



# City of Rowlett

## Special Meeting Agenda

### 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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**Monday, May 13, 2019**

**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.

**1. CALL TO ORDER**

**2. EXECUTIVE SESSION (5:30 P.M.)\*Times listed are approximate.**

- 2A.** The City Council shall convene into Executive Session pursuant to Texas Government Code, §551.071 (Consultation with City Attorney), to consult with and receive legal advice from the City Attorney relating to contract negotiations with American Golf Corporation. (20 minutes)

**3. WORK SESSION (5:50 P.M.)\*Times listed are approximate.**

- 3A.** Discuss a final decision as it relates to the Waterview Golf Club Bunker Renovation Project and the selection of the liners in the bunkers. (30 minutes)
- 3B.** Discuss amending the Fiscal Year 2019 Adopted Budget. (45 minutes)

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

**4. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 4A.** Consider action to approve a resolution canvassing the results of the General Election held Saturday, May 4, 2019, for the positions of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six and conduct drawing for position on ballot for runoff to be held on June 8, 2019.

**5. QUALIFICATION AND OATHS FOR NEWLY ELECTED COUNCILMEMBERS**

- 5A.** Administration of Oath of Office for Councilmember-Elect Place 2 Brownie Sherrill
- 5B.** Administration of Oath of Office for Councilmember-Elect Place 6 Martha Brown
- 5C.** Administration of Oath of Office for Mayor-Elect Tammy Dana-Bashian

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

**6. ADJOURNMENT**

*Laura Hallmark*

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Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website ([www.rowlett.com](http://www.rowlett.com)) on the 10<sup>th</sup> day of May 2019, by 5:00 p.m.



## CITY OF ROWLETT COUNCIL AGENDA ITEM


**AGENDA DATE:** 05/13/2019

**AGENDA ITEM:** 2A

### **TITLE**

The City Council shall convene into Executive Session pursuant to Texas Government Code, §551.071 (Consultation with City Attorney), to consult with and receive legal advice from the City Attorney relating to contract negotiations with American Golf Corporation. (20 minutes)

### **STRATEGIC PRIORITY AND GOAL(S)**

Strategic Priority	Strategic Goal
 <b>ENHANCE QUALITY OF LIFE</b>	4.2 Create a destination-centered parks system.



# CITY OF ROWLETT COUNCIL AGENDA ITEM

**AGENDA DATE:** 05/13/2019

**AGENDA ITEM:** 3A

## TITLE

Discuss a final decision as it relates to the Waterview Golf Club Bunker Renovation Project and the selection of the liners in the bunkers. (30 minutes).


## STAFF REPRESENTATIVE

Paul Stevens, Deputy City Manager  
Angela Smith, Parks and Recreation Director

## EXECUTIVE SUMMARY

American Golf Corporation (AGC) has agreed to complete a bunker renovation project at Waterview Golf Course at their expense. The project includes redesign of the bunkers, which was approved on April 16, 2019. The final decision involves City Council making a final recommendation on the type of liners that will be used in the project.

## STRATEGIC PRIORITY AND GOAL(S)

Strategic Priority	Strategic Goal
 <p><b>ENHANCE QUALITY OF LIFE</b></p>	4.2 Create a destination-centered parks system.

## BACKGROUND INFORMATION

City staff, along with the Golf Advisory Board (GAB), began discussing serious concerns with course conditions at Waterview Golf Course in 2017. The discussions led to an effort to identify and remedy certain deficiencies. As a result, City staff and AGC have been collaborating since last summer to develop an action plan for making the necessary improvements. A thorough course assessment revealed the most significant needs to include greens replacement, retaining wall replacement, cart path repairs, bunker restoration, and general course clean up and oversight.

Over the last 45 days several actions have occurred to advance the needed remedies:

- On March 5, 2019, the GAB formed an ad hoc committee tasked with making a recommendation to City Council and AGC regarding the bunker renovation.
- On March 19, 2019, City Council approved a proposal for replacing the greens and three retaining walls at the course.
- On March 20, 2019 the City retained CE Golf Design to provide a comprehensive Bunker Renovation Plan. The cost of this service will be reimbursed through a contract with AGC.

- On March 25, 2019 Todd Clark with CE Gold Design met with GAB, AGC Staff, and City staff to discuss bunker improvements. Todd was able to provide the team a digital base map and the team virtually visited each hole to look at the existing bunker layout and make recommendations for changes.
- On Wednesday, April 10, 2019 the Golf Advisory Board held a special meeting to review the draft plan, make any additional changes, and provide a final recommendation to City Council.
- On Tuesday, April 16, 2019, City Council approved the Bunker renovation plan design layout.
- On Wednesday, May 1, 2019, the Golf Advisory Board held a special meeting to discuss specific liner and sand options.
- On Tuesday, May 7 City Council requested copies of the bids for the bunker liners and deferred a final decision until Monday, May 13.

## DISCUSSION

On Wednesday, May 1<sup>st</sup> the Golf Advisory Board held a Special Meeting to discuss specific liner and sand options. In attendance at the Special Meeting were Golf Advisory Board Members, Sandy Queen, the City's consultant on the Green and Retaining Wall Project, Todd Clark, the City's consultant on the Bunker Renovation Project, Dan Cortese with American Golf and Robert Fleetwood with Fleetwood Services who will be completing the Green and Bunker Renovation projects. At the meeting, two liner options were discussed – Better Billy Bunker and Bunker Solutions – and three sands were discussed – Premier White, Arkansas White and Premier Play. From this meeting emerged recommendations from three sources. Council will need to make a final determination on bunker liners and sand. Below is a bit of information about each liner and sand type and the recommendations from the three entities involved.

- Better Billy Bunker
  - Spray in liner
  - Ten-year warranty
  - Industry Standard at local courses
  - Creates a fully sealed bunker system
  - [www.billybunker.com](http://www.billybunker.com)

### The 5 Steps to the Better Billy Bunker Method:



1. Remove old sand and inspect drain lines

Excavate 6" profile to allow for the 2" gravel layer and 4" of sand. If plans call for an exposed blatch edge, calculate this depth in for further excavation. The floor should be smooth and compacted. Drain tile can be reused if it is still functional.



2. Install 2" layer of local gravel

A layer of approved gravel that is 3/16"-1/4" in size (4.5mm-6mm) shall be placed over the entire floor of the bunker 2" (50mm) deep. This gravel should be brought up to the edge of the bunker. The gravel may be deeper than 2" to shape the bunker's floor.



3. ST410 Polymer is installed by certified installer

ST410 POLYMER shall be sprayed by a certified and trained installer. The treated bunker shall be allowed to cure for approximately 24 hours prior to quality control. A sturdy pliable layer of glued gravel will be the result.



4. Polymer is cured for 24 hours and quality controlled

Every square foot of the bunker will be quality controlled to ensure that a proper application took place. After QC, sand may be installed immediately.



5. Sand installation

The tested and approved bunker sand is installed in the bunker and compacted at least four inches deep. Bunker sand should be examined for the proper particle size, color, drainage characteristics, angularity, angle of repose and ability to bridge with the drainage stone.



Final Product

The end result is a great playing bunker no matter the weather conditions.

### Bunker Solutions

- Eliminates the need for gravel
- Maintain lip integrity
- Mat provides membrane between substrate and bunker sand
- Eight-year warranty
- [www.bunkersolution.com](http://www.bunkersolution.com)



- Premier White Sand
  - Very firm sand
  - Difficult for a higher handicap golfer as it is unforgiving
  - Crushed Quartz
  - Typically used in PGA Tour stop courses or premium private club with premium players
  
- Premier Play Sand
  - Recommended for playability with scratch golfers demand
  - Blend sand – hybrid that provides best of both worlds – manufactured material with natural grain
  - Good playability
  - Also white in color

***American Golf Recommendation – Better Billy Bunker & Premier Play Sand***

American Golf is funding 100% of the project cost, including the City consultant's fees. AGC is recommending the Better Billy Bunker and Premier Play Sand combination as the best option for Waterview Golf Course. As with any project there is a significant cost associated with a full

redesign of the current bunkers. Fleetwood Services will be completing the project and based on cost estimates, American Golf would recommend Better Billy Bunker and Premier Play Sand.

### **Todd Clark, CE Design Recommendation – *Better Billy Bunker & Premier Play Sand***

Todd has served as the City's consultant throughout the project. Todd was responsible for the redesign of the bunkers and is working hand in hand with the City and AGC to find the best design and liner/sand options for Waterview Golf Course based on long-term maintenance and cost considerations. Todd is recommending the Better Billy Bunker and Premier Play Sand combination. Premier Play Sand is a better sand for the types of players that visit Waterview Golf Course. Both Todd Clark and Sandy Queen are concerned about the decision to move forward with Premier White Sand, which tends to present more difficulties for the average golfer to overcome when playing bunker shots.

### **Golf Advisory Board Recommendation – *Bunker Solutions & Premier White Sand***

To protect the integrity of the course and maintain the "high end daily fee" description of Waterview, which is language used consistently throughout the contract, Larry Glick made the recommendation to move forward with the Bunker Solution Liners and Premier White Sand combination. GAB members voted 5:0 to recommend the Bunker Solutions Liner and Premier White Sand combination. Brad Marshall mentioned his concerns regarding the flexibility of the Better Billy Bunker liner rigidity and how it would survive in the soil in Rowlett. Robert Fleetwood, with Fleetwood Services, confirmed his company is using this product in courses around the metroplex and has had no issues.

The Golf Advisory Board's recommendation will require the City of Rowlett to contribute approximately \$100,000 to the bunker renovation project. American Golf has only approved funding the Better Billy Bunker and Premier Play sand. Either option will result in a significant upgrade to the course's bunkers.

## **FINANCIAL/BUDGET IMPLICATIONS**

American Golf has agreed to provide the complete bids for Project A which is Better Billy Bunker and Premier Play sand and Project B which is Bunker Solutions and Premier White sand.

### Recommendations

- American Golf: Better Billy Bunker & Premier Play Sand
  - City cost = \$0
- Todd Clark, CE Design: Better Billy Bunker & Premier Play Sand
  - City cost = \$0
- Golf Advisory Board: Bunker Solutions & Premier White Sand
  - City cost = \$100,000 (approximate)

There is currently \$51,000 in unencumbered CIP Bond funding, which is designated to cover any contingency items in the Greens Replacement and Retaining Wall Construction Projects.



## **RECOMMENDED ACTION**

- Is there consensus from City Council to move forward with one of the recommendations?
- If the Council chooses to follow the Golf Advisory Board recommendation, is there consensus on how to fund the project?



# CITY OF ROWLETT COUNCIL AGENDA ITEM

**AGENDA DATE:** 05/13/2019

**AGENDA ITEM:** 3B

**TITLE**

Discuss amending the Fiscal Year 2019 Adopted Budget. (45 minutes)


**STAFF REPRESENTATIVE**

Vlad Steere, Budget Officer  
Wendy Badgett, Finance Director

**EXECUTIVE SUMMARY**

Budget amendments are an accepted practice in local government and represent a visible demonstration that the municipality manages its fiscal affairs appropriately and with transparency. City staff has completed a detailed analysis of revenues and expenditures and is recommending adjustments consistent with that analysis. Staff continues to monitor the budget and the cost controls established to mitigate the impact of any changes in financial position.

**STRATEGIC PRIORITY AND GOAL(S)**

Strategic Priority	Strategic Goal
 <p><b>GOVERN TRANSPARENTLY &amp; INCLUSIVELY</b></p>	<p>1.8 Provide accurate and timely information to policy makers and the public.</p>

**BACKGROUND INFORMATION**

On September 18, 2018, the City Council adopted the operating and capital improvements program budget for Fiscal Year 2019. One half of the fiscal year was completed as of March 31, 2019. These amendments reflect changes to the budget recommended as a result of an analysis of the first half of the year.

**DISCUSSION**

**Capital Improvement Program**

The Adopted FY2019 CIP Budget totaled \$34.9 million across all bond and cash funded projects. Budgets of this size and scope require constant monitoring and adjustment. As projects funded with past bond issues or capital maintenance funds are completed and final expenditures recorded, new development or other circumstances occur, which cause new projects to be initiated or existing projects to change in scope. The projects listed below are numbered to correspond with the listings in Attachment 1 for cross-reference purposes. The specific reallocations this budget amendment will address are as follows:

### **1a) 5702 Rowlett Road Renovations**

As discussed during the FY2019 budget development process, the building renovation of 5702 Rowlett Road was partially funded with the Series 2018 Tax Note and proceeds from the sale of City properties at 3901 and 3913 Main Street.

As discussed in the City Council meeting on January 15, 2019, the sale of these properties has been finalized and the \$328,240 in revenues was received; these revenues are proposed to be appropriated to support the renovation project. This revenue, from the sale of the properties, is reflected as a transfer from the General Fund, because that is where the revenue was recorded, and then transferred to the Capital Maintenance Fund.

**1b)** In addition, \$72,876 in savings from the completed Library Improvements capital project are proposed to be reallocated to subsidize bids coming in higher than expected for the 5702 Rowlett Road renovation.

### **2) Asphalt Rehabilitation/Overlay**

In November 2018, the City received a \$250,000 reimbursement from Dallas County for the rehabilitation of Dalrock and Chiesa roads completed in Fiscal Year 2018. These revenues are proposed to be recognized and appropriated to the **Asphalt Rehabilitation/Overlay** project to reimburse the City for this project.

### **3a) Main Street Renovation and Buildout of Right Turn Lane at President George Bush Turnpike (PGBT)**

The reconstruction of Main Street from east of the roundabout to PGBT and the installation of a right turn lane along the northbound frontage lane of PGBT at Main street were bid together to take advantage of economies of scale. As discussed during the November 6 and 14, 2018 City Council meetings, the contractor bids came in excess of the allocated budget, and the City Council reached a consensus to utilize project savings from 2015 bond projects that have been constructed/designed under budget. The completed project savings included \$502,017 from **Lake Country Estates**, \$90,139 from **Dalrock Estates Phase 1**, and \$424,768 from **Highland Meadows Phase 1**.

**3b)** In addition, two projects, \$448,984 from the **Merritt Road Interconnector** and \$225,000 from the **Traffic Signal at Liberty Grove and Chiesa**, were identified as eligible for impact fee funding, which freed up additional budget in the GO Bond fund for reallocation to the Main Street project. The total amount proposed to be reallocated is \$1,690,909.

### **4) Public Works Asset Management Software**

As part of the FY2018 operating budget, \$18,000 was budgeted for the Asset Management software with a plan to fund the additional \$18,000 in FY2019. The strategy at the time was to get a basic program to begin the transition to Advanced Asset Management (AAM). After completing the software selection process, staff's recommendation changed to purchase software that will fit the City's needs to expedite the transition to AAM. Because of this pivot, additional funding was required for the purchase. As discussed at the October 9, 2018 City Council meeting, funds from

completed Water and Sewer Utility Capital Maintenance projects, \$56,500 from **Preventative Maintenance** and \$56,500 from **Misc. Sewer Line Repair/Replace**, are proposed to be reallocated to cover the difference. The total amount proposed to be reallocated is \$113,000.

#### **5a) Paddle Point Park Pedestrian Crossing**

Based on a traffic study commissioned by the City to determine potential options for enabling park connectivity and maximizing pedestrian safety at Paddle Point and Lakeside parks, a recommendation indicated that the conditions warranted the use of a traffic control signal and recommended a Pedestrian Hybrid Beacon traffic signal. As discussed during the January 15, 2019 City Council meeting, this project was previously not included in the FY2019-FY2023 Capital Improvement Program and funds are proposed to be reallocated from two projects with forecasted positive remaining balances: \$43,735 from **Primrose Lane Reconstruction** and \$117,337 from **Dalrock Estates Phase 2**.

**5b)** Additionally, \$20,000 from the **Merritt Road Interconnector** project is proposed to be reallocated, as this project was identified as eligible for impact fee funding, which freed up funds in the 2018 GO Bond fund. The total amount proposed to be reallocated is \$181,072.

#### **6) Lake Country Estates – Sewer Line Replacement**

On February 23, 2019, the Utility Billing Office began investigating a sewer backup complaint from a customer on Southridge Drive. City staff observed an overflow at the manhole between Southridge and Skyline Drives and immediately dispatched a utility maintenance crew to begin repair work. Further investigation at the site revealed a significant blockage in the 6-inch sanitary sewer line. Ultimately, a blocked segment measuring approximately 168 linear feet was replaced, which eliminated the immediate health and safety risk. As discussed during the City Council meeting on April 2, 2019, available balances were identified in several projects: \$79,432 from **Dalrock Estates Sanitary Sewer Improvements Phase 1** and \$1,802 from **Highland Meadows Sanitary Sewer Improvements Phase I** which were completed under budget, and \$20,000 from **Dalrock Estates Sanitary Sewer Improvements Phase 2** and \$17,766 from **Highland Meadows Sanitary Sewer Improvements Phase 2** that are currently in progress. Staff does not expect this reallocation to negatively affect their completion. The total amount proposed to be reallocated is \$119,000.

#### **7) Lake Country Estates Sanitary Sewer Improvements Phase 2**

During the Phase 1 portion of the project, it was discovered that an existing sewer line that was part of the project design, was collapsed, and the Phase 2 project scope had to change to include the additional repairs. The proposed reallocation to fund the additional costs includes \$261,542 from the **Toler Bay 2 Lift Station Upgrade** which was completed under budget, and \$25,000 from **Lake Country Estates WA improvements Phase 2**, which will be completed in-house. Public Works staff will be bringing this project to City Council at a later date. The total amount proposed to be reallocated is \$286,542.

## **8) Animal Shelter Improvements**

During FY2019, Community Development staff identified several needed improvements to the Animal Shelter facility, one of which being renovations of the dog runs. AstroTurf will be installed in the dog runs to reduce the risk of infection and to help with sanitation. Funding was identified in the **Thoroughfare Plan** project by consolidating the work with the Impact Fee Study, for a savings of \$80,000. City staff is proposing to use \$23,000 of this savings for the needed Animal Shelter improvements.

## **9) Traffic Management Projects**

The amount of \$9,502 is proposed to be reallocated from the **Traffic Signal Repair Maintenance** project to conduct FY2019 traffic counts. In previous years, similar projects were funded from the Traffic Management project; however, it was inadvertently not funded in FY2019.

## **Consolidation of Project Budgets**

**10)** The amount of \$100,000 from **Misc. Drainage Improvements** and \$300,000 from the **Concrete Pavement Repair** and projects is proposed to be reallocated to the **Sidewalk, Curbs, and Gutters FY2019 Contract** budget to ease the tracking of project costs. The total amount proposed to be reallocated is \$400,000.

**11)** The amount of \$698,446 from **Alley Panel Replacement** and \$425,563 from **Concrete Pavement Repair** is proposed to be reallocated to **Street Alley FY2019 Contract** to ease the tracking of project costs. The total amount proposed to be reallocated is \$1,124,009.

**12)** The remaining \$20,000 in funding from the **FY2018 Sidewalks, Curbs, and Gutters** contract is proposed to be reallocated to the FY2019 contract to conduct needed geotechnical services, and will continue to be a consolidated project moving forward.

The proposed CIP budget amendment actions are displayed in [Attachment 1](#).

## **General Fund**

The Adopted FY2019 General Fund budget totaled \$45.7 million. General Fund revenues include property and sales taxes, franchise fees, fines, and user fees from City department operations. Expenses include budgets for personnel and operating costs for a majority of the City's operations. During the course of the year, staff monitors the budget and identifies revenues received in excess of budget as well as unanticipated expenditures. This budget amendment includes analysis of revenues and expenses for the first six months of the fiscal year.

## **Fire Operations: Maintenance – Motor Vehicles**

Earlier in the year, one of the City's fire engines was damaged during a call for service on Interstate I-30 and required extensive repairs. The unanticipated costs were reimbursed through the City's insurance policy with Texas Municipal League, and the \$61,374 in revenue is proposed to be recognized and appropriated to the Fire Operations Vehicle Maintenance budget to offset the expenses.

**Non-Departmental: Development Incentives**

Additional property tax revenues are proposed to be recognized and appropriated to the non-departmental development incentives budget. This payment is based on 100% of the actual taxes paid to the City. In FY2019, the taxes were \$45,996 higher than projected. As a result, staff is proposing to recognize \$45,996 in additional property tax revenues and matching expenses.

**Animal Services: Capital – Machinery and Equipment**

The generator at the Animal Services facility was partially funded as part of FY2019 budget development, with the strategy that the remaining costs would be offset with additional revenues received during the year. The final cost was \$73,575, leaving a difference of \$49,144. Additional property taxes revenues are proposed to be recognized and appropriated to this budget to cover the costs as discussed during the December 4, 2018 City Council meeting.

**Facilities: Repairs – Buildings**

An additional amount of \$44,400 in gas franchise fee revenues is proposed to be recognized and appropriated to the Facilities' Building Repair budget to offset \$25,900 in roof repairs at the 5702 Rowlett Road property and \$18,500 for improvements to the Municipal Court dais. The needed roof repairs were not included in the renovation project scope funded by the Series 2018 Tax Note and were funded from the Facilities' operating budget. Due to the nature of the improvements at the Municipal Court, City staff made the decision to complete the work prior to FY2020 budget development.

**Non-Departmental: Transfer to Capital Projects**

The amount of \$328,240 in revenue from the sale of Main Street property is proposed to be recognized and transferred to the General Fund Capital Maintenance Program to support the renovation of 5702 Rowlett Road property as discussed during the January 15, 2019 City Council meeting.

The proposed General Fund budget amendment actions are displayed in [Attachment 1](#).

**Consolidated Fund Balance Impact**

FY2019 BUDGET AMENDMENT					
FUND	DESCRIPTION	FY2019 REVISED BUDGET (CURRENT)	AMENDMENT	FY2019 REVISED BUDGET (NEW)	COMMENTS
CIP	Revenues	2,031,250	578,240	2,609,490	
CIP	Expenses	33,540,791	578,240	34,119,031	
CIP	Fund Balance Impact		0		No Fund Balance change

FY2019 BUDGET AMENDMENT					
FUND	DESCRIPTION	FY2019 REVISED BUDGET (CURRENT)	AMENDMENT	FY2019 REVISED BUDGET (NEW)	COMMENTS
General	Revenues	24,922,079	529,154	25,451,233	
General	Expenses	2,377,160	529,154	2,906,314	
General	Fund Balance Impact		0		No Fund Balance change

FY2019 BUDGET REALLOCATION This fund's budget is not officially adopted					
FUND	DESCRIPTION	FY2019 REVISED BUDGET (CURRENT)	ADJUSTMENT	FY2019 REVISED BUDGET (NEW)	COMMENTS
Impact Fees	Expenses	0	693,984	693,984	
Impact Fees	Fund Balance Impact		(693,984)		Fund Balance decrease

### **Potential Shortfall Mitigation Options**

During the year, two unanticipated challenges arose that could potentially impact the General Fund and Employee Health Benefit Fund.

In December, the City had five medical claims totaling \$1.5 million. Since then, the City received approximately \$1.0 million in stop loss coverage but will still need to absorb the remaining \$500,000. Since December, claims have fallen below projections so the expectation of a budget shortfall in this fund is currently \$250,000.

Additionally, an issue has arisen with police overtime costs stemming from vacancies in Dispatch and the hiring of nine new police officers in Police Services. With Dispatch, staff made modifications to the pay plan that we believe will increase the City's ability to recruit. This involved creating a step plan up to the midpoint and being able to hire new dispatchers at a lateral point. The nine new hires in Police Services are currently going through training and will not go solo until they complete their training. They will be released to solo status at different points during the year, which will help solve the overtime problem going into next year, but exacerbate it in FY2019 because there will be reduced vacancy savings from the department to help offset the overtime costs.

Staff are constantly monitoring the budget and expenses and have prepared several options for City Council review to offset any potential shortfall. The options below are tiered based on the projected shortfall amounts and consist of items including reductions in departmental operating budgets, CIP projects, and interfund transfers as well as the usage of fund balance.

An administrative budget transfer totaling \$248,338 was completed in April for the items included in tier 1, while the items in tiers 2-4, if needed, will require a formal budget amendment at a later date. While City staff does not currently anticipate the shortfall to be larger than Tier 1, it is prudent to develop a strategy if additional funds are necessary. As a result, City staff has outlined other sources of funding at three different levels for discussion purposes.

**TIER 1: \$0 - \$248,338 shortfall**

- General Fund departmental budget reductions from training, supply, and purchase services allocations. These adjustments were completed through an administrative budget transfer in April that did not necessitate a formal budget amendment. Specific reductions are detailed in Attachment 2.

**TIER 2: \$248,339 - \$498,338 shortfall**

- Capital Improvement Program reductions including savings from the Throughfare Plan and Library Improvements capital projects, Construction Crew salary savings from positions budgeted in the General Fund Capital Maintenance Program, and a reduction in the interfund transfer to the Economic Development operating budget for vacancy savings. Also included is an additional departmental reduction in the General Fund operating budget if necessary.

**TIER 3: \$498,339 - \$748,338 shortfall**

- Capital Improvement Program reduction from the completed Village of Rowlett capital project.

**TIER 4: Shortfall in excess of \$748,338**

- Options include reducing the Screening Wall Rehabilitation and Sidewalk Replacements capital projects. Also included is a potential reduction in the sales tax transfer to the Economic Development Fund, a reduction in the transfer to the Vehicle and Equipment Replacement Fund for future vehicle purchases, use of General Fund fund balance and capital funding allocated for future land acquisition.

**FINANCIAL/BUDGET IMPLICATIONS**

As indicated, the ordinance that will be brought forth on May 21 will adjust revenues and expenditures identified above for FY2019.

**RECOMMENDED ACTION**

- Obtain Council's consensus on proposed budget amendment items. This action is planned for inclusion on the May 21 agenda.
- Obtain Council's consensus on the proposed mitigation options.



## **ATTACHMENTS**

Attachment 1 – Proposed Budget Amendment

Attachment 2 – Potential Mitigation Options

## PROPOSED BUDGET AMENDMENT: CAPITAL IMPROVEMENT PROGRAM

REF #	REVENUE/ EXPENSE	FUND	PROJECT NUMBER	PROJECT TITLE	FY2019 REVISED BUDGET (CURRENT)	ADJUSTMENT	FY2019 REVISED BUDGET (NEW)	PURPOSE
1a	Revenue	GF Cap Maint Prog	N/A	Transfer from General Fund	2,031,250	328,240	2,359,490	Funding from the sale 3901 and 3913 Main Street properties to support renovation of 5702 Rowlett Road property. Presented to City Council on January 15, 2019
	Expense	GF Cap Maint Prog	SP2112	5702 Rowlett Road Renovations	-	328,240	328,240	
2	Revenue	GF Cap Maint Prog	N/A	Dallas County Reimbursement	-	250,000	250,000	Reimbursement from Dallas County for the rehabilitation of Dalrock and Chiesa roads
	Expense	GF Cap Maint Prog	ST2077	Asphalt Rehabilitation/Overlay	2,009,566	250,000	2,259,566	
REF #	FROM /TO	FUND	PROJECT NUMBER	PROJECT TITLE	FY2019 REVISED BUDGET (CURRENT)	ADJUSTMENT	FY2019 REVISED BUDGET (NEW)	PURPOSE
1b	From	GF Cap Maint Prog	SP2089	Library Improvements	2,035,000	(72,876)	1,962,124	Reallocate funding from project completed under budget. Presented to City Council on January 15, 2019
	To	GF Cap Maint Prog	SP2112	5702 Rowlett Road Renovations	328,240	72,876	401,116	
3a	From	2015 GO Bonds	ST2113	Lake Country Estates	3,773,670	(502,017)	3,271,653	Reallocate funding from projects completed under budget and freed up funds from projects shifted to impact fees. Presented to City Council on November 13, 2018
	From	2015 GO Bonds	ST2106	Dalrock Estates Phase I	2,974,102	(90,139)	2,883,963	
	From	2015 GO Bonds	ST2107	Highland Meadows Phase I	3,231,301	(424,768)	2,806,533	
3b	From	2015 GO Bonds	ST2100	Merritt Road Interconnector	1,500,000	(448,984)	1,051,016	
3b	From	2015 GO Bonds	ST2111	Traffic Signal at Liberty Grove/Chiesa	291,642	(225,000)	66,642	
	To	2015 GO Bonds	ST2108	Main street Reconstruction	1,870,000	1,561,202	3,431,202	
	To	2015 GO Bonds	ST2109	Right turn Lane Main Street & PGBT	260,000	129,707	389,707	
3b	To	Impact Fees	ST2110	Merritt Road Interconnector	-	448,984	448,984	Change funding source to impact fees. Presented to City Council on November 13, 2018
	To	Impact Fees	ST2111	Traffic Signal at Liberty Grove/Chiesa	-	225,000	225,000	
4	From	WS Cap Maint Prog	WA2103	Preventative Maintenance	273,124	(56,500)	216,624	Reallocate funding from projects completed under budget. Presented to City Council on October 9, 2018
	From	WS Cap Maint Prog	SS2129	Misc. Sewer Line Repair/Replace	331,823	(56,500)	275,323	
	To	WS Cap Maint Prog	CO2104	Asset Management Software	-	113,000	113,000	
5a	From	2018 GO Bonds	ST2105	Primrose Street Reconstruction	1,606,555	(43,735)	1,562,820	
	From	2018 GO Bonds	ST2128	Dalrock Estates Phase 2	3,400,000	(117,337)	3,282,663	
5b	From	2018 GO Bonds	ST2110	Merritt Road Interconnector	1,051,016	(20,000)	1,031,016	
	To	2018 GO Bonds	ST2140	Paddle Point Park Pedestrian crossing	-	181,072	181,072	
5b	To	Impact Fees	ST2110	Merritt Road Interconnector	448,984	20,000	468,984	Change project funding source to impact fees. Presented to City Council on January 15, 2019

6	From	WS Cap Maint Prog	SS2112	Dalrock Estates SS Improv Phase 1	538,718	(79,432)	459,286	Reallocate funding from projects with forecasted positive balances. Presented to City Council on April 2, 2019
	From	WS Cap Maint Prog	SS2113	Highland Meadows SS Improv Phase 1	567,753	(1,802)	565,951	
	To	WS Cap Maint Prog	SS2138	Lake Country Estates - Line Replacement	-	81,234	81,234	
	From	WS Revenue Bonds	SS2114	Dalrock Estates SS Improv Phase 2	650,000	(20,000)	630,000	
	From	WS Revenue Bonds	SS2115	Highland Meadows SS Improv Phase 2	400,000	(17,766)	382,234	
	To	WS Revenue Bonds	SS2138	Lake Country Estates - Line Replacement	-	37,766	37,766	
7	From	WS Revenue Bonds	SS2111	Toler Bay 2 Lift Station Upgrade	1,008,175	(261,542)	746,634	Reallocate funding from projects completed under budget and completed in-house
	From	WS Revenue Bonds	WA2122	Lake Country Estates WA Improvements Phase 2	25,000	(25,000)	-	
	To	WS Revenue Bonds	SS2141	Lake Country Estates SS Improvements Phase 2	-	286,542	286,542	
8	From	GF Cap Maint Prog	ST2138	Thoroughfare Plan	100,000	(23,000)	77,000	Reallocate funding from project completed under budget
	To	GF Cap Maint Prog	ST2117	Animal Shelter Dog Run Improvements	-	23,000	23,000	
9	From	GF Cap Maint Prog	ST2086	Traffic Signal Repair Maintenance	184,128	(9,502)	174,626	Separate funding to create a new project
	To	GF Cap Maint Prog	ST2142	Traffic Management Projects	-	9,502	9,502	
10	From	Drainage CIP	DR2065	Misc. Drainage Improvements	1,731,124	(100,000)	1,631,124	Consolidate funding into one project
	To	Drainage CIP	ST2141	Sidewalk, curbs, and gutter improvements	-	100,000	100,000	
	From	GF Cap Maint Prog	ST2136	Concrete Pavement Repair	326,360	(300,000)	26,360	
	To	GF Cap Maint Prog	ST2141	Sidewalk, curbs, and gutter improvements	-	300,000	300,000	
11	From	GF Cap Maint Prog	ST2075	Alley Panel Replacement	1,417,791	(698,446)	719,345	Consolidate funding into one project
	From	GF Cap Maint Prog	ST2136	Concrete Pavement Repair	751,923	(425,563)	326,360	
	To	GF Cap Maint Prog	ST2139	Streets/Alley Improvements	-	1,124,009	1,124,009	
12	From	GF Cap Maint Prog	ST2127	Sidewalk, curbs, and gutter improvements: FY2018 contract	503,780	(20,000)	483,780	Reallocate funding from projects completed under budget
	To	GF Cap Maint Prog	ST2141	Sidewalk, curbs, and gutter improvements: FY2019 contract	400,000	20,000	420,000	
<b>Consolidated CIP Fund Balance Impact</b>						<b>0</b>		
<b>Street Impact Fees Fund Balance Impact</b>						<b>(693,984)</b>		

**PROPOSED BUDGET AMENDMENT: GENERAL FUND**

REVENUE/ EXPENSE	FUND	DEPT.	OBJECT	FY2019 ADOPTED BUDGET	ADJUSTMENT	FY2019 REVISED BUDGET	PURPOSE
Revenue	General Fund	N/A	Property Taxes - Current	\$ 24,332,079	\$ 95,140	\$ 24,427,219	Additional property tax revenues to fund the cost difference for the Animal Shelter generator as discussed during the December 4, 2018 City Council meeting and the higher development incentive costs
Revenue	General Fund	N/A	Franchise Fee - Gas	430,000	44,400	474,400	Additional gas franchise fee revenues to fund the roof repairs at 5702 Rowlett Road and improvements to the Municipal Court dais
Revenue	General Fund	N/A	Payments from Insurance	40,000	61,374	101,374	Insurance reimbursement for damage to fire engine
Revenue	General Fund	N/A	Miscellaneous	120,000	328,240	448,240	Proceeds from the sale of Main Street property
<b>Total</b>				<b>\$ 24,922,079</b>	<b>\$ 529,154</b>	<b>\$ 25,451,233</b>	
REVENUE/ EXPENSE	FUND	DEPT.	OBJECT	FY2019 REVISED BUDGET (CURRENT)	ADJUSTMENT	FY2019 REVISED BUDGET (NEW)	PURPOSE
Expense	General Fund	Fire Operations	Maintenance - Motor Vehicles	\$ 117,000	\$ 61,374	178,374	Unanticipated fire engine repairs
Expense	General Fund	Non-Departmental	Development Incentives	94,453	45,996	140,449	Higher costs then originally estimated
Expense	General Fund	Animal Services	Capital - Machinery and Equipment	24,431	49,144	73,575	Difference in the Animal Shelter generator cost as discussed during the December 4, 2018 City Council meeting
Expense	General Fund	Facilities	Repairs - Buildings	110,026	44,400	154,426	Roof repair at 5702 Rowlett Road and court dais improvements
Expense	General Fund	Non-Departmental	Transfer to Capital Projects	2,031,250	328,240	2,359,490	Sale of property to support renovation at 5702 Rowlett Road, as discussed at the January 15, 2019 City Council meeting
<b>Total</b>				<b>\$ 2,377,160</b>	<b>\$ 529,154</b>	<b>\$ 2,906,314</b>	
<b>Fund Balance Impact</b>					<b>0</b>		

POTENTIAL SHORTFALL MITIGATION OPTIONS

COMPLETED ADMINISTRATIVELY		FUTURE OPTIONS					
TIER 1 - \$0 - 248,338 shortfall		TIER 2 - \$248,339 - \$498,338 shortfall		TIER 3 - \$498,339 - \$748,338 shortfall		TIER 4 - shortfall in excess of \$748,338	
Funding	Source	Funding	Source	Funding	Source	Funding	Source
\$ 11,003	Human Resources - Purchase Services	\$ 57,000	CIP Project - Thoroughfare Plan	\$ 371,065	CIP Project - Village of Rowlett	\$ 110,060	CIP Project - Screening Wall Rehabilitation
8,000	Streets - Supplies	19,579	CIP Project - Library Improvements			4,031	CIP Project - Sidewalk Replacements
8,500	Streets - Purchase Services	207,473	CIP Project - Construction Crew vacancy savings			160,000	Interfund Transfer - Economic Development Sales Tax
1,000	Vehicle Maintenance - Supplies	15,988	Interfund Transfer - Economic Development Operating Budget vacancy savings			116,491	Interfund Transfer - Vehicle and Equipment Replacement Fund (not appropriated)
7,497	Vehicle Maintenance - Purchase Services	3,680	City Council - Purchase Services			325,000	General Fund fund balance
1,000	Public Works Admin - Supplies					1,367,060	CIP Project - future land acquisition
32,000	Public Works Admin - Purchase Services						
30,000	IT - Purchase Services						
22,000	Finance - Purchase Services						
8,679	Parks Admin - Purchase Services						
30,000	Parks Maintenance - Purchase Services						
7,000	Recreation - Purchase Services						
24,657	Community Development - Purchase Services						
15,025	Library - Purchase Services						
21,685	Police - Purchase Services						
7,442	City Secretary - Purchase Services						
1,250	Fire Admin - Supplies						
4,250	Fire Admin - Purchase Services						
1,950	Fire Operations - Supplies						
1,500	Fire Operations - Purchase Services						
500	EMS - Purchase Services						
1,500	Fire Prevention - Supplies						
1,900	Fire Prevention - Purchase Services						
<b>\$ 248,338 TOTAL</b>		<b>\$ 303,720 TOTAL</b>		<b>\$ 371,065 TOTAL</b>		<b>\$ 2,082,642 TOTAL</b>	

Note: City staff have evaluated the reductions listed in Tier I and they consist of leftover program savings and other items that will not impact the City's operations in this Fiscal Year.



# CITY OF ROWLETT COUNCIL AGENDA ITEM

**AGENDA DATE:** 05/13/2019

**AGENDA ITEM:** 4A

## TITLE

Consider action to approve a resolution canvassing the results of the General Election held Saturday, May 4, 2019, for the positions of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six and conduct drawing for position on ballot for runoff to be held on June 8, 2019.


## STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

## EXECUTIVE SUMMARY

After the conduct of an election, the results are not considered official until they have been canvassed.

## STRATEGIC PRIORITY AND GOAL(S)

Strategic Priority	Strategic Goal
 <p><b>GOVERN TRANSPARENTLY &amp; INCLUSIVELY</b></p>	<p>1.8 Provide accurate and timely information to policy makers and the public.</p>

## BACKGROUND INFORMATION

At their meeting of February 5, 2019, the City Council ordered an election to be held on Saturday, May 4, 2019, and any possible runoff to be held on Saturday, June 8, 2019. for the purpose of electing the positions of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six. This election was held pursuant to a Joint Election Services Contract with Dallas County Elections Administrator.

## DISCUSSION

The canvass is the official tabulation of the election results and is done by the City Council under the Texas Election Code and the Rowlett City Charter. The canvass is made no earlier than the third day nor later than the eleventh day after Election Day. This ensures the tabulation of all provisional and absentee ballots. The results are considered unofficial until the canvass.

In the event no candidate receives a majority (50%+1) of votes in their position, a runoff election will be held on Saturday, June 8, 2019.

## **FINANCIAL/BUDGET IMPLICATIONS**

The City of Rowlett contracts with Dallas County Elections Department for the conduct of our municipal elections. Expenses are set once the number of entities and their respective election items, polling locations, poll workers, and associated forms and equipment have been finalized. Funds in the amount of \$45,500 are budgeted for City Elections in account number 1011501-6406 Elections.

## **RECOMMENDED ACTION**

Staff recommends Council approve the resolution canvassing the results of the General Election, for the positions of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six, held on Saturday, May 4, 2019 and conduct drawing for position on ballot for the runoff for Councilmember Place Four. (Please note that numbers at the time of publication are considered unofficial and preliminary. They will be updated once final numbers are provided by Dallas County Elections Department after conclusion of the Early Voting Ballot Board.)

## **RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, CANVASSING THE VOTES AND DECLARING THE RESULTS OF THE GENERAL ELECTION FOR THE POSITIONS OF MAYOR, COUNCILMEMBER PLACE TWO, COUNCILMEMBER PLACE FOUR AND COUNCILMEMBER PLACE SIX HELD SATURDAY, MAY 4, 2019; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT REMEMBERED THAT** on this the 13<sup>th</sup> day of May 2019, at a meeting of the City Council of the City of Rowlett, Texas, a quorum being present, the meeting was called to order and the following business was transacted.

**WHEREAS**, upon motion it was unanimously ordered that the City Council consider the official returns of a municipal election held in the City on May 4, 2019, for the election of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six.

**WHEREAS**, upon said official returns were opened, examined, canvassed and the results declared as follows:

### **CANVASS OF RETURNS AND DECLARATION OF RESULTS**

**WHEREAS**, heretofore, the City Council of the City of Rowlett, Texas, called a municipal election to be held in the City on Saturday, May 4, 2019, to elect Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six, each for three-year terms; and

**WHEREAS**, immediately after said election, the Presiding Judge and other officials holding said election made their returns of the results thereof to the City Council as follows, and said returns being made according to law, and duly authenticated, and it being shown that written notice of said election was posted for the time and in the manner provided by law, and all other

proceedings pertaining to said election having been shown to have been done and performed at and within the manner provided by law, and all papers pertaining thereto having been returned and filed with the City Council and no protest or objection being made to or regarding any matter pertaining to said election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:**

**SECTION 1:** That, after examining the returns and opening and canvassing the votes of the municipal election held in the City on May 4, 2019, for the election of Mayor, Councilmember Place Two, Councilmember Place Four and Councilmember Place Six, the results of said election are as follows:

<b>REGISTERED VOTERS</b>	<b>BALLOTS CAST</b>	<b>% OF VOTERS</b>
##,###	#,###	#.##%

That the following number of votes were cast for the following named candidates for the office of Mayor to-wit:

<b>NAME</b>	<b>TOTAL VOTES</b>	<b>% OF VOTES</b>
Tammy Dana-Bashian	1,617	69.88%
Robbert van Bloemendaal	697	30.12%

It appearing that Tammy Dana-Bashian received a majority of all votes cast for the office of Mayor. Tammy Dana-Bashian is hereby declared to be elected to the office to serve a three-year term after qualifying.

That the following number of votes were cast for the following named candidates for the office of Councilmember Place Two to-wit:

<b>NAME</b>	<b>TOTAL VOTES</b>	<b>% OF VOTES</b>
Neslie Fudge	263	11.87%
Cindy Gonzales-Baker	604	27.27%
Brownie Sherrill	1,348	60.86%

It appearing that Brownie Sherrill received a majority of all votes cast for the office of Councilmember Place Two. Brownie Sherrill is hereby declared to be elected to the office to serve a three-year term after qualifying.



That the following number of votes were cast for the following named candidates for the office of Councilmember Place Four to-wit:

<b>NAME</b>	<b>TOTAL VOTES</b>	<b>% OF VOTES</b>
Louis Frisbie	628	28.53%
Diane Lemmons	796	36.17%
Whitney Laning	777	35.30%

It appearing that none of the candidates received a majority of all votes cast for the office of Councilmember Place Four. This position will appear on the ballot for the June 8, 2019 runoff election. The two candidates receiving the most votes – Diane Lemmons and Whitney Laning will draw for position on the ballot.

That the following number of votes were cast for the following named candidates for the office of Councilmember Place Six, to-wit:

<b>NAME</b>	<b>TOTAL VOTES</b>	<b>% OF VOTES</b>
David C. Brooks	797	33.78
Martha Brown	1,445	66.22%

It appearing that Martha Brown received a majority of all votes cast for the office of Councilmember Place Six. Martha Brown is hereby declared to be elected to the office to serve a three-year term after qualifying.

**SECTION 2:** That certificates of election shall be prepared for and delivered to each candidate declared to have been elected by the official results determined herein.

**SECTION 3:** That it is further ordered that this canvass and declaration of results of said election be entered in the Minutes of the City Council and that said officers, after being qualified and having taken the oath, shall serve during the term and thereafter until a successor is duly elected and qualified.

**SECTION 4:** That this Resolution, declaring the results of the election, shall become effective immediately upon its passage.