



# City of Rowlett

## Meeting Action Minutes

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

*City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Tuesday, December 5, 2017

5:30 P.M.

Municipal Building – 4000 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present: Mayor Dana-Bashian, Mayor Pro Tem Brown, Deputy Mayor Pro Tem Bobbitt, Councilmember Bell, Councilmember Margolis, Councilmember Sherrill and Councilmember Grubisich**

#### 1. CALL TO ORDER

Mayor Dana-Bashian called the meeting to order at 5:30 p.m.

#### 2. EXECUTIVE SESSION

- 2A. The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Consultation with Attorney) to seek legal advice from the City Attorney relating to potential litigation involving former employees. (45 minutes) THIS ITEM WILL BE DISCUSSED AFTER THE REGULAR SESSION.

In Executive Session at 9:07 p.m. Out at 9:53 p.m.

#### 3. WORK SESSION (5:30 P.M.)\*Times listed are approximate.

- 3A. Discuss FY2018 Communication Strategy. (30 minutes)
- 3B. Update on Recommendations for Capital Project Management. (30 minutes)
- 3C. Provide an update on the status of the 2017 Parks, Recreation and Hike and Bike Trail Master Plan. (45 minutes)

#### 4. DISCUSS CONSENT AGENDA ITEMS

Mayor Dana-Bashian asked that item 7B be pulled for Individual Consideration. Deputy Mayor Pro Tem Bobbitt asked for clarification of item 7G.

Council adjourned the Work Session at 7:13 p.m.

**CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)**

**INVOCATION** – John Rogers, C3 Church of Rowlett

Council reconvened in the Regular Session at 7:33 p.m.

**PLEDGE OF ALLEGIANCE** – Led by the City Council  
**TEXAS PLEDGE OF ALLEGIANCE**

**5. PRESENTATIONS AND PROCLAMATIONS**

- 5A.** Recognition of the Rowlett High School Eagle Theatre Company for their selection to perform at the Edinburgh Fringe Festival in Scotland.

Mayor Dana-Bashian introduced Director Brandon Tijerina and Volunteer Demá Roach who were accompanied by the students of the Eagle Theatre Company. Mr. Tijerina provided background information on the production of Vox and the process for their selection to attend the Festival. A short YouTube video was played of the [Eagle Theatre Company students](#) discussing this great opportunity and their preparation to perform at the Edinburgh Fringe Festival in Scotland.

Mr. Tijerina provided additional fundraising information for the group. He stated the total amount of the trip will be roughly \$175,000.

- 5B.** Presentation of Proclamation recognizing the second class of the Rowlett City Academy.

Mayor Dana-Bashian presented the proclamation to the class members who were present. The graduation is December 6<sup>th</sup>.

- 5C.** Hear presentation of the Monthly Financial report for the period ending September 30, 2017.

Wendy Badgett, Interim Director of Financial Services, presented the report.

- 5D.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

Mayor Dana-Bashian announced the following:

**COUNCIL MEETINGS**

- NEXT REGULAR MEETING WILL BE DECEMBER 19<sup>TH</sup>.
- SPECIAL JOINT MEETING ON DECEMBER 12<sup>TH</sup> WITH THE COMMUNITY INVESTMENT ADVISORY BOARD.

**TOWN HALL MEETING, DECEMBER 14<sup>TH</sup>**

THE ROWLETT CITY COUNCIL WILL HOST A TOWN HALL MEETING THURSDAY, DECEMBER 14, 6:00-8:00 PM AT THE ROWLETT COMMUNITY CENTRE. THIS INFORMAL SETTING ALLOWS CITIZENS TO FREELY AND INFORMALLY SPEAK TO THEM ABOUT WHAT'S GOING ON IN ROWLETT!

ALL CITY DEPARTMENTS WILL HAVE INFORMATIONAL BOOTHS SET UP AND STAFF IN ATTENDANCE TO VISIT WITH AND ANSWER CITIZEN'S QUESTIONS. ALL ROWLETT RESIDENTS AND BUSINESS CITIZENS ARE ENCOURAGED TO ATTEND, PLEASE BRING YOUR FAMILY, FRIENDS AND NEIGHBORS AND JOIN US FOR THIS OPPORTUNITY TO VISIT WITH YOUR CITY COUNCIL AND CITY OF ROWLETT STAFF...AND GET TO KNOW US!

**P & Z MEETINGS**

- NEXT MEETINGS WILL BE HELD ON TUESDAY, DECEMBER 12<sup>TH</sup> & 26<sup>TH</sup> AT 6:30PM IN THE CITY HALL CONFERENCE ROOM.

**ROWLETT LIBRARY**

- YOUR LIBRARY HAS MANY PROGRAMS GOING ON DURING THE HOLIDAY SEASON! CHECK US OUT:

• SENIOR BOOK CLUB	• MARIO KART TOURNAMENT
• GINGERBREAD HOUSES	• PRESENT WRAPPING
• WINTER READING CLUB	• NOON YEAR'S EVE

- FOR MORE INFORMATION ON THESE AND ALL OTHER PROGRAMS VISIT THE LIBRARY AT 5702 ROWLETT ROAD OR CALL 972.412.6161.

**PARKS AND RECREATION –**

- LIGHTED HOLIDAY PARADE – FRIDAY, DECEMBER 8<sup>TH</sup>, STARTS AT 7:00PM AT HERFURTH PARK
- THE PARADE ROUTE WILL PROCEED FROM HERFURTH PARK WEST ON MAIN STREET, WEST ON COYLE, SOUTH ON COMMERCE, EAST ON MAIN AND SOUTH ON SKYLINE BEFORE TURNING BACK EAST INTO HERFURTH PARK.
- FOLLOWING THE PARADE, ACTIVITIES ON MAIN STREET DOWNTOWN INCLUDE: MUSIC, ARTS & CRAFTS BOOTHS **AND** ICE SKATING
- SOAR YOUTH PROGRAM RETURNS FOR WINTER BREAK! OPEN TO PARTICIPANTS 11-14 YEARS, LET US WEAR OUT YOUR “AT HOME” TEENAGER WITH FUN ACTIVITIES ALL DAY
- DECEMBER 18 – 22 AND DECEMBER 27 – 29
- \$15 PER DAY TO PARTICIPATE, HOURS 7:30 AM-6:00 PM
- LOCATED AT THE ROWLETT COMMUNITY CENTRE
- THE ROWLETT COMMUNITY CENTRE HAS SPACE FOR YOUR SPECIAL HOLIDAY EVENT. TO CHECK AVAILABILITY, CALL 972.412.6170 OR GO BY IN PERSON. THEY CAN MAKE YOUR EVENT SPECIAL.

### **CITY OFFICES CLOSED FOR ANNUAL EMPLOYEE HOLIDAY LUNCHEON**

- CITY OFFICES WILL BE CLOSED ON FRIDAY, DECEMBER 8<sup>TH</sup> BETWEEN THE HOURS OF 11:30 A.M. AND 1:30 P.M.
- 911 COMMUNICATIONS WILL CONTINUE TO OPERATE.

### **“LIGHT UP ROWLETT” NEIGHBORHOOD HOLIDAY DÉCOR AWARDS**

THIS YEAR WE NEED YOUR HELP TO FIND AND CHOOSE THE OUTSTANDING HOLIDAY DECORATIONS FOR THE LIGHT UP ROWLETT NEIGHBORHOOD AWARD. EACH AREA OF THE CITY WILL HAVE A WINNER AND YOU WILL GET TO PICK!

- IF YOU SEE AN OUTDOOR DISPLAY THAT LOOKS GREAT, SNAP A PHOTO AND EMAIL IT TO [NEIGHBORHOODLIFE@ROWLETT.COM](mailto:NEIGHBORHOODLIFE@ROWLETT.COM).
- THE SUBMITTED PHOTOS WILL BE POSTED ON THE CITY OF ROWLETT FACEBOOK PAGE STARTING DECEMBER 18, 2017.
- “LIKE” YOUR FAVORITES BEFORE DECEMBER 20 AT NOON AND SEE THE WINNERS POSTED ON SOCIAL MEDIA AT 3:00PM.

WINNERS RECEIVE A YARD SIGN AND WILL BE FEATURED HERE ON THE CITY WEBSITE, ON ALL OF ROWLETT’S SOCIAL MEDIA SITES AS WELL AS ON THE ROWLETT TELEVISION NETWORK (CABLE CHANNEL 16) AND THE CITY OF ROWLETT’S YOU-TUBE CHANNEL.

### **ANNUAL STOP A COP**

- CHRISTMAS TOY DRIVE FOR ROWLETT CHURCHES, CHARITIES AND ROWLETT NEEDY CHILDREN’S FUND RUNS THROUGH DECEMBER 16<sup>TH</sup>
- TOYS MAY BE DROPPED OFF 24 HOURS A DAY AT ANY FIRE STATION OR THE LOBBY OF THE POLICE STATION. OTHER COLLECTION SITES ARE THE RCC, CITY HALL AND FIRE ADMIN.
- WALMART PARKING LOT DROP-OFF TIMES STILL REMAINING ARE:

<b>12/9</b> – 10AM – 2PM	<b>12/16</b> – 10AM – 2PM
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### **CITIZEN POLICE ACADEMY**

APPLICATIONS ARE BEING ACCEPTED DECEMBER 5, 2017-JANUARY 25, 2018 (OR UNTIL THE CLASS IS FULL) FOR THE SPRING SESSION. CLASSES WILL BE HELD EACH THURSDAY FROM 7PM-10PM BEGINNING FEBRUARY 1<sup>ST</sup> THROUGH APRIL 26<sup>TH</sup> (WITH ONE SATURDAY).

CLASS SIZES ARE LIMITED TO 30 PARTICIPANTS AND WILL BE SELECTED ON A FIRST COME FIRST SERVED BASIS. FOR DETAILED INFORMATION ON THE PROGRAM, APPLICATIONS OR HOW TO ENROLL, CONTACT OFFICER REEVES AT 972-412-6242.

### **ANIMAL SHELTER**

- **NEXT LOW COST VACCINATION CLINIC** WILL BE HELD ON **SUNDAY, JANUARY 7<sup>TH</sup>, 2 – 5PM**
- LOCATED AT 8502 LIBERTY GROVE RD. @ LIBERTY GROVE ANIMAL HOSPITAL

- ANIMAL SHELTER IS OPEN MONDAY – SATURDAY, 10AM – 5PM AND LOCATED AT 4402 INDUSTRIAL STREET.
- TONIGHT’S FEATURED ANIMAL IS: **TIGER** – [Adoptable Pets at the Animal Shelter](#)

**AS ALWAYS, FOR ANY INFORMATION REGARDING CITY PROGRAMS OR SERVICES, PLEASE VISIT THE CITY’S WEBSITE AT [WWW.ROWLETT.COM](http://WWW.ROWLETT.COM)**

Mayor Pro Tem Brown announced the RETREE project this Saturday, working in conjunction with the Texas Trees Foundation, Keep Rowlett Beautiful and the City of Garland to plant trees in the area affected by the tornado. For more information, you can visit [www.keeprowlettbeautiful.org](http://www.keeprowlettbeautiful.org).

**6. CITIZENS’ INPUT**

1. Dianne Rottler, 2913 Suzane Drive, Rowlett; spoke in opposition to item 8B.

**7. CONSENT AGENDA**

- 7A.** Consider action to approve minutes from the City Council November 13, 2017 Special Meeting.

**This item was approved on the Consent Agenda.**

- 7B.** Consider action to approve a resolution approving an interlocal agreement with the City of Dallas providing for concurrent municipal court jurisdiction.

**This item was removed for Individual Consideration.**

**A motion was made by Councilmember Margolis, seconded by Deputy Mayor Pro Tem Bobbitt, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-133-17.**

- 7C.** Consider action to approve a resolution accepting the bid of and awarding a contract to Tricon Services, Inc., in the amount of \$2,556,000.00 with a ten percent (10%) contingency amount of \$255,600.00 and up to \$15,000.00 for an early completion bonus, resulting in a total project budget of \$2,826,600.00 for the Phase 1 Highland Meadows Paving, Drainage, and Utility Improvement Project, and authorizing the Mayor to execute the necessary documents for said services.

**This item was approved as RES-134-17 on the Consent Agenda.**

- 7D.** Consider action to approve a resolution amending and adopting the City’s Investment Policy for FY2018.

**This item was approved as RES-135-17 on the Consent Agenda.**

- 7E.** Consider action to accept the bid of and award a 3-year contract to Cintas Uniforms for the rental of uniforms for Public Works Operations staff in the amount of \$29,770, annually.

**This item was approved as RES-136-17 on the Consent Agenda.**

- 7F.** Consider action to approve a resolution accepting the bid of and awarding a contract to Longhorn Harley-Davidson for the purchase of three new 2018 Harley-Davidson Electra Glide (FLHTP) police motorcycles with five year warranties and a 30k mile Prepaid Service Package in the amount of \$122,826.05.

**This item was approved as RES-137-17 on the Consent Agenda.**

- 7G.** Consider action to approve a resolution authorizing the purchase of a pavilion structure for Kenwood Heights Park, a playground shade structure for Katy Park, and renovations to Herfuth Park Tennis Courts and basketball half-court for a total amount of \$91,278 from Playground Shade and Depot for Parks and Recreation Department projects.

**This item was approved as RES-138-17 on the Consent Agenda.**

#### **Passed the Consent Agenda**

**A motion was made by Mayor Pro Tem Brown, seconded by Councilmember Margolis, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried with a unanimous vote of those members present.**

#### **8. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 8A.** Conduct a public hearing and take action on a request for a rezoning from General Commercial/Retail (C-2) and Single-Family Residential (SF-9) to Planned Development (PD) for property located at 5314 Chiesa Road further being described as 4.37+/- acres in the JW Gardener Survey, Abstract No. 526, City of Rowlett, Dallas County, Texas.

**A motion was made by Deputy Mayor Pro Tem Bobbitt, seconded by Mayor Pro Tem Brown, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as ORD-042-17.**

- 8B.** Consider action to approve a resolution providing support for the submission of an application by Pedcor to the 2018 Competitive Housing Tax Credit Program through the Texas Department of Housing and Community Affairs for the property generally located at the northwest corner of Rowlett Road and Kyle Road.

**A motion was made by Mayor Pro Tem Brown, seconded by Councilmember Bell, to approve the item as presented. The motion carried with a vote of six in favor and one opposed (Margolis). This item was approved as RES-139-17.**

#### **TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS**

There was no action taken.

After the Regular Session, Council took a short break at 9:00 p.m. and reconvened in the Work Session to discuss item 2A at 9:07 p.m.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:53 p.m.