to replace and/or repair. Fire Station 2 was built in 2003 and repairs that exceed what can be covered in our annual budget are needed to continue to have a first class facility. We internally assessed the facility and here are items that were identified for projects.

- *Add doors to dorms so the station will be gender neutral.
- *Replace worn carpet to hard surface floor for longevity
- *Paint interior
- *Repair ceiling in bay from water leak
- *Add DSX entry from bay into living area to improve security
- *Add security cameras

These repairs will update the facility for the continued growth of the City.

Fund/Dept: 3100

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 40,000

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ _____

Impact on Revenues:

(Describe additional revenues, if any)

N/A

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

N/A

**City of Rosenberg
FY2015 Budget Request Form**

Title: Upgrade Records Management - Incode

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

This request is for our record management system Incode. We are currently using version 8, however our goal is to become a paperless court with digital capabilities. Version 10 is the upgrade version that would enable us to move in that direction and become more efficient and effective in handling our cases. The upgrade to version 10 would also allow us to be more cost efficient in the use of paper.

Fund/Dept: 1417/Municipal Court

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 25,740.00

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance &
Contractual Services 3,725.00

Total Re-occurring costs \$ 3,725.00

Impact on Revenues:

(Describe additional revenues, if any)

n/a

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

The upgrade to Version 10 will require an annual maintenance fee of \$3,725.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Improvements to CID office area

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The current layout of the CID office causes a huge noise problem. The area is wide open and there are no barriers to buffer the noise that carries throughout the office. The current layout does not allow for any privacy for the detectives or the sergeant. This poses another problem when they are trying to concentrate on narratives or phone conversations. The addition of permanent walls to make a sergeant office and conference room is needed to be able to conduct business without interruptions. The rest of the office will utilize wall partitions to create offices and buffer the noise. These additions are needed to help prevent distractions, increase concentration, and achieve privacy while conducting business.

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 25,000.00

Re-occurring Costs:

Personnel Services \$ 0

Supplies 0

Maintenance & Contractual Services 0

Total Re-occurring costs \$ 0

Impact on Revenues:

(Describe additional revenues, if any)

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

NONE

**City of Rosenberg
FY2015 Budget Request Form**

Title: Community Liaison Sergeant

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

A Community Liaison Officer can work closely with the public and create partnerships to address crime issues or other concerns such as quality of life problems within the city. This officer would primarily be responsible for community events and social media outlets, in order to meet our mission of policing with the community. A designated liaison would work in conjunction with the crime prevention officers to identify common goals and areas of interest as partnerships are forged with residents and businesses. This liaison would function as a representative of the department when meeting the public and addressing needs, as well as share information passed through the department, related to community and criminal activity.

With the addition of the Community Relations sergeant, office equipment is required. Therefore, a desk and chair is required in order for the sergeant to be able to perform his/her duties. Without the necessary equipment, the sergeant will be unable to perform his/her duties.

Badge @ \$100.00
 Radio @ \$3,700.00
 Flashlight @ \$140.00
 Uniforms @ \$300.00
 Traffic Vest @ \$45.00
 Duty Belt & Attachments @ \$150.00
 Holster @ \$125.00
 Uniform Pins @ \$18.00
 Rain/Cold Weather Gear @ \$300.00
 OC Spray @ \$25.00
 OC Spray Holder @ \$19.00
 Under Belt @ \$15.00
 Patrol Rifle @ \$900.00
 Ballistic Vest @ \$700.00
 Class "A" Uniforms @ \$150.00
 TASER @ \$900.00
 Desk, exec chair, and two visitor chairs \$3,500.00
 Computer, two monitors, printer \$1600.00

Equipment per Officer Total \$ 12,687.00

Fund/Dept: _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 12,687.00

Re-occurring Costs:

Personnel Services \$ 83,728.00

Supplies 600.00

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ 84,328.00

Impact on Revenues:
(Describe additional revenues, if any)

Impact on Operating Expense:
(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

**City of Rosenberg
FY2015 Budget Request Form**

Title: Macario Garcia Park Restrooms

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

As identified by staff and the Parks and Recreation Board, the largest need within the current park system is an update to the restrooms at Macario Garcia Park. If not considered through a Bond election, the restrooms should be demolished and new restrooms considered as a Capital Improvement Project for FY 2015.

Fund/Dept: Recommend Bond Funding or Capital Improvement Project _____

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 150,000

Re-occurring Costs:

Personnel Services \$ _____

Supplies \$ 2,000

Maintenance & Contractual Services \$ 4,000

Total Re-occurring costs \$ 6,000

Impact on Revenues:

(Describe additional revenues, if any)

There may be an indirect impact on revenues as the softball field and pavilions may be reserved more often with better facilities for our citizens to use.

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

Recurring expenses would include cleaning supplies, cleaning contract and electricity, repair costs (do to anticipated vandalism).

**City of Rosenberg
FY2015 Budget Request Form**

Title: Field Maintenance Utility Equipment (aka Sand Pro)

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Our largest need for replacement is the 2000 Toro Sand Pro. If we do not replace this piece of equipment it will negatively affect the quality of our softball fields and sand volleyball courts. We also use this piece of equipment to assist with the maintenance of the trails in our parks. This equipment is used at a minimum on a bi-weekly basis throughout the year to maintain our softball fields for the softball program. It should be replaced with a Toro Sand Pro 5040 or similar equipment.

Fund/Dept: 1953

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 29,024.14

Re-occurring Costs:

Personnel Services \$ _____

\$1,000 estimate per year

Supplies _____

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ 1,000.00 estimate

Impact on Revenues:

(Describe additional revenues, if any)

Maintaining the City softball field allows the City to being in revenue through field reservations, tournaments and the City softball program. Without this equipment staff will have to attempt to maintain fields by hand. This is a vital piece of equipment for the department.

The old equipment could be auctioned off to help off-set the cost of replacement equipment.

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

Fuel and general maintenance would be the primary recurring expense. If not replaced as recommended, the equipment maintenance and fuel budget line items will need to be increased to reflect the additional costs of maintaining a vital but old piece of equipment.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Shelving for Record Storage Room

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

Shelving for Records Storage Room will include mobile shelving to accommodate all stored record boxes.

The shelving we are currently using is not sturdy and the requested shelving will be sturdier and more easily accessible shelving for the records in storage.

There were two options available: rolling (movable shelving at a cost of \$49,987.98, and the stationary type at \$8,166.94).

I am requesting the mobile type shelving in two storage rooms located at the Parks Department, 3720 Airport Road, because with the stationary shelving we will lose 37% storage capacity. I believe for the long term the space capacity will be needed. (See attached documentation for shelving specifications).

Fund/Dept: 101-1300-510-5710

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 50,000.

Re-occurring Costs:

Personnel Services \$ --0--

Supplies --0--

Maintenance & Contractual Services --0--

Total Re-occurring costs \$ --0--

Impact on Revenues:

(Describe additional revenues, if any)

Additional Revenue: \$50,000.

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

None.

**City of Rosenberg
FY2015 Budget Request Form**

Title: Landscape Trailer

Type of Request: Personnel Capital (Over \$100,000) Supplemental

Describe the Request:

The department is in need of another landscape trailer to haul mowers. By hauling mowers with the current trailer we are limiting their useful life. The 1984 eight (8) foot trailer and 1994 sixteen (16) foot trailer should be auctioned and replace with one (1) twenty-eight (28) foot landscape trailer that will better meet the current needs of the department and allow us to prolong the useful life of our mowers and equipment.

It is possible the funds requested will be in the Parks FY 14 budget due to contract mowing savings.

Fund/Dept: 1953 Parks

Technology Related: Yes No

Included in Strategic Plan: Yes No

ESTIMATED COST OF REQUEST

One-time Costs:

Total Capital Costs \$ 8,041.50

Re-occurring Costs:

Personnel Services \$ _____

Supplies _____

Maintenance &
Contractual Services _____

Total Re-occurring costs \$ _____

Impact on Revenues:

(Describe additional revenues, if any)

Two (2) older trailers could be auctioned off to help off-set the cost of this request.

Impact on Operating Expense:

(Provide a brief description of the re-occurring expenses noted above - maintenance, fuel, electricity, etc. - if any)

Filling this request will increase the useful life and longevity of parks equipment. We will not need to replace items as often if they are transported with equipment made specifically for landscaping.



CITY COUNCIL COMMUNICATION

May 27, 2014

ITEM #	ITEM TITLE
7	Rosenberg Civic Center Usage Discussion
ITEM/MOTION	
Review and discuss Rosenberg Civic Center usage, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Civic Center Rental and Facility Use Policies
2. Rosenberg Civic Center Usage Report – Provided under separate confidential cover
3. City Council Meeting Minute Excerpt – 04-15-14

APPROVALS

Submitted by:

Amanda Bolf/rl

Amanda Bolf
Councilor, District 4

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:

Robert Gracia
City Manager

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.



Civic Center Rental and Facility Use Policies

We strive to provide first class service to all of our users at the Civic Center, and to do so, there are a few rules that must be followed to ensure public safety, and an enjoyable experience for all. It is the responsibility of all renters and users of the facility to know and follow the Rosenberg Civic Center Rental and Facility Use Policies, and to ensure everyone involved in their event follows them as well (attendees, guests, contractors such as caterer, deejay, decorators, etc.). Failure to comply with these policies may result in expulsion, loss of fees paid, and/or prohibition of future Center use. Please consult with Center management if there are any questions related to facility use.

FACILITY HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Business Hours	7:30 a.m. – 5:30 p.m.	8:00 a.m. – 5:00 p.m.	n/a	n/a			
Regular Rental Hours	7:30 a.m. – 9:00 p.m.	8:00 a.m. – 5:00 p.m.	n/a	n/a			
After Hours Rental hours	n/a	n/a	n/a	n/a	5:00 p.m. – 1:00 a.m.	8:00 a.m. – 1:00 a.m.	8:00 a.m. – 6:00 p.m.

GENERAL CONDITIONS

The individual listed on the Rental Contract must be present at the scheduled function for the entire duration (including set up and dismantle). Lessee may not use the Center for any purpose other than that stated on the lease agreement. At no time shall a reserving party sublease or assign its lease to another group or organization. Functions held at the Civic Center must comply with all applicable City, State and Federal regulations.

Center common areas (halls, sidewalks, entrances and exits, restrooms) may not be used for the exclusive purpose of any one group, unless the entire facility has been reserved on the rental contract. Minors shall be supervised at all times and are not allowed to run, play or loiter in spaces not listed in the rental contract, including exterior areas and playground. Event attendees should not roam or loiter in hallways or common areas as not to disrupt other events in progress.

Lessee shall not permit more persons in the facility than can safely and freely move about, as determined by the Fire Marshal of the City of Rosenberg.

The Center is a **non-smoking facility**. Smoking prohibited except in designated outdoor areas.

RESERVATIONS

Reservations must be made in person during business hours at the Rosenberg Civic Center (3825 Highway 36 South, Rosenberg, Texas 77471). A 50% booking deposit is required (this will be applied toward total rental fees due), along with an executed contract, to reserve a particular room, date and time. Hours reserved must include the necessary time for set-up, dismantle, and clean-up activities.

FEES

Civic Center usage fees are established by the Rosenberg City Council, and are attached to these policies as a separate exhibit – **Rosenberg Civic Center Fee Schedule**. In general, the fees are based on hourly use of the facility (regular hours and after-hours), and these fees include all necessary and available equipment required by the rental (tables, chairs, microphones, etc. – please consult with Center staff for a list of available equipment for your event). The Saturday Rental Packages for the Entire Facility, Main Hall, or ½ Main Hall are available for these days/rooms only, and include ten (10) hours of room use (booked on the same day), and any required equipment available at the Center (tables, chairs, dance floor, stage, microphones, etc.). These package fees are based on daily use vs. hourly.

DAMAGE DEPOSITS

A damage deposit (refundable) will be required to guarantee Lessee will leave the Center, equipment and grounds in as good or better condition than existed prior to Lessee's occupancy for event. Amount of damage deposit will be determined by Staff dependent on risk level of event, not to exceed fifty (50) percent of total rental costs (exclusive of any security costs). Damage deposits must be paid at least thirty (30) days before event, and may be reduced for costs incurred from damages, replacement of missing equipment or for required clean-up. The City of Rosenberg will refund any damage deposit due within thirty (30) days of the rental date. Any charges made against the deposit will be specified at the time of the refund. In the event of reduction of the deposit, the decision of the City of Rosenberg shall be deemed final and binding. If damage to the building or other leased equipment is incurred that exceeds the amount of the damage deposit paid, the City will retain the deposit and bill the Lessee for additional charges.

Pre and post event inspections of the event space specified in the Lessee's contract (includes common areas such as lobby, restrooms, front portico and parking lot) will be conducted by civic center event staff prior to set up and after clean up of the contracted event. Lessee assumes all responsibility for damages incurred during contracted event by lessee, attendees/guests, third party vendors hired by lessee and/or any other participant of the contracted event time and space.

The City of Rosenberg reserves the right to increase the damage deposit amount or deny a contract based on applicant's past rental history such as damaging city property, non-payment and not following City usage policies.

SECURITY AND SUPERVISION FEES

Security is required for any event involving the consumption of alcoholic beverages, or as deemed necessary by management for other high risk events. Security/supervision shall be provided by the Rosenberg Police Department. No other agencies or outside services will be permitted to provide security of any event at the Rosenberg Civic Center.

If security is required due to event risk, security fees shall be borne in full by the Lessee, and shall be paid no less than thirty (30) days before the event. Failure to provide payment by thirty (30) days prior to the event shall result in cancellation of security, and any related activities (alcohol service, high-risk activities) at the event (see "Alcohol" section below).

The number of officers required, and their hours shall be set by the Rosenberg Police Department, whose decision will be final. All certified peace officers will be in uniform and shall remain on duty until the facility and parking lots are vacated. If circumstances exist or develop that will likely require additional security, the City shall have the right to determine to what extent it is required, and any expenses incurred by the City for said security will be paid in full by Lessee.

Police Security fees are reviewed and adjusted periodically by the City to ensure costs are being covered by fees paid. Current rates are available from Center Staff upon request. The City reserves the right to change the security fees at any time, without notice.

To assure availability of Rosenberg Police Department certified peace officer services, it is recommended that security be arranged at the time of booking. Lessee is required to confirm the total number of expected guests no less than thirty (30) days prior to function to confirm certified peace officer services.

If a circumstance develops or exists that, in the opinion of the City Manager or any other representative of the City, requires additional security or will likely require additional security, the City representative shall have the right to determine to what extent additional security is required. If additional security is deemed necessary by the City's representative, all expenses incurred by the City for security will be paid in full by the Lessee.

These provisions cover all uses of the Civic Center – private, City, or community.

PAYMENT OF RENTAL FEES

Room rental fees must be paid in full no less than sixty (60) days prior to function. Required security fee and/or damage deposit must be paid in full no less than (30) thirty days prior to function. Room rental fees not paid in full sixty (60) days prior to function will result in automatic cancellation of the event and forfeiture of all rental fees paid to date. Fees may be paid in person at the Center, via cash, check, or credit card (Visa or MasterCard) with photo identification. *Please note: the City assesses a 5% fee for credit card transactions.*

CANCELLATION POLICY

Lessees wishing to cancel their rental contracts with the Center shall do so via the **Rental Cancellation Request Form**. Cancellations requests received more than ninety (90) days before rental date will result in the retention of fifty (50%) percent of all room rental fees paid. If the cancellation request is made ninety (90) days or less before the function, the City will retain all rental fees paid. Any security fees or damage deposits pre-paid (due at 30 days) will be refunded to lessee if event cancellation request is more than thirty (30) days from event.

Rental contracts cancelled for non-payment of fees per contract terms will forfeit all fees paid to date of cancellation.

From time to time, a function may have to be cancelled due to an emergency or an extreme situation beyond the control of the City of Rosenberg. In the case of such an emergency or situation, the Lessee will have the option to reschedule the function or request a refund in full of deposits and fees paid to date.

APPLYING PAYMENTS TO DIFFERENT DATE

In the event Lessee requests a date change and rollover of payments to-date to a different function, Lessee will be required to pay current rental contract amount in full, regardless of due dates for old/new rental contracts. Once paid in full, roll-over will be allowed ONE TIME if requested via **Rental Cancellation Request Form** more than 90 days prior to event. If request is 90 days or less before scheduled event, cancellation policy applies.

COMMUNITY USE PROVISIONS

Entities which share the City's common goals of provision of services to enhance the quality of life of Rosenberg residents, including Lamar Consolidated Independent School District (LCISD), the Central Fort Bend Chamber Alliance (CFBCA), and Fort Bend County, and/or other entities which hold and provide copies of active tax-exempt designations generally described under section 501(c)(3) of the Federal Tax Code, and which provide direct services to the Rosenberg community, subject to final approval by the City manager, shall enjoy use of rooms at the Civic Center for no fee, up to a **maximum of one use per month**, during **regular rental hours**, schedules subject to management approval, so long as events are **booked at least 30 days out, and no more than 12 months out**, and do not interfere with other bookings (City, or paid), and can be accommodated with available equipment; and should significant set up be required that is unable to be facilitated due to other Civic Center staff constraints, the entity requiring use must provide the necessary assistance to set up the room for complimentary use.

Requests for use of the Center under the community use provision must be made via the **Complimentary Use Request Form**, and will be reviewed / approved before reservations can be made. Staff will make every effort notify applicant within five (5) business days of request, regarding decision about whether or not it can be honored.

ALCOHOL

Any person desiring to lease the Center and provide alcoholic beverages, shall indicate such on their rental contract, for review by the Chief of Police of the City of Rosenberg, and additionally, secure all permits/licenses required by law. Alcoholic beverages may be served, sold, or consumed only if approved and stated on executed rental contract. Alcohol may not be served, sold, or consumed after 12 midnight, and glass beer bottles are not allowed at the Center. If alcohol is served, sold, or consumed at a non-alcoholic function, rental contract will be considered null and void, the function immediately cancelled, and client and guests will be required to immediately vacate the Center.

Security will be required in all cases when alcoholic beverages are to be served, sold, or consumed and must be provided by the Rosenberg Police Department (see "Security Fees" above"). The Chief of Police or his/her designee shall determine whether certified peace officers are required and if so, the number of such officers. Security will be required from the start of the event, until the property is vacated. Should rentals exceed the stated rental time, the corresponding security costs will be charged against the Lessee's damage deposit.

Functions which include the sale of alcoholic beverages require a Tobacco and Alcoholic Beverage Commission (TABC) temporary permit. Lessee is required to obtain a permit from the TABC and file permit copy with the Center no less than forty-eight (48) hours prior to function. Failure to provide TABC permit copy shall result in cancellation of the reservation and forfeiture of all rental fees and deposits. **TABC, Richmond Outpost – (281) 239-2607.**

ATTENDANCE & EVENT LAYOUT DIAGRAMS

Lessee is required to provide final number of people in attendance and event layout diagrams to Center personnel no later than thirty (30) days prior to function. Attendance confirmation is required for all events necessitating security.

Event layout diagrams not received within two (2) weeks of the event will be assigned a standard event set up by the Center. Significant equipment or set up changes received within three (3) days of event are subject to additional fees at the Center's discretion depending on staff/hours needed to facilitate requested changes.

For all after-hours events, civic center staff will set tables and chairs (taking off of racks and placing in room), dance floor and staging. Lessee will have to arrange tables and chairs according to event particulars.

PROPER USE OF FACILITY

Exits, fire extinguishers and signs must remain visible, unobstructed, and accessible at all times.

Cylinders of compressed gases (e.g. helium tanks for balloons) are subject to approval by Fire Marshal. Cylinders must be secured in an upright position at all times with a standard carrier device.

Lessee shall not move or alter Center audio/visual equipment. Lessee is liable for any equipment not returned or damaged.

Furniture in common areas may not be moved by Lessee.

STAFFING

An authorized Center/City Representative will be assigned to supervise the building during all functions.

SET-UP ACTIVITIES

Reservations must include the hours required for function set-up, decorating and deliveries of any kind associated with the function or function set-up activities.

Center staff will provide one (1) event set up per Lessee Event Layout Diagram for events scheduled during regular hours of operation. For after-hours events, this will only include set up of tables and chairs (taking off of racks and placing in room) and placement of the dance floor or staging. Lessee will have to arrange tables and chairs according to event particulars. Staging and dance floor may not be moved by lessee and cannot be moved once placed by civic center staff. Requests which require significant changes in set up may incur additional fees to be determined by management.

SIGNAGE

Signage of any sort is not allowed on Center property. Lessee will be given the opportunity to request function-specific language to be displayed on the digital marquee the day of their event.

ENTERTAINMENT

The Center is not liable for malfunctions of equipment provided by outside vendors such as DJ or entertainment services. Center audio systems may not be used or connected to by DJ services or any third party. All equipment for "amplified" entertainment purposes must be provided by vendor contracted by Lessee.

Music and loud noise will be monitored by Center staff and must be kept at a reasonable level at all times. Failure to abide by the City of Rosenberg noise ordinance will result in the cessation of all music regardless of what time of day or night. The City event representative is authorized to take appropriate action to reduce or eliminate any excessive, disruptive or unusual noise.

CANDLES

The use of candles of any kind for ceremonial or decorative purposes is prohibited on Center property.

FOOD

Lessees may contract with whomever they desire to provide services for their function, provided they adhere to the terms of use, and the City's health regulations. Lessee is required to cover all tables when food or drink of any kind is served during the function. Lessee is required to obtain all necessary permits if serving or selling food to general public. If a health permit is required, Lessee is required to file a copy of said permit from the City of Rosenberg Health

Department with the Center no less than forty-eight (48) hours prior to the function; failure to present permit copy shall result in cancellation of the reservation and forfeiture of all rental fees and deposits. **City of Rosenberg Health Department - (832) 595-3500.**

Lessee is responsible for caterer/s following the Center's facility use policies and will be held liable for any damages to facility associated with catering activities during function. The use of catering candles for chafing dishes is permitted, with a protective mat under each heated chafing unit. Caterers are required to supervise the serving area at all times. Lessee will be held responsible for any damage to facility, facility equipment, including flooring and carpeting.

CONFETTI, ETC.

Confetti is not allowed at any time inside or outside the Center. The throwing or pitching of any substances such as natural flower petals, silk or synthetic flower petals, rice, birdseed, silly-string, or small packaged items is prohibited on Center property. Glitter, hay, fog/smoke machines and flammable gas/liquids are prohibited. The use of sparklers is prohibited on Center property. The use of bubbles is prohibited on Center property.

DECORATIONS

No decorations or other materials of any kind may be nailed, tacked, taped, screwed, or pinned to any part of the inside or outside of the Center. Spray painting is prohibited on Center property. Decorative water fountains may not be operated inside the Center. Table top Ice Sculptures may be permitted with written approval by Center Management, and shall be presented in appropriate trays.

DELIVERIES

Deliveries may only be made within the scheduled hours on the Rental contract, and with Lessee or designated representative present. There are no provisions at the Center for storage of deliveries or supplies. Civic Center staff is not liable for deliveries made to the Center. Loading and unloading will take place on a first-come, first-served basis, through loading dock door.

BREACH OF THE PEACE

Any person at the Center whose conduct is disorderly or disruptive may be ejected from the premises by the City representative or a certified peace officer. A representative of the City of Rosenberg Police Department or the Center has the right to close a function or expel any individual or group if they are abusing the building, building policies, or if there exists any conditions or circumstances which are provoking or may tend to provoke a breach of the peace or circumstances which could endanger the health, safety, and well being of any person or the destruction of property. The City's decision in this matter shall be final and binding.

The Lessee for the function at which any such ejection occurs shall hold harmless, indemnify, and defend the City, its officers, agents and employees against any claim related to such ejection.

DISMANTLE AND CLEAN-UP ACTIVITIES

Music/entertainment and event activities are required to cease one (1) hour before function end time to ensure adequate time for dismantling and clean-up. Alcohol may not be sold, served or consumed after 12 a.m. (midnight). Lessee is required to return the facility, grounds (including parking lot), and the catering kitchen if rented, to its pre-function condition.

Lessee must remove everything from the Center including all personal affects, rental equipment, and decorations, but will not be required to dismantle tables, chairs, or any Center equipment. Lessee should remove all garbage and place in dumpster behind building.

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ACKNOWLEDGEMENT

*I acknowledge that I have received and read the above **Rosenberg Civic Center Rental and Facility Use Policies**, and hereby agree to abide by them for the duration of my rental. Additionally, I acknowledge that any violation of said policies may result in expulsion, loss of fees paid, and/or prohibition of future Center use, and that the City's decision in this manner shall be binding.*

Lessee Printed Name (First and Last)

Signature

Date

Staff Use

Rental Contract #: _____

Date Received: _____

Staff Initials: _____

Key discussion points:

- Charles Kalkomey gave an overview of the item regarding Resolution No. R-1782.

Questions/Comments:

- Councilor Bolf asked what the purpose is for this, for evacuation purposes.
- Charles Kalkomey stated it needs widening but there is some potential hurricane evacuation funding that can be used for it.
- Councilor Grigar stated this is only within the widening part and in City property only.
- Charles Kalkomey stated yes and they are getting this same right of entry from the other individual property owners through there. It is approximately at 50 to 75 foot strip on either side.
- Councilor Pena stated we are giving the egress and allowing them to do this but our city limits do not go all the way to FM 2218.
- Charles Kalkomey stated the resolution and the agreements are only specific to certain tracts of land. They are all in the City.
- Councilor Benton asked for clarification between a resolution and an ordinance.
- Lora Lenzsch explained that a resolution is more of a policy or Council making a statement that they are joining in and agreeing on a particular item. Some items do not need the adoption of an ordinance. When a city adopts an ordinance it is more legislation as opposed to taking an action on something that needs to be done. In this particular case the state is coming to you asking for permission and you do not need an ordinance or legislation to authorize that. A resolution would be adequate.
- Councilor Bolf asked if it will be curbed and guttered.
- Charles Kalkomey stated it is four lane divided with a median. It has open ditches on the sides.
- Mayor Morales stated there is a correction on the resolution. It stated state Highway 35 instead of Highway 36. The motion will be based on that correction.

Action: Councilor Bolf made a motion, seconded Councilor Grigar to approve Resolution No. R-1782, a Resolution authorizing the City Manager to execute, for and on behalf of the City, a Texas Department of Transportation Permission for Right-of-Entry for Environmental Surveys, Right-of-Entry Agreement for Archeological Evaluation, and Transfer of Ownership Archeological Artifacts from Fort Bend County, Texas, associated with the State Highway 36 Improvements between US 59 and FM 2218 with the correction as stated above. The motion carried by a unanimous vote.

The following individual addressed Council regarding Item No. 12, as follows:

Sharon Steckler, 5407 Belvedere in the Oaks of Rosenberg subdivision off Bryan Road:

- She addressed Council regarding the community use provision for the Rosenberg Civic Center. I am a Director of The Oaks of Rosenberg Homeowners Association which is a non-profit organization in Rosenberg. I am also the Executive Director of Fort Bend Lawyer's Care which is a 501(c)3 Organization also located in Rosenberg.
- However, my concern tonight is the complimentary use of the Civic Center by Homeowner's Associations. HOA's are, by law in Texas, non-profit organizations. Some people view that as saying "you don't make any money". Of course that is not so. What it means is that your income must be to your purpose of organization. If you don't have a positive bottom line you don't stay in existence very long.
- HOA's share the City's common goals of provision of services to enhance the quality of life of Rosenberg residents. We believe that a strong HOA is one of the biggest assets that a city can have. Well maintained subdivisions that are fiscally responsible contribute to the tax base and are doing the job of keeping their neighborhoods and relieving the City of some of the responsibility of doing that or some of the actual tasks of doing that I don't believe can be overstated.
- We believe that we are providing direct services to a significant number of residents in our HOA and we would ask that Council consider extending the complimentary use of the Rosenberg Civic Center to HOAs. There are around five active HOAs in the Rosenberg areas. Most

associations meet fewer than five times a year. The frequency of meeting would not be a burden on the facility nor would it create much cost. These meetings are generally brief and do not consume a great deal of staff other than the board members.

- The fact that an organization is not a 501(c)3 does not mean it is not a non-viable organization. Thank you Council.

12. **REVIEW AND DISCUSS ROSENBERG CIVIC CENTER USAGE, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This Agenda item will allow for City Council to review and discuss the overall usage of the Rosenberg Civic Center by paying customers as well as complimentary use by non-profit organizations. The current Rental and Facility Use Policies have been included as supporting documentation for this Agenda item. A spreadsheet documenting all usage for calendar year 2013 has been provided under separate cover for City Council's review.

Key discussion points:

- Councilor Bolf stated she brought this to Council at the request of Ms. Steckler and other citizens. The list of all the organizations that use the Civic Center was included in the agenda packet. She agreed that the HOAs provide a service for the community and a lot of citizens live in those communities. She feels that HOAs meet the requirements as some of the others that do not pay for the use of the Civic Center.
- Mayor Morales stated that before discussion begins and if Council wants to discuss this is should be moved to a Workshop Meeting. If we trigger HOAs it will trigger MUDs as well because they are required to meet in Rosenberg. We have charged LCISD for some items and it is a non-profit. We need to give staff the opportunity to look at this and we will have to revise our policies. This will need discussion.
- Councilor Bolf agreed it needs to go to a Workshop but she wanted to give Ms. Steckler the opportunity to address Council. It would give staff time to review it and it could be brought to the next Workshop.
- Jeff Trinker, Executive Director of Support Services stated if this will be brought back to a Workshop it would be helpful for staff to have direction about what staff needs to bring back. Do you want to keep it strictly with HOAs?
- Mayor Morales stated an HOA is not setup as a non-profit on what the policy states. The MUDs are also not non-profit organizations either.
- Councilor McConathy agreed that this should be tabled and take to a Workshop. Regarding direction for staff, she thinks at this time Council does not know what to tell staff. Council wants the opportunity to have that discussion and then out of that Workshop environment more direction could be given to staff.
- Mayor Morales stated we need to see how other cities handle HOAs in their communities and use of their Civic Centers.
- Jeff Trinker stated staff will research and will provide Council comparisons with other cities and then Council can discuss the policy and then direct staff.
- Councilor Benton moved to vote on the item and allow the exception for HOAs. He referenced Page 3 of 7 regarding the community uses. A provision could allow for HOAs. He is afraid we will be bogged down.
- Mayor Morales stated there are other HOAs that have been paying all along except this one. We need to have a policy set going forward and it should come out of a workshop.

Action: Councilor Benton made a motion, seconded by Councilor Bolf to allow the exception of Rosenberg HOAs to meet at the Civic Center, including those already meeting and paying, for no cost. The motion failed by a vote of 2 to 5 as follows: **Yeses: Councilors Benton and Bolf. Noes: Mayor Morales, Councilors McConathy, Pena, Euton and Grigar.**

Action: Councilor McConathy made a motion, seconded by Councilor Grigar to table the item for further discussion at a Workshop. The motion carried by a unanimous vote.

ITEM 8

Adjournment.