

**NOTICE OF REGULAR
ROSENBERG DEVELOPMENT CORPORATION MEETING**

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

DATE: Thursday, November 12, 2015

TIME: 4:00 p.m.

PLACE: Rosenberg Civic Center
3825 Highway 36 South
Rosenberg, Texas 77471

PURPOSE: Regular Rosenberg Development Corporation Meeting

Call to order.

Statement of rules pertaining to audience comments.

Comments from the audience.

CONSENT AGENDA

- A. Consideration of and action on the Regular Rosenberg Development Corporation Meeting Minutes for October 08, 2015. (Jasmine Bowens, Senior Administrative Specialist)
- B. Consideration of and action on the monthly Rosenberg Development Corporation Financial Reports for the period ending October 31, 2015. (Joyce Vasut, Executive Director of Administrative Services)

AGENDA

- 1. Hold Executive Session to receive legal advice from the City Attorney concerning pending litigation, namely dispute with Imperial Performing Arts, Inc., pursuant to Section 551.071 of the Texas Government Code; to deliberate the potential purchase, exchange, lease, or value of real property pursuant to Texas Government Code Section 551.072; and regarding economic development negotiations pursuant to Section 551.087 of the Texas Government Code.
- 2. Adjourn Executive Session, reconvene Regular Session, and take action as necessary as a result of Executive Session.
- 3. Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-19 for the RDC Finish Cut Areas: FM 2218, Hwy 90A and Lane Drive, Avenue F-4th Street to 6th Street, Avenue G and 4th Street Lot. (Randall Malik, Executive Director)
- 4. Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-20 for the RDC Finish Cut Areas: Hwy 36 and US 90 A, I-69 at FM 2218. (Randall Malik, Executive Director)
- 5. Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-21 for the RDC Rough Cut Areas: Highway 36 to Spur 10. (Randall Malik, Executive Director)
- 6. Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-22 for the RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36. (Randall Malik, Executive Director)

7. Consideration of and action on Resolution No. RDC-99, a Resolution authorizing the Rosenberg Development Corporation President to negotiate and execute, for and on behalf of the RDC, an Engineering Services Proposal for design and construction phase services for the construction of the Avenue F Parking Lot Project, by and between the RDC and Jones and Carter, Inc., in an amount not to exceed \$28,000. (Randall Malik, Executive Director)
8. Consideration of and action on a report from the Rosenberg Development Corporation Executive Director regarding the previous month's economic development activities and contacts, which includes updates on the following (Randall Malik, Executive Director):
 - a. Economic Indicators;
 - b. Business Retention Visits;
 - c. New and Expanded Businesses;
 - d. Existing Businesses;
 - e. RDC/Economic Development Office Space;
 - f. RDC Sidewalk Project; and,
 - g. Economic Development Partnership Meeting.
9. Review and discuss requests for future Agenda items, and take action as necessary.
10. Announcements.
11. Adjournment.

{EXECUTION PAGE TO FOLLOW}

DATED AND POSTED this the _____ day of _____ 2015, at _____ m.

by _____.

Attest:

Linda Cernosek, City Secretary

Approved for posting:

Randall Malik, Executive Director

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.

ITEM A

Minutes:

- 1. Regular Rosenberg Development Corporation Meeting
Minutes – October 08, 2015**

**ROSENBERG DEVELOPMENT CORPORATION
MEETING MINUTES**

On this the 8th day of October 2015, the Rosenberg Development Corporation (RDC) of the City of Rosenberg, Fort Bend County, Texas, met in Regular Session at the Rosenberg Civic Center, 3825 Highway 36 South, Rosenberg, Texas.

PRESENT

Teresa Bailey	Secretary, Rosenberg Development Corporation
Ted Garcia	Treasurer, Rosenberg Development Corporation
Bill Knesek	President, Rosenberg Development Corporation
Lynn Moses	Director, Rosenberg Development Corporation
Jimmie J. Peña	Director, Rosenberg Development Corporation
Allen Scopel	Vice President, Rosenberg Development Corporation

ABSENT

Amanda J. Barta	Director, Rosenberg Development Corporation
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STAFF PRESENT

Jasmine Bowens	Senior Administrative Specialist
Luis Garza	Accounting Manager
Jeremy Heath	Assistant Economic Development Director
Dan Kelleher	Main Street Manager
Randall Malik	Executive Director, Rosenberg Development Corporation

CALL TO ORDER.

President Knesek called the meeting to order at 4:00 p.m.

STATEMENT OF RULES PERTAINING TO AUDIENCE COMMENTS.

Jasmine Bowens, Senior Administrative Specialist, read the statement of rules pertaining to audience comments.

COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

CONSENT AGENDA

A. CONSIDERATION OF AND ACTION ON THE REGULAR ROSENBERG DEVELOPMENT CORPORATION MEETING MINUTES FOR SEPTEMBER 10, 2015.

B. CONSIDERATION OF AND ACTION ON THE MONTHLY ROSENBERG DEVELOPMENT CORPORATION FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2015.

Executive Summary: The September 2015 RDC Financial Reports are attached for your review and consideration. Staff recommends approval.

Action: Director Moses moved, seconded by Director Scopel, to approve the Consent Agenda items A and B. The motion carried by a unanimous vote of those present.

REGULAR AGENDA

1. CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SUBMIT THE ROSENBERG DEVELOPMENT CORPORATION ANNUAL REPORT TO CITY COUNCIL.

Executive Summary: Section 3.02(b) of the Bylaws require the RDC to prepare and submit an annual report to the Rosenberg City Council. The FY2015 Annual Report will be provided to the Board of Directors at the Meeting.

Key discussion points:

Randall Malik presented the Rosenberg Development Corporation Annual Report.

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:

- Rough Cut Mowing: I-69 right-of-way mowing from Spur 10 to FM 762
- Finish Cut Mowing: FM 2218 from I-69 to the City Limits, gateways at Hwy 36 and I-69, gateways at FM 2218 and I-69, and gateways at Hwy 36 Hwy 90.

Additional mowing areas include the 0.165 acre tract across from the post office and the 2.35 acre tract recently purchased from BNSF Railway Co.

Staff recommends authorizing the Executive Director to move forward with issuance of bid notices for RDC rough cut and finish cut mowing areas.

Key discussion points:

- Randall Malik briefly discussed each mowing location for Rosenberg Development Corporation Rough Cut and Finish Cut Mowing contracts.
- President Knesek inquired about the areas that are under construction due to the expansion of I-69.
- Randall Malik stated that there is a clause in the bid packet which states that in the event that Texas Department of Transportation (TxDOT) begins a construction or improvement project in the contract service area, the Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice.
- Randall Malik mentioned a change to the bid packet; the bid submittal due date was moved to November 04, 2015, and should be submitted to the City Secretary's attention.

Action: Director Pena moved, seconded by Director Moses, to proceed with issuance of a Notice to Bid for RDC Rough Cut and Finish Cut Mowing Contracts. The motion carried by a unanimous vote of those present.

5. REVIEW AND DISCUSS ROSENBERG DEVELOPMENT CORPORATION/ROSENBERG ECONOMIC DEVELOPMENT OFFICE SPACE, AND TAKE ACTION AS NECESSARY.

Executive Summary: This agenda item was requested by RDC President Bill Knesek to discuss office space for the RDC and City Economic Development staff.

Key discussion points:

- President Knesek proposed the Rosenberg Economic Development Department having office space located in downtown Rosenberg. He proposed utilizing land owned by the City of Rosenberg, and generally located across from Rosenberg's Post Office.
- Director Bailey stated that the RDC cannot exceed 10% of its budget on administrative costs.
- Randall Malik explains that if this is a City-owned building it would be covered in the Administrative Service Agreement, but if it is a stand-alone RDC-owned building there would be a separate line item that would not be in the Administrative Service Agreement and that would be associated with some of those cost.
- Director Moses suggested remodeling an existing building in downtown Rosenberg.
- Director Pena discussed looking at a more modern and conceptual idea.

Action: Director Moses moved, seconded by Director Garcia, to direct staff to proceed with additional due diligence and return with additional options for free standing office space in the downtown area to present to the Board. The motion carried by a unanimous vote of those present.

6. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:

- ECONOMIC INDICATORS;**
- BUSINESS RETENTION VISITS;**
- NEW AND EXPANDED BUSINESSES;**
- EXISTING BUSINESSES;**
- RDC MARKETING BUDGET;**
- RDC SIDEWALK PROJECT; AND,**
- MEDIAN HOUSEHOLD INCOME.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

No action was taken.

7. **HOLD EXECUTIVE SESSION TO DELIBERATE THE POTENTIAL PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.072; AND REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS PURSUANT TO SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.**

Regular Session was adjourned for Executive Session at approximately 5:15 p.m.

8. **ADJOURN EXECUTIVE SESSION, RECONVENE REGULAR SESSION, AND TAKE ACTION AS NECESSARY AS A RESULT OF EXECUTIVE SESSION.**

Executive Session: The Executive Session was adjourned and the RDC Board reconvened Regular Session at approximately 5:26 p.m.

No action was taken as a result of Executive Session.

9. **REVIEW AND DISCUSS REQUESTS FOR FUTURE AGENDA ITEMS, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item provides the RDC Board the opportunity to request future agenda items.

Key discussion points:

- Randall Malik explained once the RDC receives the Livable Center Study Report, it will then be placed on the Agenda.

No action was taken.

10. **ANNOUNCEMENTS.**

- Director Pena made an announcement about the Tony Becerra Park Dedication on Saturday, October 17, 2015.
- President Kneseck made an announcement asking City Council to consider adopting strong standards for the landscaping ordinance to help ensure business development in the City of Rosenberg.
- Randall Malik announced the First Lady of Texas will visit downtown Rosenberg's Main Street District on Tuesday, October 20, 2015.

11. **ADJOURNMENT.**

Action: Director Allen moved, seconded by Director Garcia, to adjourn the Regular Rosenberg Development Corporation Meeting. The motion carried by a unanimous vote of those present. The meeting adjourned at 5:36 p.m.

Jasmine Bowens
Senior Administrative Specialist



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
B	Rosenberg Development Corporation Financial Report
ITEM/MOTION	
Consideration of and action on the monthly Rosenberg Development Corporation Financial Report for the period ending October 30, 2015.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

1. RDC Financial Report – October 2015
2. RDC Investment Report QE 9.30.15

Joyce Vasut
Executive Director of Administrative Services

EXECUTIVE SUMMARY

The October 2015 RDC Financial Report is attached for your review and consideration. Staff recommends approval.

CITY OF ROSENBERG, TEXAS
ROSENBERG DEVELOPMENT CORPORATION
AS OF OCTOBER 31, 2015

Classification	2015-16 Adopted Budget	2015-16 Act. Rev/Exp YTD	2015-16 Encumbered	2015-16 YTD Budget Remaining	% of Budget Target
REVENUES:					
					8%
<i>Sales Taxes</i>	\$ 3,144,427	\$ 238,010	\$ -	\$ 2,906,417	8%
<i>Sales Taxes BTC I</i>	623,341	44,573	-	578,768	7%
<i>Sales Taxes BTC II</i>	501,661	24,987	-	476,674	5%
<i>Downtown Sales Taxes</i>	41,816	2,463	-	39,353	6%
<i>Sales Tax Total</i>	4,311,245	310,033	-	4,001,212	
<i>Interest Earnings</i>	2,000	-	-	2,000	0%
TOTAL REVENUES	4,313,245	310,033	-	4,003,212	7%
EXPENDITURES:					
Administration (max 10%):					
Office Supplies	1,000		-	1,000	0%
Computer Supplies	2,500		-	2,500	0%
Business Expense	1,700	28	-	1,672	2%
General Insurance	400		-	400	0%
Education and Training	9,000		-	9,000	0%
Other Contractual Services	249,500	61,094	-	188,407	24%
Subtotal for Administration Expenses	264,100	61,122	-	202,978	23%
Marketing:					
Outside Professional Services	12,500		-	12,500	0%
Postage	200	11	-	189	5%
Freight and Express	100		-	100	0%
Advertising	29,500		-	29,500	0%
Printing and Binding	4,500	327	2,943	1,230	73%
Subtotal for Marketing Accounts	46,800	338	2,943	43,519	7%
Memberships & Services:					
Business Recruitment	8,500		-	8,500	0%
Dues, Subscriptions & Contracts	6,977		-	6,977	0%
RDC Memberships	50,200	875	-	49,325	2%
Subtotal for Memberships & Services Accounts	65,677	875	-	64,802	1%
Professional Services:					
Professional Services - Engineering	35,000		-	35,000	0%
Professional Services - Legal	40,000		-	40,000	0%
Subtotal for Professional Services	75,000	-	-	75,000	0%
Business Retention & Expansion:					
Prospective Business Incentive	500,000		-	500,000	0%
Business Appreciation Luncheon	10,000		-	10,000	0%
Subtotal for Business Retention and Expansion	510,000	-	-	510,000	0%
Infrastructure:					
Debt Service - Principal	617,770	51,481	-	566,289	8%
Debt Service - Interest	177,221	14,768	-	162,453	8%
RDC Projects Fund	3,700,000		-	3,700,000	0%
Subtotal for Infrastructure Accounts	4,494,991	66,249	-	4,428,742	1%
TOTAL EXPENDITURES	\$ 5,456,568	\$ 128,584	\$ 2,943	\$ 5,325,041	2%

ROSENBERG DEVELOPMENT CORPORATION
2015-16 ACTUAL
PERIOD ENDED OCTOBER 31, 2015

Classification	RDC Actual	RDC Projects	Total
Resources:			
Total Beginning Fund Balance @ 10/01/15 (unaudited)	\$ 3,755,279	\$ 3,171,186	\$ 6,926,465
Revenues and Transfers In	310,033	-	310,033
Total Funds Available	<u>\$ 4,065,312</u>	<u>\$ 3,171,186</u>	<u>\$ 7,236,498</u>
Uses/Deductions:			
Expenditures and Transfers Out	128,584	77,075	205,659
Ending Fund Balance:			
Total Ending Fund Balance	\$ 3,936,728	\$ 3,094,111	\$ 7,030,839
Reserved for Debt Service	794,991	\$ -	794,991
Reserved for RDC Projects	-	\$ 3,094,111	3,094,111
Unreserved Fund Balance Total	<u>\$ 3,141,737</u>	<u>\$ -</u>	<u>\$ 3,141,737</u>

**Synopsis of Current Revenues and Expenditures
Rosenberg Development Corporation
For the Month Ended October 31, 2015**

Account Number	Description	Amount
Revenues		
219-0000-402-0000	Sales Taxes	\$ 310,032.58
Total Current Period Revenues		<u>\$ 310,032.58</u>
Expenditures		
219-1000-540-3110	Office Supplies (Administration)	-
219-1000-540-3120	Computer Supplies (Administration)	-
219-1000-540-3135	Business Expenses (Administration)	28.24
219-1000-540-5120	Insurance/General Insurance (Administration)	-
219-1000-540-5510	Travel (Education and Training)	-
219-1000-540-5710	Other Contractual Services (Administration)	61,093.50
Total Administration		<u>\$ 61,121.74</u>
219-2000-540-4391	Outside Professional Contract Svcs (Marketing)	-
219-2000-540-5220	Postage (Marketing)	10.55
219-2000-540-5230	Freight and Express (Marketing)	-
219-2000-540-5310	Advertising (Marketing)	-
219-2000-540-5410	Printing and Binding (Marketing)	327.00
Total Marketing		<u>\$ 337.55</u>
219-3000-540-3135	Business Expenses (Business Recruitment)	-
219-3000-540-4235	Dues/Subscriptions/Memberships (Business Recruitment)	-
219-3000-540-4390	RDC Memberships (Business Recruitment)	875.00
Total Business Recruitement		<u>\$ 875.00</u>
219-5000-540-4315	Engineering (Professional Services)	-
219-5000-540-4390	Legal Fees (Professional Services)	-
Total Professional Services		<u>\$ -</u>
219-6000-540-5725	Prospective Business Incentive (Business Retention and Expansion)	-
219-6000-540-5730	Business Appreciation Luncheon (Business Retention and Expansion)	-
Total Business Retention and Expansion		<u>\$ -</u>
219-7000-540-8110	Debt Service (Infrastructure) - Principal for October 2015	51,480.83
219-7000-540-8120	Debt Service (Infrastructure) - Interest for October 2015	14,768.42
219-7000-540-9225	Transfers/Other Fund (Infrastructure) - Transfer to RDC Projects Fund	-
Total Infrastructure		<u>\$ 66,249.25</u>
Total Current Period Expenditures		<u>\$ 128,583.54</u>

**CITY OF ROSENBERG, TEXAS
RDC SALES TAX REVENUES**

Monthly Total Actual Receipts	Cumulative YTD Receipts	Budgeted Receipts		Total YTD Percent of Budget	Prior Year Pct. Increase (Decrease)	
		Monthly	YTD		Month	YTD
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Cumulative (1)		Cumulative (3)		(2)/(4)		

Monthly BTC - I Receipts	Monthly BTC - II Receipts	Monthly Downtown Receipts
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Fiscal Year 2012-13

Oct	\$ 253,488	\$ 253,488	\$ 206,329	\$ 206,329	122.86%	17.3%	17.3%	\$ 39,879	\$ 22,088
Nov	300,245	553,733	268,681	475,010	116.57%	6.7%	11.3%	41,673	56,236
Dec	267,903	821,636	206,328	681,337	120.59%	24.0%	15.1%	48,344	18,259
Jan	240,399	1,062,035	217,242	898,579	118.19%	5.6%	12.8%	40,056	20,626
Feb	357,120	1,419,155	326,707	1,225,286	115.82%	4.3%	10.6%	76,617	71,043
Mar	240,499	1,659,655	211,174	1,436,460	115.54%	8.7%	10.3%	39,397	17,709
Apr	254,107	1,913,762	214,541	1,651,001	115.92%	13.1%	10.7%	40,281	19,444
May	334,041	2,247,802	298,699	1,949,700	115.29%	6.8%	10.1%	49,039	57,367
Jun	277,134	2,524,936	232,209	2,181,909	115.72%	13.9%	10.5%	38,850	21,572
Jul	288,843	2,813,779	250,468	2,432,378	115.68%	10.1%	10.4%	43,577	23,776
Aug	339,032	3,152,811	298,843	2,731,220	115.44%	8.3%	10.2%	49,537	59,166
Sep	281,355	3,434,166	238,780	2,970,000	115.63%	12.5%	10.4%	41,584	23,507
Total								\$ 548,834	\$ 410,794

Fiscal Year 2013-14

Oct	\$284,645	\$ 284,645	\$ 254,303	\$ 254,303	111.93%	12.3%	12.3%	\$ 45,426	\$ 26,206	\$ 2,678
Nov	332,266	616,912	301,210	555,512	111.05%	10.7%	11.4%	43,511	62,113	2,709
Dec	300,765	917,676	268,764	824,276	111.33%	12.3%	11.7%	41,356	23,209	2,873
Jan	311,275	1,228,951	241,171	1,065,447	115.35%	29.5%	15.7%	55,706	27,306	3,558
Feb	452,793	1,681,744	358,268	1,423,715	118.12%	26.8%	18.5%	81,972	80,410	5,100
Mar	269,503	1,951,247	241,272	1,664,988	117.19%	12.1%	17.6%	35,930	21,835	2,401
Apr	304,220	2,255,468	254,923	1,919,911	117.48%	17.9%	17.9%	44,267	23,697	3,481
May	372,069	2,627,537	335,114	2,255,025	116.52%	11.4%	16.9%	50,765	60,332	2,784
Jun	321,933	2,949,470	278,024	2,533,049	116.44%	16.2%	16.8%	42,815	24,392	3,429
Jul	322,644	3,272,114	289,771	2,822,820	115.92%	11.7%	16.3%	43,395	26,561	3,439
Aug	381,528	3,653,642	340,121	3,162,941	115.51%	12.5%	15.9%	50,943	63,637	2,954
Sep	365,422	4,019,064	282,259	3,445,200	116.66%	29.9%	17.0%	44,345	26,570	2,944
Total								\$ 580,432	\$ 466,269	\$ 38,351

Fiscal Year 2014-15

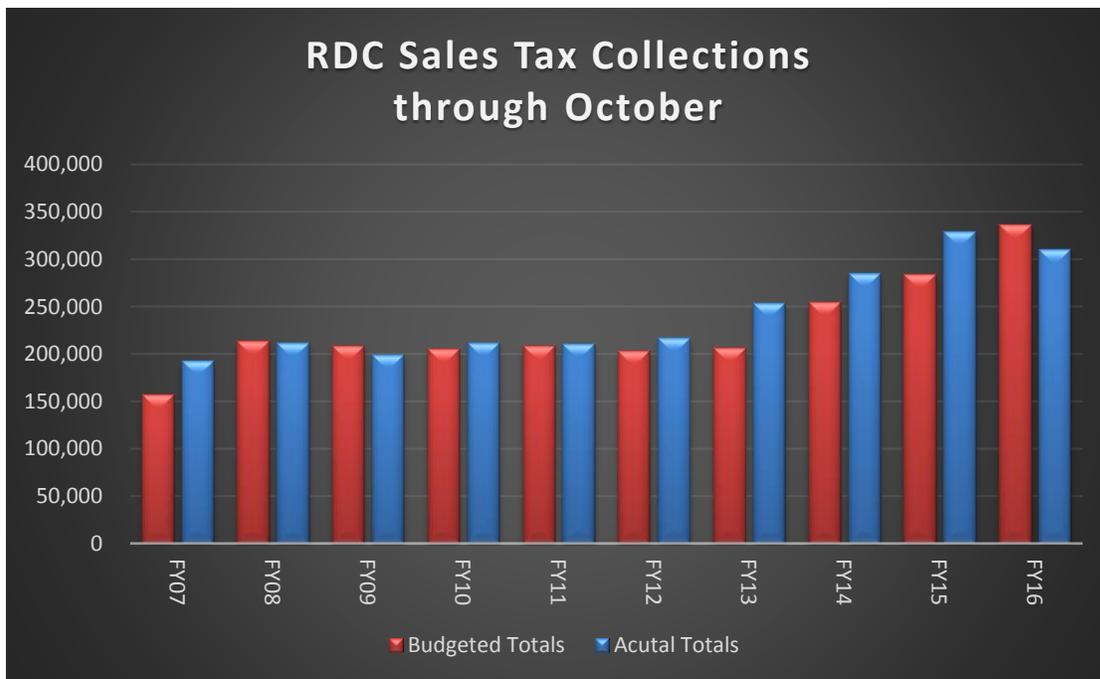
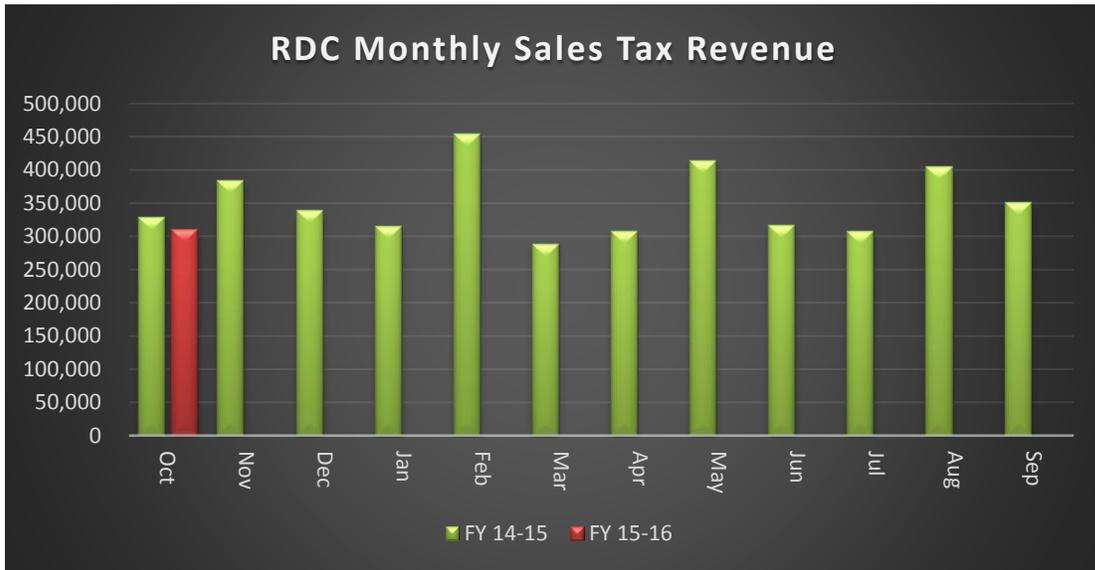
Oct	\$328,597	\$ 328,597	\$ 283,444	\$ 283,444	115.93%	15.4%	15.4%	\$ 47,153	\$ 27,876	\$ 2,454
Nov	383,604	712,201	\$ 335,726	619,171	115.02%	15.5%	15.4%	48,133	66,466	3,267
Dec	338,699	1,050,900	\$ 299,563	918,734	114.39%	12.6%	14.5%	42,177	24,526	2,589
Jan	314,787	1,365,687	\$ 268,808	1,187,542	115.00%	1.1%	11.1%	58,756	28,549	3,443
Feb	453,735	1,819,423	\$ 399,323	1,586,865	114.66%	0.2%	8.2%	87,501	85,910	4,580
Mar	288,676	2,108,098	\$ 268,921	1,855,785	113.60%	7.1%	8.0%	40,699	22,571	3,237
Apr	306,989	2,415,087	\$ 284,136	2,139,921	112.86%	0.9%	7.1%	43,336	23,946	2,340
May	414,271	2,829,359	\$ 373,516	2,513,437	112.57%	11.3%	7.7%	52,568	64,295	3,120
Jun	316,538	3,145,897	\$ 309,884	2,823,322	111.43%	-1.7%	6.7%	41,881	24,158	2,395
Jul	308,052	3,453,949	\$ 322,977	3,146,299	109.78%	-4.5%	5.6%	45,797	26,383	3,140
Aug	404,770	3,858,719	\$ 379,097	3,525,396	109.45%	6.1%	5.6%	52,877	70,363	2,521
Sep	350,958	4,209,677	\$ 314,604	3,840,000	109.63%	-4.0%	4.7%	44,830	28,233	3,130
Total								\$ 605,710	\$ 493,276	\$ 36,216

Fiscal Year 2015-16

Oct	\$310,033	\$ 310,033	\$ 336,525	\$ 336,525	92.13%	-5.6%	-5.6%	\$ 44,573	\$ 24,987	\$ 2,463
Nov	-	-	\$ 392,860	729,385						
Dec	-	-	\$ 346,871	1,076,256						
Jan	-	-	\$ 322,382	1,398,638						
Feb	-	-	\$ 464,683	1,863,321						
Mar	-	-	\$ 295,641	2,158,961						
Apr	-	-	\$ 314,396	2,473,357						
May	-	-	\$ 424,267	2,897,624						
Jun	-	-	\$ 324,175	3,221,799						
Jul	-	-	\$ 315,484	3,537,283						
Aug	-	-	\$ 414,536	3,951,819						
Sep	-	-	\$ 359,426	4,311,245						
Total								\$ 44,573	\$ 24,987	\$ 2,463

**ROSENBERG DEVELOPMENT CORPORATION
SALES TAX REVENUES**

GRAPHS



**Rosenberg Development Corporation
Outstanding Debt Service
2015-2016 Budget**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest	Adjustment for Business Park	Adjusted Principal & Interest
2015-16	652,770	177,221	829,991	(35,000)	794,991
2016-17	657,305	160,476	817,781	(113,000)	704,781
2017-18	672,840	147,957	820,797	(113,000)	707,797
2018-19	687,875	126,890	814,765	(113,000)	701,765
2019-20	703,410	104,444	807,854	(113,000)	694,854
2020-21	382,980	85,627	468,607	(191,000)	277,607
2021-22	387,515	71,341	458,856	(191,000)	267,856
2022-23	284,800	59,162	343,962	(270,000)	73,962
2023-24	297,835	48,994	346,829	(270,000)	76,829
2024-25	228,190	39,216	267,406	(256,000)	11,406
2025-26	236,225	29,874	266,099		266,099
2026-27	247,295	19,974	267,269		267,269
2027-28	255,330	9,557	264,887		264,887
2028-29	71,400	2,621	74,021		74,021
2029-30	23,005	489	23,494		23,494
Total	\$5,788,775	\$1,083,843	\$6,872,618	(1,665,000)	\$5,207,618

**Rosenberg Development Corporation
RDC Projects Fund
For the Period Ended October 31, 2015**

CP1301		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
FY2013 Park Improvements	225-7000-540-7030	\$ 251,177	\$ 245,856	\$ -	\$ 5,321
Totals		\$ 251,177	\$ 245,856	\$ -	\$ 5,321

CP1302		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Business Park Development	225-7000-540-7030	\$ 3,849,783	\$ 1,893,368	\$ 1,883,681	\$ 72,734
Project Management Fee	225-7000-540-4395	85,000	48,694	-	36,306
Totals		\$ 3,934,783	\$ 1,942,062	\$ 1,883,681	\$ 109,040

CP1402		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Aldi Project	225-7000-540-7032	\$ 500,000	\$ -	\$ -	\$ 500,000
Totals		\$ 500,000	\$ -	\$ -	\$ 500,000

CP1501		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Livable Centers	225-7000-540-7035	\$ 250,000	\$ 25,540	\$ -	\$ 224,460
Totals		\$ 250,000	\$ 25,540	\$ -	\$ 224,460

CP1503		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Traffic Signal at Reading Rd and Town Ctr Blvd	225-7000-540-7037	\$ 115,375	\$ -	\$ -	\$ 115,375
Totals		\$ 115,375	\$ -	\$ -	\$ 115,375

CP1507		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Macario Garcia Park Restrooms	225-7000-540-7036	\$ 150,000	\$ 10,500	\$ 2,750	\$ 136,750
Totals		\$ 150,000	\$ 10,500	\$ 2,750	\$ 136,750

CP1601		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Transportation Gateways	225-7000-540-7030	\$ 75,000	\$ 2,075		\$ 72,925
Totals		\$ 75,000	\$ 2,075	\$ -	\$ 72,925

		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Fort Bend Transit	225-7000-540-7030	\$ 75,000	\$ 75,000		\$ -
Totals		\$ 75,000	\$ 75,000	\$ -	\$ -

		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Paragon Infrastructure	225-7000-540-7030	\$ 3,000,000	\$ -		\$ 3,000,000
Totals		\$ 3,000,000	\$ -	\$ -	\$ 3,000,000

		Total	Amount Paid	Encumbrance	Remaining
Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Texas State Technical College	225-7000-540-7030	\$ 200,000	\$ -		\$ 200,000
Totals		\$ 200,000	\$ -	\$ -	\$ 200,000

**Rosenberg Development Corporation
RDC Projects Fund
For the Period Ended October 31, 2015**

Project Description	G/L Account	Total Project Cost	Amount Paid Project To Date	Encumbrance Amount	Remaining Funds
Superior Tanks Incentive	225-7000-540-7030	\$ 25,000	\$ -		\$ 25,000
Totals		\$ 25,000	\$ -	\$ -	\$ 25,000

Project Description	G/L Account	Total Project Cost	Amount Paid Project To Date	Encumbrance Amount	Remaining Funds
Seabourne Creek Nature Park	225-7000-540-7030	\$ 100,000	\$ -		\$ 100,000
Totals		\$ 100,000	\$ -	\$ -	\$ 100,000

Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Texas Master Naturalists Contribution	225-7000-540-7030	\$ 25,000	\$ -		\$ 25,000
Totals		\$ 25,000	\$ -	\$ -	\$ 25,000

Project Description	G/L Account	Project Cost	Project To Date	Amount	Funds
Sidewalk Improvements	225-7000-540-7030	\$ 200,000	\$ -		\$ 200,000
Totals		\$ 200,000	\$ -	\$ -	\$ 200,000

Total		\$ 8,816,335	\$ 2,252,339	\$ 1,886,431	\$ 4,677,566
Total Project Management Fees		\$ 85,000	\$ 48,694	\$ -	\$ 36,306

**ROSENBERG DEVELOPMENT CORPORATION
QUARTERLY INVESTMENT REPORT
FOR THE QUARTER ENDED SEPTEMBER 30, 2015**

The investment portfolio detailed in the attached report includes all investment transactions made during the above referenced period. The investment portfolio and all related transactions comply with the investment policy of the Rosenberg Development Corporation and the Public Funds Investment Act of the State of Texas.



Investment Officer: _____

Joyce Vasut, Executive Director of Administrative Services

Date: _____

10/26/2015

**ROSENBERG DEVELOPMENT CORPORATION
 QUARTERLY INVESTMENT REPORT
 AS OF SEPTEMBER 30, 2015**

Balance Comparison by Quarter

INVESTMENT BALANCES BY TYPE	Book Value 12/31/2014	Book Value 3/31/2015	Book Value 6/30/2015	Book Value 9/30/2015
TEXPOOL	\$ 3,518,063	\$ 3,335,300	\$ 3,883,600	\$ 4,583,130
BRAZOS VALLEY SCHOOLS CREDIT UNION	246,117	246,485	247,005	247,533
AMEGY BANK - OPERATING ACCOUNT	42,898	14,242	38,341	15,889
TOTAL CASH AND INVESTMENTS	<u><u>\$ 3,807,078</u></u>	<u><u>\$ 3,596,027</u></u>	<u><u>\$ 4,168,946</u></u>	<u><u>\$ 4,846,552</u></u>

ROSENBERG DEVELOPMENT CORPORATION
INVESTMENTS OUTSTANDING AS OF SEPTEMBER 30, 2015

Purchase Date	Description	Maturity Date	# Days to Maturity	Cost	Par Value	Coupon Yield	6/30/2015		Quarterly Activity			9/30/2015		Unrealized Gain/Loss
							Book Value	Market Value	Purchases	Maturities	Interest	Book Value	Market Value	
TEXPOOL														
N/A	Texpool - General Fund	N/A	N/A		4,583,130	0.09%	3,883,600	3,883,600	1,063,780	(365,000)	750	4,583,130	4,583,130	-
													94.6% OF TOTAL	
BRAZOS VALLEY SCHOOLS CREDIT UNION														
3/28/2015	Certificate of Deposit	3/27/2016	365	245,000	245,000	0.85%	247,005	247,005			528	247,533	247,533	-
													5.1% OF TOTAL	
DEPOSITORY - AMEGY BANK														
N/A	Operating Account	N/A	N/A		15,889	0.00%	38,341	38,341	365,000	(387,452)		15,889	15,889	-
													0.3% OF TOTAL	
TOTAL PORTFOLIO				\$ 245,000	\$ 4,844,019	0.12%	4,168,946	4,168,946	1,428,780	(752,452)	1,278	4,846,552	4,846,552	-

ITEM 1

Hold Executive Session to receive legal advice from the City Attorney concerning pending litigation, namely dispute with Imperial Performing Arts, Inc., pursuant to Section 551.071 of the Texas Government Code; to deliberate the potential purchase, exchange, lease, or value of real property pursuant to Texas Government Code Section 551.072; and regarding economic development negotiations pursuant to Section 551.087 of the Texas Government Code.

ITEM 2

Adjourn Executive Session, reconvene Regular Session, and take action as necessary as a result of Executive Session.



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
3	Recommendation for Award of Bid No. 2015-19
ITEM/MOTION	
Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-19 for the RDC Finish Cut Areas: FM 2218, Hwy 90A and Lane Drive, Avenue F-4 th Street to 6 th Street, Avenue G and 4 th Street Lot.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

Randall Malik
RDC Executive Director

1. Bid Summary Form
2. RDC Meeting Draft Minute Excerpt – 10-08-15
3. Publishers Affidavit - RDC Bid No. 2015-19

EXECUTIVE SUMMARY

At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Finish Cut Areas: FM 2218, Hwy 90A and Lane Drive, Avenue F-4th Street to 6th Street, Avenue G and 4th Street Lot. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 4, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following four (4) bids were received:

- Reliant Sand and Construction, \$19,475.00
- Z Best Lawns, \$20,045.00
- Hydrozone Landscape Corporation, \$20,349.00
- BIO Landscape & Maintenance, \$23,199.00

Bids for the project will be presented to the City Council at the November 17th meeting. This Agenda item provides the opportunity for the RDC to recommend approval of bids by City Council. Staff recommends that the Board makes a recommendation to City Council to award Bid No. 2015-19 to Reliant Sand and Construction, in the amount of \$19,475.00.

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:

- Rough Cut Mowing: I-69 right-of-way mowing from Spur 10 to FM 762
- Finish Cut Mowing: FM 2218 from I-69 to the City Limits, gateways at Hwy 36 and I-69, gateways at FM 2218 and I-69, and gateways at Hwy 36 Hwy 90.

Additional mowing areas include the 0.165 acre tract across from the post office and the 2.35 acre tract recently purchased from BNSF Railway Co.

Staff recommends authorizing the Executive Director to move forward with issuance of bid notices for RDC rough cut and finish cut mowing areas.

Key discussion points:

- Randall Malik briefly discussed each mowing location for Rosenberg Development Corporation Rough Cut and Finish Cut Mowing contracts.
- President Knesek inquired about the areas that are under construction due to the expansion of I-69.
- Randall Malik stated that there is a clause in the bid packet which states that in the event that Texas Department of Transportation (TxDOT) begins a construction or improvement project in the contract service area, the Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice.
- Randall Malik mentioned a change to the bid packet; the bid submittal due date was moved to November 04, 2015, and should be submitted to the City Secretary's attention.

Action: Director Pena moved, seconded by Director Moses, to proceed with issuance of a Notice to Bid for RDC Rough Cut and Finish Cut Mowing Contracts. The motion carried by a unanimous vote of those present.

5. REVIEW AND DISCUSS ROSENBERG DEVELOPMENT CORPORATION/ROSENBERG ECONOMIC DEVELOPMENT OFFICE SPACE, AND TAKE ACTION AS NECESSARY.

Executive Summary: This agenda item was requested by RDC President Bill Knesek to discuss office space for the RDC and City Economic Development staff.

Key discussion points:

- President Knesek proposed the Rosenberg Economic Development Department having office space located in downtown Rosenberg. He proposed utilizing land owned by the City of Rosenberg, and generally located across from Rosenberg's Post Office.
- Director Bailey stated that the RDC cannot exceed 10% of its budget on administrative costs.
- Randall Malik explains that if this is a City-owned building it would be covered in the Administrative Service Agreement, but if it is a stand-alone RDC-owned building there would be a separate line item that would not be in the Administrative Service Agreement and that would be associated with some of those cost.
- Director Moses suggested remodeling an existing building in downtown Rosenberg.
- Director Pena discussed looking at a more modern and conceptual idea.

Action: Director Moses moved, seconded by Director Garcia, to direct staff to proceed with additional due diligence and return with additional options for free standing office space in the downtown area to present to the Board. The motion carried by a unanimous vote of those present.

6. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:

- ECONOMIC INDICATORS;**
- BUSINESS RETENTION VISITS;**
- NEW AND EXPANDED BUSINESSES;**
- EXISTING BUSINESSES;**
- RDC MARKETING BUDGET;**
- RDC SIDEWALK PROJECT; AND,**
- MEDIAN HOUSEHOLD INCOME.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

10-18
10-25

City of Rosenberg

2015-19

PUBLISHER'S AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
on Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

10-18, 10-25

_____, A.D. 2015



Lee Hartman
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

_____ b) provided the following evidence to establish his/her identity, _____

on this the 26th day of Oct, A.D. 2015
to certify which witness my hand and seal of office.


Notary Public, State of Texas



**City of Rosenberg
Notice to Bidders
Bid No. 2015-19**

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until 10:00 a.m., on Wednesday, November 4, 2015, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

**Bid Number 2015-19
Rosenberg Development
Corporation
Finish Cut Areas:
FM 2218
Hwy 90A & Lane Drive
Avenue F, 4th Street to
6th Street**

Avenue G & 4th Street Lot
All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID 2015-19/City of Rosenberg-Rosenberg Development Corporation Transportation Gateway Enhanced Maintenance - Finish Cut Areas FM 2218, Hwy 90A & Lane Drive, Avenue F, 4th Street to 6th Street and Avenue G & 4th Street Lot". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Economic Development Department, 3825 Highway 36 South, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, 8:00 a.m., and 5:00 p.m., on Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

To obtain bidding documents, specifications, or if you have other questions, please contact:

City of Rosenberg
Randall Malik, Economic
Development Director
Telephone: 832-595-3330
E-mail:

randallm@ci.rosenberg.tx.us

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it.

Linda Cernosek, City Secretary,
TRMC



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
4	Recommendation for Award of Bid No. 2015-20
ITEM/MOTION	
Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-20 for the RDC Finish Cut Areas: Hwy 36 and US 90 A, I-69 at FM 2218	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

1. Bid Summary Form
2. RDC Meeting Draft Minute Excerpt – 10-08-15
3. Publishers Affidavit - RDC Bid No 2015-20

Randall Malik
RDC Executive Director

EXECUTIVE SUMMARY

At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Finish Cut Areas: Hwy 36 and US 90 A, I-69 at FM 2218. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 04, 2015. Sealed bids were received on Wednesday, November 4, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following five (5) bids were received:

- Estelita Oledan DBA ECOCUTTER, \$8,888.88
- Reliant Sand and Construction, \$12,265.00
- Z Best Lawns, \$12,100.00
- Hydrozone Landscape Corporation, \$11,781.00
- BIO Landscape & Maintenance, \$27,203.00

Bids for the project will be presented to the City Council at the November 17th meeting. This Agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board make a recommendation to City Council to award Bid No. 2015-20 to Estelita Oledan DBA ECOCUTTER in the amount of \$8,888.88.

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:

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Additional mowing areas include the 0.165 acre tract across from the post office and the 2.35 acre tract recently purchased from BNSF Railway Co.

Staff recommends authorizing the Executive Director to move forward with issuance of bid notices for RDC rough cut and finish cut mowing areas.

Key discussion points:

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- President Knesek inquired about the areas that are under construction due to the expansion of I-69.
- Randall Malik stated that there is a clause in the bid packet which states that in the event that Texas Department of Transportation (TxDOT) begins a construction or improvement project in the contract service area, the Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice.
- Randall Malik mentioned a change to the bid packet; the bid submittal due date was moved to November 04, 2015, and should be submitted to the City Secretary's attention.

Action: Director Pena moved, seconded by Director Moses, to proceed with issuance of a Notice to Bid for RDC Rough Cut and Finish Cut Mowing Contracts. The motion carried by a unanimous vote of those present.

5. REVIEW AND DISCUSS ROSENBERG DEVELOPMENT CORPORATION/ROSENBERG ECONOMIC DEVELOPMENT OFFICE SPACE, AND TAKE ACTION AS NECESSARY.

Executive Summary: This agenda item was requested by RDC President Bill Knesek to discuss office space for the RDC and City Economic Development staff.

Key discussion points:

- President Knesek proposed the Rosenberg Economic Development Department having office space located in downtown Rosenberg. He proposed utilizing land owned by the City of Rosenberg, and generally located across from Rosenberg's Post Office.
- Director Bailey stated that the RDC cannot exceed 10% of its budget on administrative costs.
- Randall Malik explains that if this is a City-owned building it would be covered in the Administrative Service Agreement, but if it is a stand-alone RDC-owned building there would be a separate line item that would not be in the Administrative Service Agreement and that would be associated with some of those cost.
- Director Moses suggested remodeling an existing building in downtown Rosenberg.
- Director Pena discussed looking at a more modern and conceptual idea.

Action: Director Moses moved, seconded by Director Garcia, to direct staff to proceed with additional due diligence and return with additional options for free standing office space in the downtown area to present to the Board. The motion carried by a unanimous vote of those present.

6. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:

- ECONOMIC INDICATORS;**
- BUSINESS RETENTION VISITS;**
- NEW AND EXPANDED BUSINESSES;**
- EXISTING BUSINESSES;**
- RDC MARKETING BUDGET;**
- RDC SIDEWALK PROJECT; AND,**
- MEDIAN HOUSEHOLD INCOME.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

10-18
10-25

City of Rosenberg

PUBLISHER'S AFFIDAVIT

2015-20

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
on Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

10-18, 10-25

_____, A.D. 2015



Lee Hartman
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

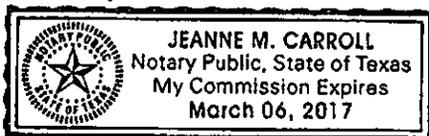
X a) is personally known to me, or

_____ b) provided the following evidence to establish his/her identity, _____

on this the 21st day of Oct, A.D. 2015
to certify which witness my hand and seal of office.



Notary Public, State of Texas



City of Rosenberg

Notice to Bidders

Bid No. 2015-20

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until 10:00 a.m., on Wednesday, November 4, 2015, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

Bid Number 2015-20

Rosenberg Development Corporation

**Finish Cut Areas,
FM 2218**

**Hwy 90A & Lane Drive
Avenue F, 4th Street to
6th Street**

Avenue G & 4th Street Lot

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID 2015-20/City of Rosenberg/Rosenberg Development Corporation Transportation Gateway Enhanced Maintenance - Finish Cut Areas, Hwy 38 at US90A, I-69 at Hwy 38, and I-69 at FM 2218". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Economic Development Department, 3825 Highway 36 South, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, 8:00 a.m., and 5:00 p.m., on Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

To obtain bidding documents, specifications, or if you have other questions, please contact:

City of Rosenberg

Randall Malik, Economic
Development Director

Telephone: 832-595-3330

E-mail:

randallm@ci.rosenberg.tx.us

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it.

Linda Cernosek, City Secretary,

TRMC



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
5	Recommendation for Award of Bid No. 2015-21
ITEM/MOTION	
Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-21 for the RDC Rough Cut Areas: Highway 36 to Spur 10.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

Randall Malik
RDC Executive Director

1. Bid Summary Form
2. RDC Meeting Draft Minute Excerpt – 10-08-15
3. Publishers Affidavit - RDC Bid No 2015-21

EXECUTIVE SUMMARY

At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Rough Cut Areas: Highway 36 to Spur 10. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 4, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following four (4) bids were received:

- Estelita Oledan DBA ECOCUTTER, \$27,000.00
- Williams Transport. \$25,137.00
- Reliant Sand and Construction, \$30,402.00
- BIO Landscape & Maintenance, \$70,560.00

Bids for the project will be presented to the City Council at the November 17th meeting. This agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board makes a recommendation to City Council to accept the bid of 25,137.00, by Williams Transport for RDC Rough Cut Areas: Highway 36 to Spur 10.

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:

- Rough Cut Mowing: I-69 right-of-way mowing from Spur 10 to FM 762
- Finish Cut Mowing: FM 2218 from I-69 to the City Limits, gateways at Hwy 36 and I-69, gateways at FM 2218 and I-69, and gateways at Hwy 36 Hwy 90.

Additional mowing areas include the 0.165 acre tract across from the post office and the 2.35 acre tract recently purchased from BNSF Railway Co.

Staff recommends authorizing the Executive Director to move forward with issuance of bid notices for RDC rough cut and finish cut mowing areas.

Key discussion points:

- Randall Malik briefly discussed each mowing location for Rosenberg Development Corporation Rough Cut and Finish Cut Mowing contracts.
- President Knesek inquired about the areas that are under construction due to the expansion of I-69.
- Randall Malik stated that there is a clause in the bid packet which states that in the event that Texas Department of Transportation (TxDOT) begins a construction or improvement project in the contract service area, the Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice.
- Randall Malik mentioned a change to the bid packet; the bid submittal due date was moved to November 04, 2015, and should be submitted to the City Secretary's attention.

Action: Director Pena moved, seconded by Director Moses, to proceed with issuance of a Notice to Bid for RDC Rough Cut and Finish Cut Mowing Contracts. The motion carried by a unanimous vote of those present.

5. REVIEW AND DISCUSS ROSENBERG DEVELOPMENT CORPORATION/ROSENBERG ECONOMIC DEVELOPMENT OFFICE SPACE, AND TAKE ACTION AS NECESSARY.

Executive Summary: This agenda item was requested by RDC President Bill Knesek to discuss office space for the RDC and City Economic Development staff.

Key discussion points:

- President Knesek proposed the Rosenberg Economic Development Department having office space located in downtown Rosenberg. He proposed utilizing land owned by the City of Rosenberg, and generally located across from Rosenberg's Post Office.
- Director Bailey stated that the RDC cannot exceed 10% of its budget on administrative costs.
- Randall Malik explains that if this is a City-owned building it would be covered in the Administrative Service Agreement, but if it is a stand-alone RDC-owned building there would be a separate line item that would not be in the Administrative Service Agreement and that would be associated with some of those cost.
- Director Moses suggested remodeling an existing building in downtown Rosenberg.
- Director Pena discussed looking at a more modern and conceptual idea.

Action: Director Moses moved, seconded by Director Garcia, to direct staff to proceed with additional due diligence and return with additional options for free standing office space in the downtown area to present to the Board. The motion carried by a unanimous vote of those present.

6. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:

- ECONOMIC INDICATORS;**
- BUSINESS RETENTION VISITS;**
- NEW AND EXPANDED BUSINESSES;**
- EXISTING BUSINESSES;**
- RDC MARKETING BUDGET;**
- RDC SIDEWALK PROJECT; AND,**
- MEDIAN HOUSEHOLD INCOME.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

10-18
10-25

City of Rosenberg

PUBLISHER'S AFFIDAVIT

2015-21

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
on Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

10-18, 10-25

_____, A.D. 2015



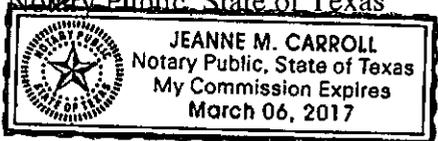
Lee Hartman
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

_____ b) provided the following evidence to establish his/her identity, _____

on this the 21st day of Oct, A.D. 2015
to certify which witness my hand and seal of office.


 Notary Public, State of Texas


**City of Rosenberg
Notice to Bidders
Bid No. 2015-21**

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until 10:00 a.m., on Wednesday, November 4, 2015, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

**Bid Number 2015-21
Rosenberg Development
Corporation
Rough Cut Areas,
Hwy 36 to Spur 10**

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID 2015-21/City of Rosenberg/Rosenberg Development Corporation Transportation Gateway Enhanced Maintenance - Rough Cut Areas Hwy 36 to Spur 10". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Economic Development Department, 3825 Highway 36 South, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, 8:00 a.m., and 5:00 p.m., on Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

To obtain bidding documents, specifications, or if you have other questions, please contact:

City of Rosenberg
Randall Malik, Economic
Development Director
Telephone: 832-595-3330
E-mail:

randallm@ci.rosenberg.tx.us
The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it.

Linda Cemosek, City Secretary,
TRMC



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
6	Recommendation for Award of Bid No. 2015-22
ITEM/MOTION	
Consideration of and action on a recommendation to City Council for the award of Bid No. 2015-22 for the RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

1. Bid Summary Form
2. RDC Meeting Draft Minute Excerpt – 10-08-15
3. Publishers Affidavit - RDC Bid No 2015-22

Randall Malik
RDC Executive Director

EXECUTIVE SUMMARY

At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Bids were formally submitted to City of Rosenberg on November 4th. The following bids were received:

- Williams Transport, \$16,398.80
- Reliant Sand and Construction, \$18,513.00
- BIO Landscape & Maintenance, \$48,312.00

Bids for the project will be presented to the City Council at the November 17th meeting. This agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board makes a recommendation to City Council to accept the bid of Williams Transport, in the amount of \$16,398.80, for RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36.

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:

- Rough Cut Mowing: I-69 right-of-way mowing from Spur 10 to FM 762
- Finish Cut Mowing: FM 2218 from I-69 to the City Limits, gateways at Hwy 36 and I-69, gateways at FM 2218 and I-69, and gateways at Hwy 36 Hwy 90.

Additional mowing areas include the 0.165 acre tract across from the post office and the 2.35 acre tract recently purchased from BNSF Railway Co.

Staff recommends authorizing the Executive Director to move forward with issuance of bid notices for RDC rough cut and finish cut mowing areas.

Key discussion points:

- Randall Malik briefly discussed each mowing location for Rosenberg Development Corporation Rough Cut and Finish Cut Mowing contracts.
- President Knesek inquired about the areas that are under construction due to the expansion of I-69.
- Randall Malik stated that there is a clause in the bid packet which states that in the event that Texas Department of Transportation (TxDOT) begins a construction or improvement project in the contract service area, the Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice.
- Randall Malik mentioned a change to the bid packet; the bid submittal due date was moved to November 04, 2015, and should be submitted to the City Secretary's attention.

Action: Director Pena moved, seconded by Director Moses, to proceed with issuance of a Notice to Bid for RDC Rough Cut and Finish Cut Mowing Contracts. The motion carried by a unanimous vote of those present.

5. REVIEW AND DISCUSS ROSENBERG DEVELOPMENT CORPORATION/ROSENBERG ECONOMIC DEVELOPMENT OFFICE SPACE, AND TAKE ACTION AS NECESSARY.

Executive Summary: This agenda item was requested by RDC President Bill Knesek to discuss office space for the RDC and City Economic Development staff.

Key discussion points:

- President Knesek proposed the Rosenberg Economic Development Department having office space located in downtown Rosenberg. He proposed utilizing land owned by the City of Rosenberg, and generally located across from Rosenberg's Post Office.
- Director Bailey stated that the RDC cannot exceed 10% of its budget on administrative costs.
- Randall Malik explains that if this is a City-owned building it would be covered in the Administrative Service Agreement, but if it is a stand-alone RDC-owned building there would be a separate line item that would not be in the Administrative Service Agreement and that would be associated with some of those cost.
- Director Moses suggested remodeling an existing building in downtown Rosenberg.
- Director Pena discussed looking at a more modern and conceptual idea.

Action: Director Moses moved, seconded by Director Garcia, to direct staff to proceed with additional due diligence and return with additional options for free standing office space in the downtown area to present to the Board. The motion carried by a unanimous vote of those present.

6. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:

- ECONOMIC INDICATORS;**
- BUSINESS RETENTION VISITS;**
- NEW AND EXPANDED BUSINESSES;**
- EXISTING BUSINESSES;**
- RDC MARKETING BUDGET;**
- RDC SIDEWALK PROJECT; AND,**
- MEDIAN HOUSEHOLD INCOME.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

10-18
10-25

City of Rosenberg

PUBLISHER'S AFFIDAVIT

2015-22

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
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4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
ON Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

10-18, 10-25

_____, A.D. 2015



Lee Hartman
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

_____ b) provided the following evidence to establish his/her identity, _____

on this the 24th day of Oct, A.D. 2015
to certify which witness my hand and seal of office.


Notary Public, State of Texas



**City of Rosenberg
Notice to Bidders
Bid No. 2015-22**

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until 10:00 a.m., on Wednesday, November 4, 2015, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

**Bid Number 2015-22
Rosenberg Development
Corporation
Rough Cut Areas,
FM 782 to Hwy 36
I-69 from Reading Road to
FM 2218**

I-69 from FM 2218 to Hwy 36
All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID 2015-22/City of Rosenberg/Rosenberg Development Corporation Transportation Gateway Enhanced Maintenance - Rough Cut Areas FM 782 to Hwy 36, I-69 from Reading Road to FM 2218, and I-69 from FM 2218 to Hwy 36". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Economic Development Department, 3825 Highway 38 South, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, 8:00 a.m., and 5:00 p.m., on Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

To obtain bidding documents, specifications, or if you have other questions, please contact:

**City of Rosenberg
Randall Melik, Economic
Development Director
Telephone: 832-595-3330**

E-mail:

randalm@ci.rosenberg.tx.us

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it.

Linda Cemosek, City Secretary,
TRMC





COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
7	Resolution No. RDC-99 - Jones and Carter, Inc., Engineering Services Proposal
ITEM/MOTION	
Consideration of and action on Resolution No. RDC-99, a Resolution authorizing the Rosenberg Development Corporation President to negotiate and execute, for and on behalf of the RDC, an Engineering Services Proposal for design and construction phase services for the construction of the Avenue F Parking Lot Project, by and between the RDC and Jones and Carter, Inc., in an amount not to exceed \$28,000.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

Randall Malik
RDC Executive Director

1. Resolution No. RDC-99
2. Avenue F Parking Lot Engineering Proposal
3. RDC Meeting Draft Minute Excerpt - 10-08-15

EXECUTIVE SUMMARY

At the October RDC Meeting, the Board of Directors authorized the RDC Executive Director to move forward with the proposed design of the parking lot on Avenue F. The next required step in the process is to have the site formally engineered by an engineering firm. A proposal for design and construction phase services from Jones and Carter, Inc., has been included as Exhibit "A" to Resolution No. RDC-99.

Staff recommends approval of Resolution No. RDC-99, a Resolution authorizing the RDC President to negotiate and execute, for and on behalf of the RDC, an Engineering Services Proposal by and between the RDC and Jones and Carter, Inc.

RESOLUTION NO. RDC-99

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSENBERG DEVELOPMENT CORPORATION, AUTHORIZING THE ROSENBERG DEVELOPMENT CORPORATION PRESIDENT TO NEGOTIATE AND EXECUTE, FOR AND ON BEHALF OF THE ROSENBERG DEVELOPMENT CORPORATION, AN ENGINEERING SERVICES PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES FOR THE CONSTRUCTION OF THE AVENUE F PARKING LOT PROJECT, BY AND BETWEEN THE ROSENBERG DEVELOPMENT CORPORATION AND JONES AND CARTER, INC., IN AN AMOUNT NOT TO EXCEED \$28,000.

* * * * *

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROSENBERG DEVELOPMENT CORPORATION:

Section 1. The RDC President is hereby authorized to negotiate and execute an Engineering Services Proposal (Agreement) for design and construction phase services for the construction of the Avenue F Parking Lot, generally located along Avenue F between 3rd Street and 6th Street, by and between the Rosenberg Development Corporation and Jones and Carter, Inc., in an amount not to exceed \$28,000.

Section 2. A copy of such Agreement is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this ____ day of _____ 2015.

ATTEST:

APPROVED:

Linda Cernosek, **City Secretary**

Bill Knesek, **President**



November 6, 2015

6415 Reading Road
Rosenberg, Texas 77471-5655
Tel: 281.342.2033
Fax: 281.232.9909
www.jonescarter.com

Mr. Randall D. Malik
Economic Development Director
Rosenberg Development Corporation
Rosenberg Civic Center
3825 Texas 36
Rosenberg, Texas 77471

Re: Engineering Services Proposal
Avenue F Parking Lot
City of Rosenberg, Texas

Dear Mr. Malik:

Jones and Carter, Inc. appreciates the opportunity to present this proposal to the Rosenberg Development Corporation for providing design and construction phase services for the construction of a parking lot located near 3rd Street, 6th Street, and Avenue F in the City of Rosenberg, Fort Bend County, Texas.

Project Understanding

It is our understanding that the Rosenberg Development Corporation would like to construct a new parking lot located along Avenue F between 3rd Street and 6th Street. In order to accomplish this, the Rosenberg Development Corporation needs to contract with an engineer to design and provide bidding and construction phase services for the project. Based on our understanding of your project, the review and approval process, and the site characteristics, we prepared the following Scope of Services and fee proposal for your consideration.

Scope of Services

I. Surveying Services

- A. Topographic Survey** – We will perform an on-the-ground topographic survey to establish existing ground elevations and locate visible improvements. Vertical control will be based on NAVD 88. Using the survey data, we will prepare a topographic map of the property showing elevation contours at one-foot intervals.

Mr. Randall D. Malik
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II. Engineering Services

- A. Geotechnical Services** – To complete the design, a geotechnical analysis of the soil conditions is needed on the tract. The purpose of the analysis is to determine the soil parameters of the tract to ensure the parking lot is designed and constructed properly. This service will be subcontracted to Associated Testing Laboratories, Inc.

- B. Civil Site Services** – Engineering services include a civil site package for the construction of the parking lot. The civil site package will include the design and preparation of construction documents for a site drainage plan, a site grading plan, a site paving plan, a site dimension plan, site lighting layout, and a Storm Water Pollution Prevention Plan (SWPPP). Our services also include working with the Rosenberg Development Corporation to prepare the bid package and receive and review contractor bids. These services includes coordination with CenterPoint Energy for electrical service. The Rosenberg Development Corporation will provide JC with details and specifications for light pole and fixture to be installed.

- C. Construction Phase Services** – Construction phase services include a preconstruction conference, review and recommendations regarding contractor requests for payment, review and recommendations regarding change orders, responding to requests for information, reviewing shop drawings and submittals, periodic site visits and inspections, and a final punch list inspection and issuing a certificate of completion. The final certificate of completion will include reviewing the contractor’s as-built drawings and preparing the record drawings. These services based on a construction period of 30 days.

Proposed Fee

We propose to accomplish the Services described herein in accordance with the attached General Conditions of Agreement. Below is a summary of our fee:

I. Surveying Services

A.	Topographic Survey	\$2,500	(Lump Sum)
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II. Engineering Services

A.	Geotechnical Services	\$4,000	(Lump Sum)
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B.	Civil Site Services	\$11,500	(Lump Sum)
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Mr. Randall D. Malik
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C.	Construction Phase Services	<u>\$10,000</u>	(Hourly Estimate)
	Total	\$28,000	(Lump Sum)

Our current Schedule of Hourly Rates is enclosed as Exhibit "A", and our current Schedule of Reimbursable Expenses is enclosed as Exhibit "B".

Special Considerations

This proposal is based on the following special considerations:

1. Any review or permit fees associated with the project shall be paid by the Client, or if paid by JC, shall be considered a reimbursable expense, not included in any lump sum or not-to-exceed fees proposed.
2. Hourly Services shall be provided in accordance with the enclosed Schedule of Hourly Rates.
3. Reimbursable expenses, including outside services not performed by JC personnel, shall be provided in accordance with the enclosed Schedule of Reimbursable Expenses. These services typically include deed research, reproduction for bidding and construction, deliveries, and construction materials testing.
4. This proposal shall be subject to our General Conditions of Agreement.
5. The Rosenberg Development Corporation will be responsible for registering and submitting the project to the Texas Department of Licensing and Regulation (TDLR) for the required Texas Accessibility Standards (TAS) review. If there is no architect for the project, Jones | Carter will have to register and submit the project as required by law. Our fee for this service will be an additional \$1,500 lump sum plus TDLR Registration, review and inspection fees.
6. Materials testing should be completed during construction to ensure that the contractor properly compacts and prepares the site in accordance with the design. Typically this service is a condition in the contractor's contract. If the Rosenberg Development Corporation would like JC to include this service, we can submit a separate proposal for these services prior to construction.
7. The proposed fees shall be considered in their entirety for the Scope of Services. Should you wish to contract with us for only a portion of the work, we reserve the right to negotiate individual scope items on their own merits.

Mr. Randall D. Malik
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- 8. This proposal shall be valid for sixty (60) days from this date and may be extended upon approval by this office.

Thank you for allowing Jones and Carter, Inc. to be a part of this project. We look forward to continuing to provide the quality of service and commitment the Rosenberg Development Corporation expects from Jones and Carter, Inc. An executed copy of this proposal will serve as our notice to proceed. Should you have any questions, please call.

Sincerely,



Craig W. Kalkomey, PE, CFM
Department Manager
District and Municipal Services



Charles A. Kalkomey, PE, RPLS
Client Services Manager
District and Municipal Services

CWK/dme

E:\Engineering\Proposals\Rosenberg Development Corporation\OP-7533-00-Avenue F Parking Lot-Final-2015-10-14-Proposal.docx

Enclosures

APPROVED BY:

Signature

Name and Title (Printed)

Date

GENERAL CONDITIONS OF AGREEMENT
JONES & CARTER, INC.

AUTHORIZATION FOR WORK TO PROCEED

Signing of this PROPOSAL/AGREEMENT for services shall be authorization by the CLIENT for Jones & Carter, Inc. (J&C), to proceed with the work, unless stated otherwise in the AGREEMENT.

STANDARD OF PRACTICE

Services performed by J&C under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document, etc., prepared by J&C.

BILLING AND PAYMENT

The CLIENT, recognizing that timely payment is a material part of the consideration of this AGREEMENT, shall pay J&C for services performed in accordance with the rates and charges set forth herein. Invoices shall be submitted by J&C on a monthly basis and the full amount shall be due and payable to J&C upon receipt. If the CLIENT objects to all or any portion of an invoice, the CLIENT shall notify J&C in writing within seven (7) calendar days of the invoice date and pay that portion of the invoice not in dispute.

The CLIENT shall pay an additional charge of 0.75% of the invoiced amount per month for any payment received by J&C more than thirty (30) days from receipt of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of the CLIENT. Payment thereafter shall be first applied to accrued interest and then to the principal unpaid amount.

OWNERSHIP/REUSE OF DOCUMENTS

All documents, including original drawings, opinions of probable construction cost, specifications, field notes, and data provided or furnished by J&C pursuant to this AGREEMENT are instruments of service in respect to the Project and J&C shall retain ownership and property interest therein whether or not the project is completed. The CLIENT may make and retain copies for the use of the Project by the CLIENT and others; however, such documents are not intended or suitable for reuse by the CLIENT or others on extensions of the Project or on any other Project. Any such reuse without written approval or adaptation by J&C for the specific purpose intended shall be at the CLIENT'S sole risk and without liability to J&C, and the CLIENT shall indemnify and hold harmless J&C from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

COST ESTIMATES

Cost estimates prepared by the engineer represent his best judgment as a design professional familiar with the construction industry. It is recognized, however, that the engineer has no control over the cost of labor, materials, or equipment; over the contractor's methods of determining bid prices; or over competitive bidding or market conditions. Accordingly, the engineer cannot and does not guarantee that bids will not vary from any cost estimate prepared by him.

INSURANCE

J&C agrees to maintain Workers' Compensation Insurance to cover all of its own personnel engaged in performing services for the CLIENT under this AGREEMENT.

LIMITATION OF LIABILITY

J&C agrees to carry out and perform the services herein agreed to in a professional and competent manner. The CLIENT agrees that J&C shall not be liable for error, omission, or breach of warranty (either expressed or implied) in the preparation of designs and drawings, preparation of surveys, designation and selection of materials and equipment for the project, or the performance of any other services in connection with any assignment for which specific authorization is given by CLIENT under this agreement, except to the extent that he fails to exercise the usual degree of care and judgment of an ordinarily prudent engineer in the same or similar circumstances or conditions.

Version 13-08-22

In order for the CLIENT to obtain the benefit of a fee which includes a lesser allowance for risk funding, the CLIENT agrees to limit J&C's liability arising from J&C's professional acts, errors or omissions, such that the total aggregate liability of J&C shall not exceed J&C's total fee for the services rendered on this project.

INDEMNIFICATION

J&C agrees, to the fullest extent permitted by law, to indemnify and hold the CLIENT harmless from any damage, liability, or cost (including reasonable attorney's fees and costs of defense) to the extent caused by J&C's negligent acts, errors, or omissions in the performance of professional services under this AGREEMENT including anyone for whom J&C is legally liable.

The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold J&C harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CLIENT'S negligent acts, errors, or omissions and those of his or her contractors, subcontractors or consultants, or anyone for whom the CLIENT is legally liable, and arising from the Project that is the subject of this AGREEMENT.

J&C is not obligated to indemnify the CLIENT in any manner whatsoever for the CLIENT'S own negligence.

CONSEQUENTIAL DAMAGES

The CLIENT shall not be liable to J&C and J&C shall not be liable to the CLIENT for any consequential damages incurred by either due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the CLIENT or J&C employees, agents, or subcontractors. Consequential Damages include, but are not limited to, loss of use and loss of profit.

TERMINATION

This AGREEMENT may be terminated with or without cause at any time prior to completion of J&C's services either by the CLIENT or by J&C, upon seven (7) days written notice to the other at the address of record. Termination shall release each party from all obligation of this AGREEMENT except compensation payable to J&C for services rendered prior to Termination. Compensation payable at termination shall include payment for services rendered and costs incurred up to the termination date in accordance with J&C's currently effective hourly rate schedule and direct expense reimbursement policy.

SUCCESSORS AND ASSIGNS

CLIENT and J&C each binds himself, and his partners, successors, executors, administrators, and assigns to the other party of this AGREEMENT and to partners, successors, executors, administrators, and assigns of such other party in respect to all covenants of this AGREEMENT. Neither CLIENT nor J&C shall assign, sublet, or transfer his interest in this AGREEMENT, without written consent of the other. Nothing contained herein shall be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and J&C.

SEVERABILITY

Any provision or part of the AGREEMENT held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the CLIENT and J&C, who agree that the AGREEMENT shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SPECIAL PROVISIONS

The amount of an excise, VAT, gross receipts, or sales tax that may be imposed shall be added to the compensation as stated in the proposal.

CONTROLLING LAW

This AGREEMENT shall be governed by the laws of the State of Texas.

SCHEDULE OF REIMBURSABLE EXPENSES
 Effective January 2014
 Subject to Annual Revision in January 2015

1. Reproduction performed in office

<u>Size</u>	<u>Black & White</u>	<u>Color</u>
8½ x 11 (single-sided)	\$0.05/page	\$.50/page
8½ x 11 (double-sided)	\$0.15/page	\$ 1.00/page
8½ x 14	\$0.15/page	\$.75/page
11 x 17	\$0.20/page	\$ 1.00/page
<u>Large Document Prints/Plots</u>	<u>Black & White</u>	<u>Color</u>
Translucent Bond	\$0.30/sq ft	\$ 4.00/sq ft
Color Bond	\$0.35/sq ft	\$ 5.00/sq ft
Photographic Bond	\$4.00/sq ft	\$ 8.00/sq ft
Vellum	\$1.00/sq ft	N/A
Mylar (4 mil)	\$2.00/sq ft	N/A
<u>Aerial Backgrounds</u>		
All sizes	\$5.00/sheet (plus above sq. ft.)	

2. Facsimiles sent:

\$1.00/each

3. Transportation (mileage):

\$0.55/mile

4. Audio/Video Conferencing

- a. Audio Conferencing \$0.15/minute/person
- b. Video Conferencing \$0.50/minute/person
- c. Audio/Video Conferencing \$0.65/minute/person

5. Subcontracts and all other outside expenses and fees: Actual cost plus 10% service charge

6. Surveying Expenses

- a. Crew Rates: Includes time charged portal to portal and the first 120 miles of transportation and standard survey equipment
- b. Special Rental Equipment: Actual cost plus 10%
- c. Stakes: Cost plus 10% service charge where an excessive number of wooden stakes or any special stakes are required
- d. Iron Rods and Pipes: Cost plus 10%
- e. All-Terrain Vehicle (ATV): \$150/day
- f. Overnight Stays: \$190/night
- g. Overtime Rates: Jobs requiring work on weekends or holidays billed at 1.5 times the standard rate
- h. Sales Tax: To be paid on boundary-related services.
- i. Deliveries, abstracting services, outside reproduction costs, and other reimbursable expenses charged at cost plus 10%

Final 2014
 Standard

Action: Director Garcia moved, seconded by Director Moses, to approve the Rosenberg Development Corporation Annual Report for FY2015 and authorize submittal of same to City Council. The motion carried by a unanimous vote of those present.

2. **REVIEW AND DISCUSS 2015 ROSENBERG DEVELOPMENT CORPORATION BUSINESS APPRECIATION LUNCHEON, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item allows the Board to provide feedback on the 2015 Business Appreciation Luncheon, and make recommendations for next year.

Key discussion points:

- Randall Malik discussed the Business Appreciation Luncheon event.
- Randall Malik suggested to raise the attendance for next year, RDC could possibly bring in a speaker.

Question/Answers

- Director Garcia inquired if the award categories would be the same annually.
- Randall Malik replied that the RDC wanted to capture expansions and milestones of Rosenberg businesses. If the Board desires to continue this, he suggested establishing a committee to identify potential businesses for recognition.
- Director Moses asked if the RDC planned on a guest speaker instead of the additional break out sections.
- Randall Malik replied they would begin with the speaker and continue on to a short overview on the milestones and expansions.
- Director Scopel inquired if the Chamber of Commerce invited all the businesses in the City or just the business members of the Chamber.
- Randall Malik replied that all the businesses in Rosenberg were invited.

No action was taken.

3. **REVIEW AND DISCUSS PROPOSED DESIGN OF THE ROSENBERG DOWNTOWN PARKING PROJECT, AND TAKE ACTION AS NECESSARY.**

Executive Summary: At the September RDC Board Meeting, the Board directed the RDC Executive Director to meet with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore possible funding opportunities for a parking structure before proceeding with the proposed surface parking design. On October 1st, the RDC Executive Director met with Precinct One County Commissioner Richard Morrison and RDC Director Jimmie Pena to explore funding opportunities.

Due to the expected length of time to receive any potential federal funding for a parking structure, staff recommends in the short-term, that the RDC moves forward with the surface parking design as presented.

Key discussion points:

- Randall Malik spoke on the meeting with Commissioner Richard Morrison who explained the funding opportunities would take about five (5) years when dealing with federal funding. Randall Malik suggested the RDC will keep exploring those funding opportunities for long term, but to move forward with the short and medium term design of the surface parking.
- President Knesek suggested using EverGreen for maintenance.
- Director Bailey suggested planting seasonal flowers.
- Director Scopel stated that with the location of the entrances/exits, it would cause traffic if a train were to pass.

Action: Director Scopel moved, seconded by Director Garcia, to move forward with the proposed design of the Rosenberg Downtown Parking Project with an asphalt base. The motion carried by a unanimous vote of those present.

4. **CONSIDERATION OF AND ACTION ON AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO PROCEED WITH ISSUANCE OF A NOTICE TO BID FOR ROSENBERG DEVELOPMENT CORPORATION ROUGH CUT AND FINISH CUT MOWING CONTRACTS.**

Executive Summary: This item authorizes the Executive Director to proceed with formally bidding the mowing areas currently maintained by the RDC. The RDC currently funds mowing to the following areas:



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
8	Executive Director's Report
ITEM/MOTION	
Consideration of and action on a report from the Rosenberg Development Corporation Executive Director regarding the previous month's economic development activities and contacts, which includes updates on the following: <ul style="list-style-type: none">a. Economic Indicators;b. Business Retention Visits;c. New and Expanded Businesses;d. Existing Businesses;e. RDC/Economic Development Office Space;f. RDC Sidewalk Project; and,g. Economic Development Partnership Meeting.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

Randall Malik
RDC Executive Director

1. Executive Director's Report – October 2015.

EXECUTIVE SUMMARY

This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.



Rosenberg Development Corporation Economic Development Director's Update October 2015

New Home Update

City Housing Starts in 2015:	353
City Housing Starts in October:	16
ETJ Housing Starts in 2015:	361
ETJ Housing Starts in October:	20

Economic Indicators:

Unemployment for September 2015:	4.4%
Non-Adjusted Employment for September 2015:	15,739
Labor Force	16,467
October Sales Tax Receipts (August 2015 sales):	\$1,234,675.18
Percentage Change From Previous Year:	- 5.70%
Annual Sales Tax Receipts for 2015 (August 2015 sales):	\$13,823,633.33
Percentage Change From Previous Year:	+ 1.11%

Department Activity

Number of New Leads:	3
Number of Qualified Prospects:	2
Business Retention Visits:	4

- Attended the Main Street First Lady of Texas visit.
- Attended I-69 Expansion Listening Session in Wharton.
- Attended Workforce Solutions Open House/Ribbon Cutting for its new Rosenberg location.
- Met with City Staff regarding the RDC Sidewalk Plan.
- Delivered Top Employer plaques to Rosenberg businesses recognized at the September 15 RDC Business Appreciation Luncheon.
- Attended Port of Houston-Foreign Trade Zone Conference in Houston.
- Coordinated meeting between City Staff and CenterPoint Energy regarding a public education campaign geared towards limiting landscaping efforts that affect public utilities.
- Coordinated meeting between Benedettini Cabinetry and City Staff regarding infrastructure required for an expansion.
- Presented the RDC's Annual Report to City Council.



Projects Update:

RDC Sidewalks – City Staff has had an initial meeting to discuss the details of all three new sidewalks. The new sidewalks will be placed in the following locations:

- 8th Street: From Avenue N to Avenue M
- Damon Street: From Avenue K to Avenue N
- Avenue N: From Louise Street to just past Radio Lane.

Livable Centers Study – Staff has recently received the draft final report of the Livable Centers Study. Staff and H-GAC are in the process of reviewing the draft and providing comments back to Morris Architects. The final report is expected to be presented to the RDC Board at the December RDC Meeting.

Economic Development Department Office Space – Staff has begun to calculate space dimensions needed for potential office space. Further, we have begun to investigate potential available space. We are expecting to discuss the project in more detail at the December RDC Meeting.

Economic Development Partnership Meeting – The Economic Development Partnership Meeting will occur on November 18th at 8am at the Rosenberg Civic Center. TSTC's Randall Wooten has agreed to serve as guest speaker for the first quarterly Partnership Meeting. Email invitations for the event have been sent.

Gateway Signs – Mike Davis Signs has completed the refurbishment of the City's gateway signs at Hwy 36 and I-69, the Hwy 90 entryway from the west and the FM 723 entryway from the north.



October 2015 Area Sales Tax Comparisons (Aug. 2015 receipts)

City	Net Payment This Period	Comparable Payment Prior Year	Change	2015 Payments To Date	2014 Payments To Date	Change
Rosenberg	1,234,675.18	1,309,360.74	-5.70%	13,823,633.33	13,671,068.04	1.11%
Richmond	472,023.00	388,421.06	21.52%	4,485,218.52	4,044,500.88	10.89%
Fulshear	111,083.57	78,891.50	40.80%	1,052,219.82	794,509.77	32.43%
Houston	49,513,644.91	50,631,683.79	-2.20%	549,386,602.24	531,076,803.67	3.44%
Humble	1,055,120.54	1,061,330.49	-0.58%	11,602,001.64	10,938,948.69	6.06%
Katy	877,484.71	958,767.10	-8.47%	9,256,207.30	9,070,173.17	2.05%
League City	1,289,806.19	1,247,916.43	3.35%	14,348,248.08	13,295,274.27	7.91%
Missouri City	657,663.79	637,242.78	3.20%	7,063,008.35	6,572,954.28	7.45%
Pearland	2,215,959.72	2,013,027.79	10.08%	23,634,533.14	21,117,416.15	11.91%
Sugar Land	3,880,217.68	3,961,824.42	-2.05%	42,781,225.03	40,635,991.02	5.27%
Stafford	1,338,307.57	1,305,636.03	2.50%	14,397,273.52	13,242,815.26	8.71%

RDC August Allocation: \$308,668.79



COMMUNICATION FORM

November 12, 2015

ITEM #	ITEM TITLE
9	Future Agenda Items
ITEM/MOTION	
Review and discuss requests for future Agenda items, and take action as necessary.	
APPROVAL	SUPPORTING DOCUMENTS

SUBMITTED BY :

1. None

Randall Malik
RDC Executive Director

EXECUTIVE SUMMARY

This item provides the RDC Board the opportunity to request future Agenda items.

ITEM 10

Announcements.

ITEM 11

Adjournment.