



City of Rowlett

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.

Tuesday, August 2, 2016

5:45 P.M.

Municipal Building – 4000 Main Street

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

3. WORK SESSION (5:45 P.M.) * Times listed are approximate.

3A. Joint meeting of Economic Development Advisory Board and Council. (45 minutes)

3B. Presentation of the Fiscal Year 2017 (FY2017) Proposed Budget. (30 minutes)

3C. Discuss customer concerns with Frontier Communications. (20 minutes)

4. DISCUSS CONSENT AGENDA ITEMS

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

INVOCATION

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

5. PRESENTATIONS AND PROCLAMATIONS

5A. Presentation of Proclamations recognizing the 2016 Rowlett Arts and Humanities Commission's Special Needs Artists Exhibit winners.

5B. Hear a presentation on the third quarter investment report for June 30, 2016.

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

6. CITIZENS' INPUT

At this time, three-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. No action can be taken by the Council during Citizens' Input.

7. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.

- 7A.** Consider action to approve minutes from the July 19, 2016 City Council Regular Meeting.
- 7B.** Consider action to approve a resolution accepting the bid and awarding the contract to Dyna-Mist Construction in the amount of \$74,169 for the Katy Railroad Park Soccer Field Project consisting of two (180' X 120') practice soccer fields, and authorizing the Mayor to execute the necessary documents for said services.
- 7C.** Consider action to approve a resolution for Amendment Number 1 to the contract with Lee Engineering in the amount of \$153,130 to provide additional engineering services for the design of the SH66/Dalrock Road Intersection Improvement Project to meet Texas Department of Transportation (TxDOT) Dallas District Standard Operating Procedure and authorizing the Mayor to execute the necessary documents.
- 7D.** Consider approving a resolution authorizing the City Manager to issue a contract modification in the amount of \$75,000, for a total not to exceed \$225,000, for comprehensive disaster recovery management services to CDR Maguire.
- 7E.** Consider action to approve a resolution regarding a tree mitigation plan and related tree removal permit application for more than three trees associated with Manors on Miller for property located North of Miller road and West of Dorchester, further described as 8.437 +/- acres of land located in the S.A. & M.G. RR Survey, Abstract No.1407, City of Rowlett, Dallas County, Texas.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A.** Consider action to approve a resolution authorizing the City Manager to enter into an interlocal agreement or series of interlocal agreements with Dallas County for aerial spraying for mosquitoes and authorizing the City Manager to approve expenditures not to exceed \$90,000 for mosquito control measures.
- 8B.** Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2016-2017 (FY2017) on the agenda of a future meeting and schedule two public hearings.

- 8C.** Present the Community Development Block Grant Program – 2016-2020 Consolidated Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016-2020 Community Development Block Grant Consolidated Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development.
- 8D.** Present the Community Development Block Grant Program – 2016 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

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

9. ADJOURNMENT

Laura Hallmark

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) on the 29th day of July 2016, by 5:00 p.m.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 3A

TITLE

Joint Work Session of Economic Development Advisory Board and Council. (45 minutes)

STAFF REPRESENTATIVE

Jim Grabenhorst, Director of Economic Development
Nathan Weber, Economic Development Specialist

SUMMARY

Council has set the expectation of meeting one-on-one each year with City Boards and Commissions to discuss their respective roles and future direction. Drew Howard, Chair, and members of the Economic Development Advisory Board (EDAB) will share the Board's perspective on their service in this capacity, reporting accomplishments and this year's working topics and goals.

BACKGROUND INFORMATION

On December 1, 2015, Chairpersons and Staff Liaisons for the City's Boards and Commissions met with Council to discuss Council's request for a review of the Boards' roles and purpose as outlined in the *Boards and Commissions Handbook*. Council also asked for reports on the Boards' FY2015 accomplishments and FY2016 plans and goals. This information, as well as discussion over how the Boards interact with Council on behalf of the citizens of Rowlett would be included in a joint work session held between Council and each of the boards on an annual basis. Future budgetary needs might also be discussed at that time.

DISCUSSION

The Economic Development Advisory Board will present FY2015/16 accomplishments as well as short and long-term goals of the Board. The Board is currently working on the following: Downtown Entrance Feature, Cooperation Agreement with Rowlett Chamber of Commerce, North Shore Target Industry Recruitment Strategy and targeted recruitment events.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

No action required. Information only.



City of Rowlett
Staff Report

4000 Main Street
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AGENDA DATE: 08/02/16

AGENDA ITEM: 3B

TITLE

Presentation of the Fiscal Year 2017 (FY2017) Proposed Budget. (45 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager
Kim Wilson, Chief Financial Officer

SUMMARY

The purpose of this item is hear the presentation of the FY2017 Proposed Budget presented by the City Manager.

BACKGROUND INFORMATION

Section 6.02 of the City Charter requires the City Manager to present to City Council the Proposed Budget for the upcoming fiscal year. This presentation will be for the FY2017 Proposed Budget.

DISCUSSION

Following is a schedule of the FY2017 Budget Work Sessions and Public Hearings:

August 2	Proposed Budget submitted to City Council
August 16	1 st Public Hearing on Proposed Budget
August 23	City Council Budget Work Session
September 6	2 nd Public Hearing on Proposed Budget
September 20	City Council meeting to set tax rate and adopt budget
October 1	Begin Fiscal Year 2016-2017

A complete copy of the City Manager's budget proposal will be posted on the City website following the presentation to City Council on August 2, 2016.

RECOMMENDED ACTION

There is no action necessary. Presentation only.



City of Rowlett
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AGENDA DATE: 08/02/16

AGENDA ITEM: 3C

TITLE

Discuss customer concerns with Frontier Communications. (20 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

The City has received numerous complaints from citizens regarding the difficulties they have experienced during the transition from Verizon to Frontier Communications. The purpose of this item is to discuss with Frontier how they are addressing these concerns and hopefully to eliminate them going forward. Pedro Correa, Texas Region Senior Vice President/General Manager, will attend the meeting for this item.

BACKGROUND INFORMATION

In 2015, Frontier Communications announced that it had bought Verizon. This affected Verizon customers in Texas, Florida and California and was part of a larger strategy by Frontier to expose more customers to Frontier products. In the Spring of 2016, Verizon customers in North Texas began transitioning to Frontier Communications.

DISCUSSION

According to Frontier Communications, most of the delays occurred because customer service and technician staff had to be trained on a new system after the transition. Video on Demand subscribers have had limited access to titles because of the large amount of data required to upload to the system. The company also cited inclement weather as having affected the company's infrastructure, which caused some interruptions. Pedro Correa, the Texas Region Senior Vice President/General Manager will attend the Council work session tonight to explain the transition and how Frontier is addressing customer concerns.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Presentation only.



P.O. BOX 12068
CAPITOL BUILDING
AUSTIN, TEXAS 78711
512/463-0112
FAX: 512/463-0923

DISTRICT OFFICE
1235 S. MAIN STREET, SUITE 280
GRAPEVINE, TEXAS 76051
817/424-3446
FAX: 817/488-6648

E-MAIL: jane.nelson@senate.state.tx.us

The Senate of the State of Texas
Jane Nelson
Senate District 12

Committees:

FINANCE, CHAIR
TRANSITION LEGISLATIVE OVERSIGHT
COMMITTEE, CO-CHAIR
LEGISLATIVE AUDIT COMMITTEE
LEGISLATIVE BUDGET BOARD
STATE AFFAIRS
PARTNERSHIP ADVISORY COMMITTEE
JOINT COMMITTEE TO STUDY TRS
HEALTH BENEFIT PLANS

May 6, 2016

Mayor Mike Donnelly
Town of Double Oak
320 Waketon Road
Double Oak Texas 75077

Dear Mayor Donnelly:

Thank you for contacting me regarding the difficulties our residents have experienced with the transition from Verizon to Frontier Communications. My neighborhood has been similarly affected, and I share your strong concerns about this issue.

I immediately contacted the Public Utility Commission (PUC) to determine what actions could be taken on the state level. I was informed that the PUC has limited jurisdiction over cable. Internet service is regulated by the federal government, and the Commission has no approval authority with respect to telecom transitions. That said, I have asked the PUC to look for opportunities to intervene. The PUC shares our concerns and as a result called Frontier before the Commission to explain these service disruptions and outline what steps the company is taking to address residents' concerns.

Additionally, my office has contacted Frontier Communications directly to express my concerns and to better understand the problems. According to Frontier, most of the delays occurred because customer service and technician staff had to be trained on a new system after the transition. Video on Demand subscribers have limited access to titles because of the large amount of data required to upload to the system. The company also cites inclement weather as having affected the company's infrastructure, which caused some interruptions. I have asked Frontier to keep me apprised of their efforts to get these services back on track.

I will continue monitoring this issue for our residents and look for ways to act on the state level. I appreciate your advocacy -- and service to our community. Please do not hesitate to contact me if I can be of further service.

Very truly yours,

A handwritten signature in black ink that reads "Jane Nelson". The signature is written in a cursive, flowing style.

Senator Jane Nelson



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AGENDA DATE: 08/02/16

AGENDA ITEM: 5A

TITLE

Presentation of Proclamations recognizing the 2016 Rowlett Arts and Humanities Commission's Special Needs Artists Exhibit winners.

STAFF REPRESENTATIVE

Kathy Freiheit, Director of Library Services

SUMMARY

The Special Needs Artists Exhibit is a new art contest focusing solely on the artistic talents and abilities of individuals living with special needs within the community of Rowlett. The art exhibit gives individuals in elementary school through adulthood the positive reinforcement and encouragement they need. For many, this kind of event is an important opportunity to be recognized through display of their artwork. It helps to validate them as developing artists, and also helps parents and community members to be more aware of the talents and abilities of members of the community who are often overlooked. The Commission strives to encourage area students to become more active in their communities through the visual arts.

DISCUSSION

The Special Needs Artists Exhibit included both two-dimensional and three-dimensional categories in the following divisions: Elementary School, Middle School, High School and Adults.

First Place winners in each category receive a prize ribbon and the following cash awards:

- Elementary School students receive a \$25 prize
- Middle and High School students receive a \$50 prize
- Adults receive a \$75 prize

All artwork must have been created in the past 12 months. This being the first year for the contest, the Commission received two entries, as follows:

First Place winner in the High School division, two-dimensional category:

Zachary Crosby for his entry, "Bears Eating Honey".

First Place winner in the Adult division, two-dimensional category:

Zachary Stringer for his entry, "Rocket".

FINANCIAL/BUDGET IMPLICATIONS

Funding will come from account 4033501 6699, which has a FY2016 balance of \$1,447.70. The account will have a balance of \$1,322.70 after payment of \$125 in cash prize awards as noted above.

ATTACHMENTS

Proclamations

**2016 CITY OF ROWLETT SPECIAL NEEDS ARTISTS EXHIBIT
TWO-DIMENSIONAL CATEGORY FIRST PLACE
ADULT DIVISION**

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored an art contest with focus solely on the artistic talents abilities of individuals living with special needs; and

WHEREAS, the Special Needs Artists Exhibit gives special needs individuals positive reinforcement and encouragement; and

WHEREAS, this kind of art event helps to validate individuals with special as developing artists; and

WHEREAS, the Exhibit also helps parents and community members to be more aware of the talents and abilities of those members of the community who are often overlooked; and

WHEREAS, the 2016 Adult Division Special Needs Artists Exhibit winner is Zachary Stringer for his entry entitled, "Rocket."

NOW, THEREFORE, be it resolved that I, Todd W. Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council, do hereby give special recognition to

ZACHARY STRINGER

in the City of Rowlett, Texas and encourage all citizens of this community to join me in congratulating Zachary Stringer in attaining this great achievement.

**2016 CITY OF ROWLETT SPECIAL NEEDS ARTISTS EXHIBIT
TWO-DIMENSIONAL CATEGORY FIRST PLACE
HIGH SCHOOL DIVISION**

WHEREAS, the City of Rowlett and the Rowlett Arts and Humanities Commission sponsored an art contest with focus solely on the artistic talents and abilities of individuals living with special needs; and

WHEREAS, the Special Needs Artists Exhibit gives special needs individuals positive reinforcement and encouragement; and

WHEREAS, this kind of art event helps to validate individuals with special needs as developing artists; and

WHEREAS, the Exhibit also helps parents and community members to be more aware of the talents and abilities of those members of the community who are often overlooked; and

WHEREAS, the 2016 High School Division Special Needs Artists Exhibit winner is Zachary Crosby for his entry entitled, "Bears Eating Honey."

NOW, THEREFORE, be it resolved that I, Todd W. Gottel, Mayor of the City of Rowlett, Texas, and on behalf of the City Council, do hereby give special recognition to

ZACHARY CROSBY

in the City of Rowlett, Texas and encourage all citizens of this community to join me in congratulating Zachary Crosby in attaining this great achievement.



City of Rowlett
Staff Report

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AGENDA DATE: 08/02/16

AGENDA ITEM: 5B

TITLE

Hear a presentation on the third quarter investment report for June 30, 2016. (5 minutes)

STAFF REPRESENTATIVE

Kim Wilson, CFO/Director of Finance

SUMMARY

In order for the City of Rowlett to comply with the State of Texas Public Funds Investment Act (PFIA), it has adopted an official Investment Policy. A requirement of this Policy is a quarterly report of the City's investment activity. Finance is pleased to report that the City continues to maintain compliance with the requirement of the PFIA and the City's Investment Policy and that the City's pooled funds and long-term pooled fund portfolios are of high credit quality and invested in TexPool, U.S. Treasury, Federal Agency and high quality commercial paper securities.

The quarterly report is prepared by the City's financial advisor, PFM Asset Management, Inc. (PFM). Please note that the references are to calendar year; therefore, the second quarter is defined as April 1, 2016 through June 30, 2016, but really represents the City's third fiscal year quarter in 2016 (see Attachment 1).

BACKGROUND INFORMATION

Effective September 1, 1995, the Public Funds Investment Act, Chapter 2256 of the Texas Government Code, outlined authorized investments and fund management criteria for governmental entities. Among other criteria, an annual authorization and approval of the City's Investment Policy is required by December 31 of each year for compliance with the State of Texas PFIA. The City Council authorized and approved the last revision of the City's Investment Policy on April 5, 2016. The City's Investment Policy and Section 2256.023 of the Code requires that in conjunction with the Investment Officer(s), the City's Investment Advisor(s) shall provide quarterly investment reports on the City's short-term and long-term core investments to City Council. This agenda item is to fulfill the requirements of the PFIA and the City's Financial Investment Policies for the Quarter ending June 30, 2016.

DISCUSSION

As of June 30, 2016, approximately 29% of the City's investments were in U.S. Treasuries and Agency securities, 2% invested in commercial paper, 57% invested in a constant dollar pool, and the remaining 12% was cash held in operating bank accounts. The City's portfolio of Pooled Funds and Long-Term Pooled Funds are of high credit quality, rated AA+, A-1+ and A-1, and maintain adequate liquidity. The portfolios are invested entirely in Federal Agency, U.S. Treasury,

and Commercial Paper securities. Eighteen percent (18%) of the City's holdings were in investments with a maturity of one year or more.

The Long Term Portfolio's quarterly total return performance of 0.45% underperformed the benchmark of 0.53% due to the Portfolio's duration being short of the benchmark.

The Short Term Portfolio continues to provide the City with favorable yield relative to the benchmark. At quarter end, the portfolio had a Yield to Maturity at Cost of 0.92%, exceeding the benchmark by 56 basis points (0.56%).

Comments regarding the economy in general:

On June 23, the British public voted to leave the European Union (EU) – so called “Brexit” referendum – after forty-three years of membership, resulting in bond yields falling sharply, sending 10 and 30-year Treasury yields to all-time lows, and a sharp pullback in equity indexes. Amid the uncertainty caused by Brexit, central banks around the world are expected to remain accommodative, keeping rates lower for longer and seemingly boosting equity prices, despite the potential slowdown of British and European economies. The Federal Reserve (Fed) left policy rates unchanged at both of its quarterly meetings. By quarter end, the market was pricing in a 0% chance of a rate hike in July, and less than a 10% chance for a hike this year.

The modest U.S. economic expansion continued, with the quarter end unemployment rate just below 5%, at 4.9%, while measures of economic strength in the U.S. remained mixed. U.S. gross domestic product (GDP) grew at a 1.1% rate in the first quarter, driven by improving trade and business investment, which more than compensated for weakness in consumer spending. Economic growth is expected to show a rebound in the second quarter to around 2.5%, with a preliminary reading to be released in late July.

In sector performance, U.S. Treasury indexes posted another quarter of strong returns as rate declines boosted market values. Longer maturity issues performed best. Non-callable federal agency securities performed generally in line with comparable-maturity Treasuries. Corporate yield spreads tightened throughout most of the quarter as credit conditions stabilized from the prior quarter's energy price-driven volatility. Post Brexit, corporates experienced a brief spike in spreads, but quickly recovered by quarter end. The sector generated strong outperformance relative to Treasuries, adding to its 2016 return advantage.

Portfolio Strategy:

PFM continued to actively manage the Long Term Fund Portfolio during the quarter and found value in the market, taking advantage of market inefficiencies or changes in economic outlook. As a result, the Portfolio realized \$2,295 in gains on sales (based on amortization cost) during the quarter. PFM is continually in the market monitoring for opportunities to add value to the Portfolio.

PFM will continue to navigate the market environment with a keen focus on relative value sector analysis, prudent duration management, and efficient yield curve placement. While producing

strong investment returns remains a priority, it is secondary to maintaining safety and liquidity, particularly in the current environment where we expect yields to trend higher.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Information only.

ATTACHMENT

Attachment 1 – Quarterly Investment Report for June 30, 2016

City of Rowlett, Texas



Investment Performance Review Quarter Ended June 30, 2016

Investment Advisors

Steven Alexander, CTP, CGFO, CPPT, Managing Director
Robert Cheddar, CFA, Chief Credit Officer, Managing Director
D. Scott Stitcher, CFA, Director
Richard Pengelly, CFA, CTP, Director
Rebecca Geyer, CTP, Senior Analyst

PFM Asset Management LLC

One Keystone Plaza, Suite 300
North Front & Market Streets
Harrisburg, PA 17101-2044
717-232-2723 • 717-233-6073 fax

300 S. Orange Avenue, Suite 1170
Orlando, FL 32801
(407) 648-2208
(407) 648-1323 fax

Tab I

- Market Update

Tab II

- Executive Summary
- Pooled Funds
- Long Term Pooled Funds

Tab III

- Asset Allocation Chart
- Important Disclosures

Tab I

Summary

- On June 23, the British public voted to leave the European Union (EU) – so-called “Brexit” referendum – after forty-three years of membership. This historic vote was the first of its kind, shocking markets and triggering outsized market reactions. Bond yields fell sharply, sending 10- and 30-year Treasury yields to all-time lows. Equity indexes saw a sharp pullback following the vote, but pared losses by month-end amid anticipated central bank accommodation. Meanwhile, the British pound fell to its lowest level since 1985 against the U.S. dollar.
- Amid the uncertainty caused by Brexit, central banks around the world are expected to remain accommodative, keeping rates lower for longer and seemingly boosting equity prices – despite the potential slowdown of British and European economies.
- The Federal Reserve (Fed) left policy rates unchanged at both its second-quarter meetings. In June, even before the Brexit vote, the Federal Open Market Committee (FOMC) once again lowered its expectation for rate hikes in 2016 via the so-called “dot plot.” By quarter-end, the market was pricing in a 0% chance of a rate hike in July, and less than a 10% chance for a hike this year.

Economic Snapshot

- The modest U.S. economic expansion continued, and unemployment ended the quarter below 5%. However, measures of economic strength in the U.S. remained mixed.
- U.S. gross domestic product (GDP) grew at a 1.1% rate in the first quarter of 2016, driven by improving trade and business investment, which more than compensated for weakness in consumer spending. Economic growth is expected to rebound in the second quarter to around 2.5%, with a preliminary reading to be released in late July.
- Job growth decelerated for four straight months before a sharp rebound in June. The U.S. economy added 287,000 jobs in June, the largest gain since October 2015. Year-to-date, the economy added over 1 million jobs, but it is nearly 300,000 behind last year’s pace. The unemployment rate ended the quarter at 4.9%.

- Inflation pressures remained relatively unchanged in the second quarter as the personal consumption expenditure (PCE) price index, the Fed's favored metric of inflation, rose 1.6% for the year ended May. Oil prices settled into a \$40 to \$50 per barrel range, while home prices rose 5.4% year-over-year. Average hourly earnings, an important measure of wages, grew 2.6% over the past 12 months, matching a nearly 7-year high.

Interest Rates

- Interest rates ended the quarter significantly lower amid the Fed's dovish tone during the quarter and the flight to safety stimulated by the Brexit vote. Declines were led by longer maturity yields, flattening the yield curve. The spread between the two-year and 10-year Treasury yields fell to 89 basis points (0.89%) compared to 105 basis points (1.05%) at the end of the first quarter. The two-year Treasury yield fell 14 basis points (0.14%) during the quarter, while the yield on the 10-year Treasury fell 30 basis points (0.30%).
- In the money market space, shorter Treasuries posted modest increases, while short-term credit instruments, like commercial paper and bank certificates of deposit (CDs), continued to offer unusually wide yield spreads.

Sector Performance

- U.S. Treasury indexes posted another quarter of strong returns as rate declines boosted market values. Because the yield curve flattened, longer maturity issues performed best.
- Non-callable federal agency securities performed generally in line with comparable maturity Treasuries.
- Corporate yield spreads tightened throughout most of the second quarter as credit conditions stabilized from the first quarter's energy price-driven volatility. Post Brexit, corporates experienced a brief spike in spreads, but quickly recovered by quarter end. The sector generated strong outperformance relative to Treasuries, adding to its 2016 return advantage.
- Mortgage-backed securities underperformed Treasuries for the second straight quarter. Declining interest rates, which drove accelerated prepayment expectations, continued to hurt the sector.

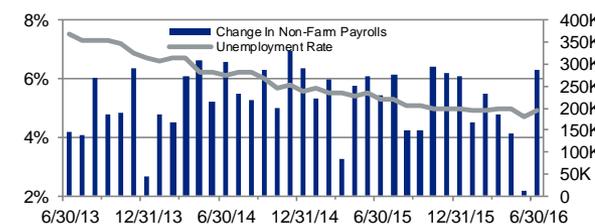
Economic Snapshot

Labor Market	Latest	Mar 2016	Jun 2015	
Unemployment Rate	Jun'16	4.9%	5.0%	5.3%
Change In Non-Farm Payrolls	Jun'16	287,000	186,000	228,000
Average Hourly Earnings (YoY)	Jun'16	2.6%	2.3%	2.0%
Personal Income (YoY)	May'16	4.0%	4.6%	4.6%
Initial Jobless Claims (week)	7/1/16	254,000	276,000	280,000

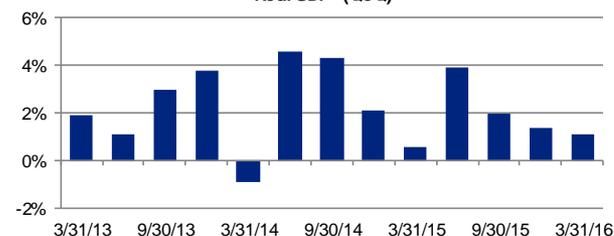
Growth	Latest	Mar 2016	Jun 2015	
Real GDP (QoQ SAAR)	2016Q1	1.1%	1.4% ¹	0.6% ²
GDP Personal Consumption (QoQ SAAR)	2016Q1	1.5%	2.4% ¹	1.8% ²
Retail Sales (YoY)	May'16	2.5%	1.7%	2.1%
ISM Manufacturing Survey (month)	Jun'16	53.2	51.8	53.1
Existing Home Sales SAAR (month)	May'16	5.53 mil.	5.36 mil.	5.41 mil.

Inflation / Prices	Latest	Mar 2016	Jun 2015	
Personal Consumption Expenditures (YoY)	May'16	0.9%	0.8%	0.3%
Consumer Price Index (YoY)	May'16	1.0%	0.9%	0.1%
Consumer Price Index Core (YoY)	May'16	2.2%	2.2%	1.8%
Crude Oil Futures (WTI, per barrel)	Jun 30	\$48.33	\$38.34	\$59.47
Gold Futures (oz.)	Jun 30	\$1,321	\$1,234	\$1,172

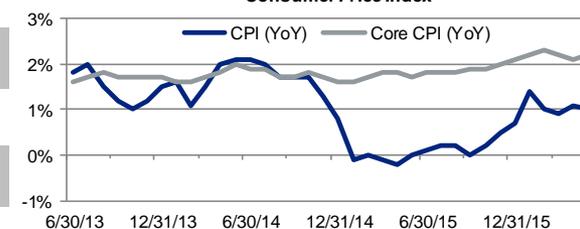
Unemployment Rate (left) vs. Change in Nonfarm Payrolls (right)



Real GDP (QoQ)



Consumer Price Index



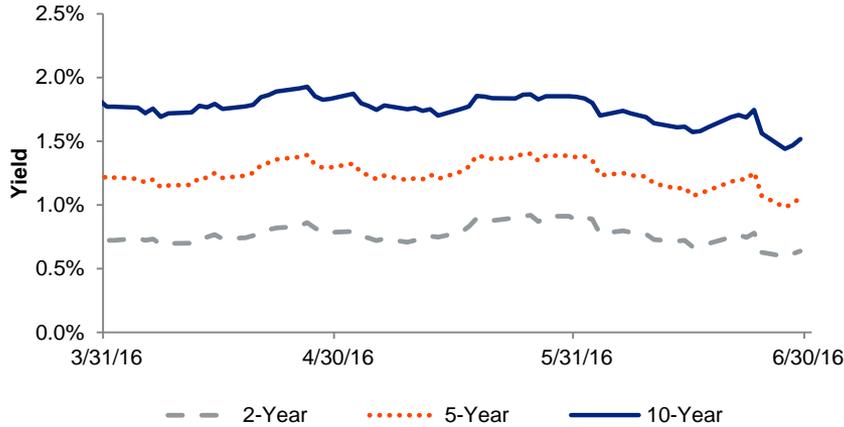
1. Data as of Fourth Quarter 2015

2. Data as of First Quarter 2015

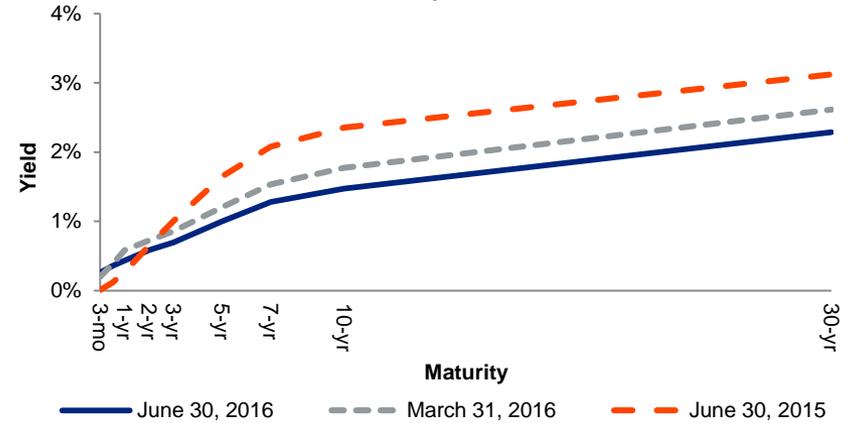
Note: YoY = year over year, QoQ = quarter over quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil

Investment Rate Overview

U.S. Treasury Note Yields



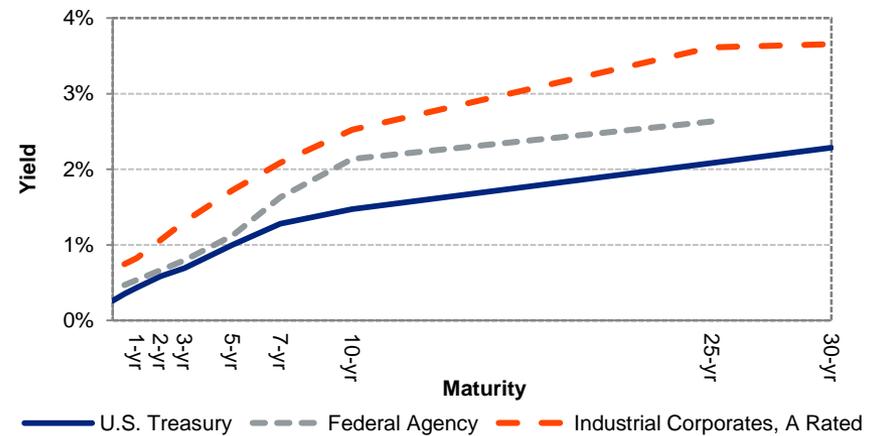
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	6/30/16	3/31/16	Change over Quarter	6/30/15	Change over Year
3-month	0.26%	0.20%	0.06%	0.01%	0.25%
1-year	0.44%	0.58%	(0.14%)	0.27%	0.17%
2-year	0.58%	0.72%	(0.14%)	0.65%	(0.07%)
5-year	1.00%	1.21%	(0.21%)	1.65%	(0.65%)
10-year	1.47%	1.77%	(0.30%)	2.35%	(0.88%)
30-year	2.29%	2.61%	(0.32%)	3.12%	(0.83%)

Yield Curves as of 6/30/2016



Source: Bloomberg

BofA Merrill Lynch Index Returns

	As of 6/30/2016		Returns for Periods ended 6/30/2016		
	Duration	Yield	3 Month	1 Year	3 Years
1-3 Year Indices					
U.S. Treasury	1.90	0.60%	0.53%	1.31%	0.98%
Federal Agency	1.58	0.72%	0.41%	1.27%	1.04%
U.S. Corporates, A-AAA rated	1.94	1.35%	0.83%	2.24%	1.79%
Agency MBS (0 to 3 years)	2.22	1.22%	0.65%	2.50%	1.92%
Taxable Municipals	2.04	2.15%	1.38%	3.71%	2.21%
1-5 Year Indices					
U.S. Treasury	2.74	0.72%	0.81%	2.43%	1.65%
Federal Agency	2.06	0.81%	0.59%	1.94%	1.59%
U.S. Corporates, A-AAA rated	2.77	1.57%	1.14%	3.32%	2.74%
Agency MBS (0 to 5 years)	3.35	1.75%	1.02%	3.37%	3.01%
Taxable Municipals	2.67	1.90%	1.78%	4.88%	3.01%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	6.62	1.13%	2.24%	6.67%	3.83%
Federal Agency	3.83	1.13%	1.34%	3.92%	2.89%
U.S. Corporates, A-AAA rated	7.11	2.44%	2.90%	7.89%	5.37%
Agency MBS (0 to 30 years)	3.47	1.81%	1.12%	4.38%	3.73%
Taxable Municipals	4.17	2.36%	2.61%	7.12%	4.25%

Returns for periods greater than one year are annualized

Source: BofA Merrill Lynch Indices

Disclosures

The views expressed within this material constitute the perspective and judgment of PFM Asset Management LLC (PFMAM) at the time of distribution and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFMAM cannot guarantee its accuracy, completeness, or suitability. This material is for general information purposes only and is not intended to provide specific advice or recommendation. The information contained in this report is not an offer to purchase or sell any securities. PFMAM is registered with the Securities and Exchange Commission under the Investment Advisers Act of 1940. PFMAM's clients are state and local governments, non-profit corporations, pension funds, and similar institutional investors.

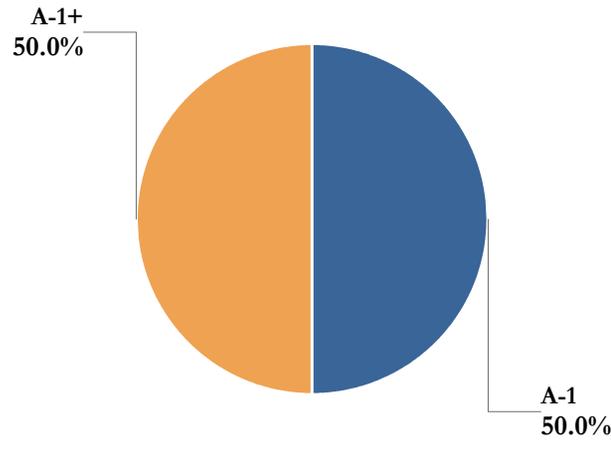
Further distribution is not permitted without prior written consent.

Tab II

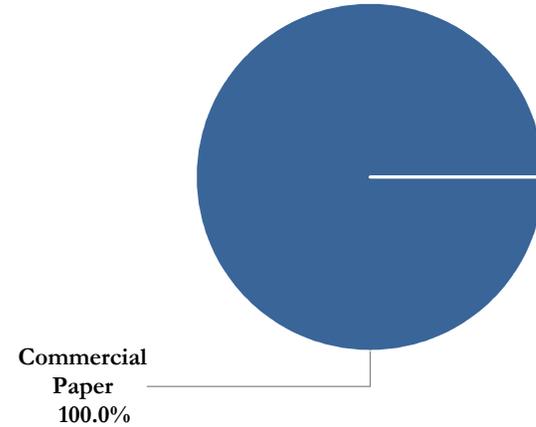
- The Portfolios are of high credit quality and invested in U.S. Treasury, Federal Agency, and commercial paper securities.
- The Short Term Portfolio's quarter ending yield to maturity at cost of 0.92% outperformed the benchmark's yield of 0.36% by 0.56%.
- The Long Term Fund Portfolio's quarterly total return performance of 0.45% underperformed the benchmark performance of 0.53% by 0.08%. We are continuing to work with the City to extend the duration of the Portfolio to bring it in-line with the benchmark. The underperformance is due to the Portfolio's duration being short of the benchmark.
- PFM continued to actively manage the Long Term Fund Portfolio during the second quarter and found value in the market, taking advantage of market inefficiencies or changes in economic outlook. As a result, the Portfolio realized \$2,295 in gains on sales (based on amortized cost) during the quarter. PFM is continually in the market monitoring for opportunities to add value to the Portfolio.
- PFM will continue to navigate the market environment with a keen focus on relative value sector analysis, prudent duration management, and efficient yield curve placement. While producing strong investment returns remains a priority, it is secondary to maintaining safety and liquidity, particularly in the current environment where we expect yields to trend higher.

Portfolio Statistics	
As of June 30, 2016	
Par Value:	1,100,000
Total Market Value:	1,099,043
Security Market Value:	1,099,043
Accrued Interest:	0
Cash:	-
PFM:	-
Amortized Cost:	1,098,544
Yield at Market:	0.51%
Yield at Cost:	0.80%
Effective Duration:	0.17 Years
Duration to Worst:	0.17 Years
Average Maturity:	0.17 Years
Average Credit: **	AAA
Benchmark Eff. Yield:	0.36%

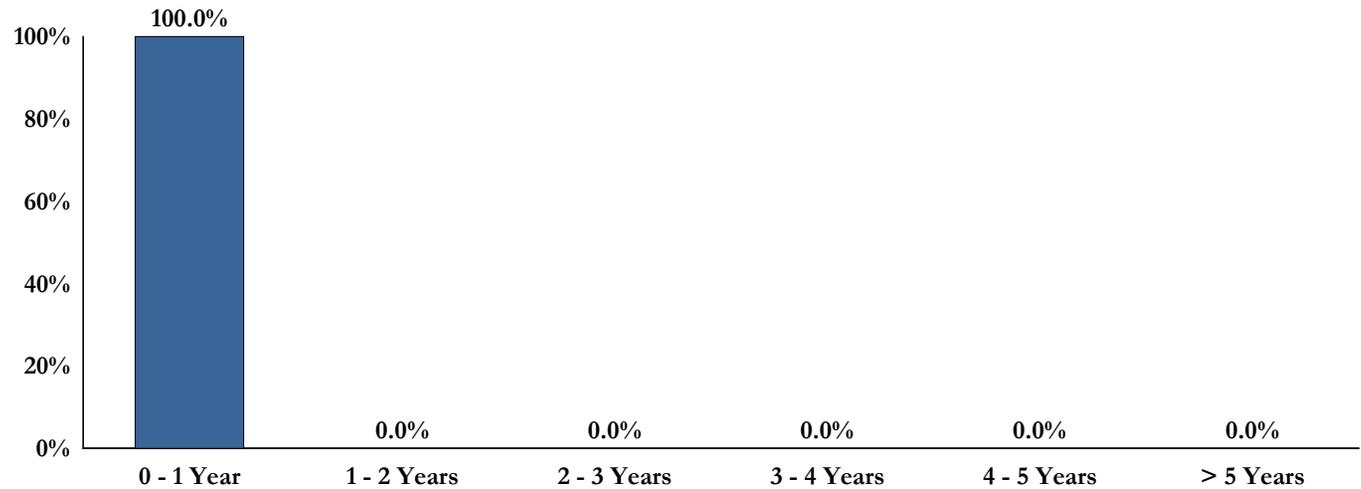
Credit Quality (S&P Ratings)



Sector Allocation



Maturity Distribution



** An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

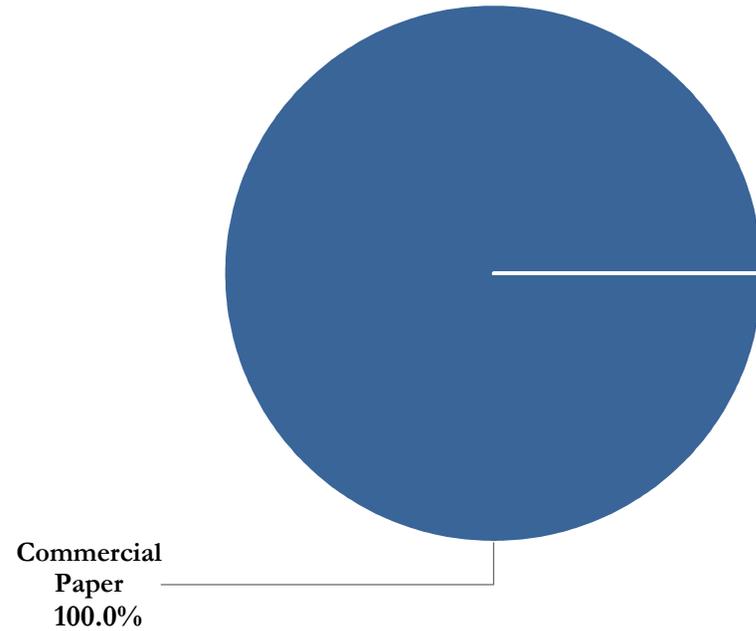
Portfolio Earnings
Quarter-Ended June 30, 2016

	<u>Market Value Basis</u>	<u>Accrual (Amortized Cost) Basis</u>
Beginning Value (03/30/2016)	\$1,096,880.40	\$1,096,333.04
Net Purchases/Sales	\$0.00	\$0.00
Change in Value	\$2,162.60	\$2,210.53
Ending Value (06/30/2016)	\$1,099,043.00	\$1,098,543.57
Interest Earned	\$0.00	\$0.00
Portfolio Earnings	\$2,162.60	\$2,210.53

Sector Allocation

As of June 30, 2016

Sector	Market Value (\$)	% of Portfolio
Commercial Paper	1,099,043	100.0%
Total	1,099,043	100.0%

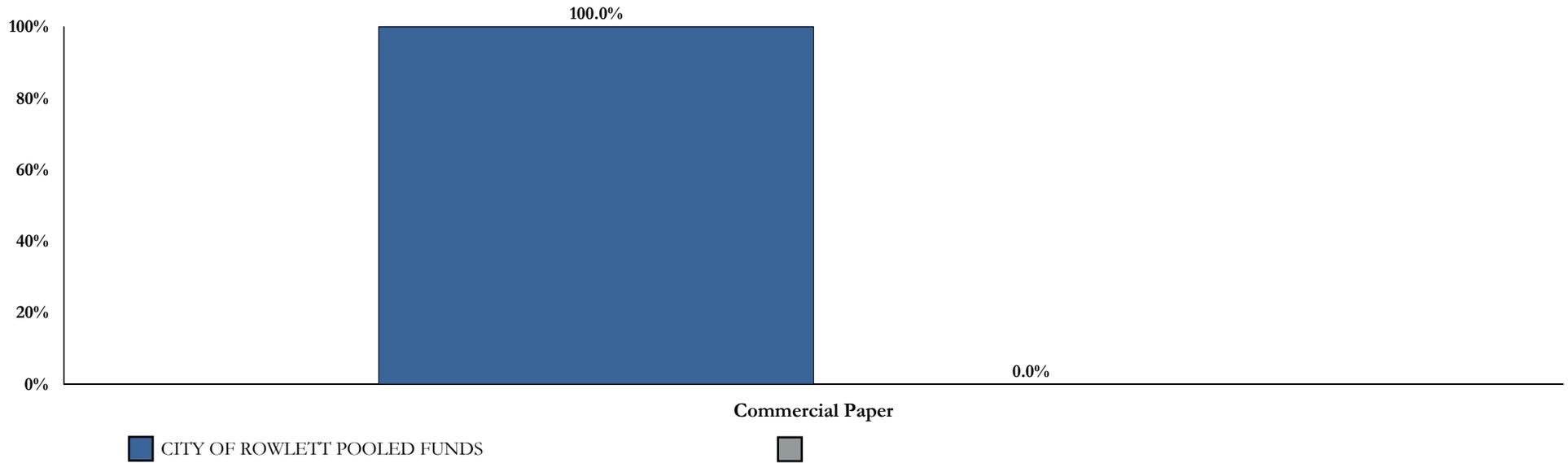


Detail may not add to total due to rounding.

Sector Allocation

As of June 30, 2016

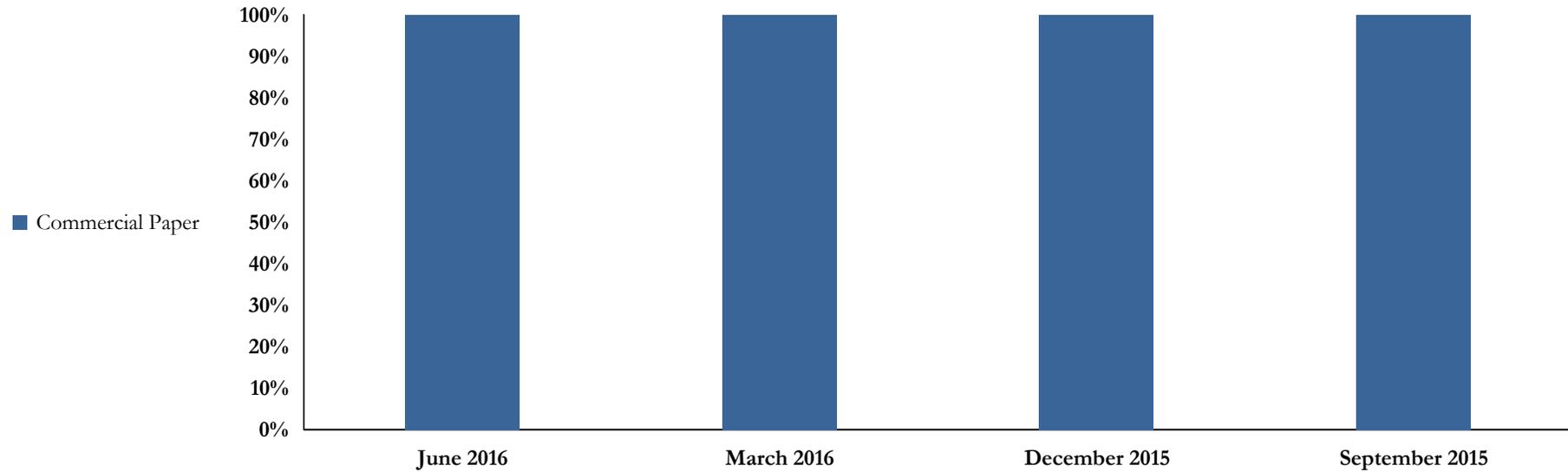
Sector	Market Value (\$)	% of Portfolio	% of Benchmark
Commercial Paper	1,099,043	100.0%	-
Total	1,099,043	100.0%	0.0%



Detail may not add to total due to rounding.

Sector Allocation

Sector	June 30, 2016		March 30, 2016		December 30, 2015		September 30, 2015	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
Commercial Paper	1.1	100.0%	1.1	100.0%	1.1	100.0%	2.2	100.0%
Total	\$1.1	100.0%	\$1.1	100.0%	\$1.1	100.0%	\$2.2	100.0%

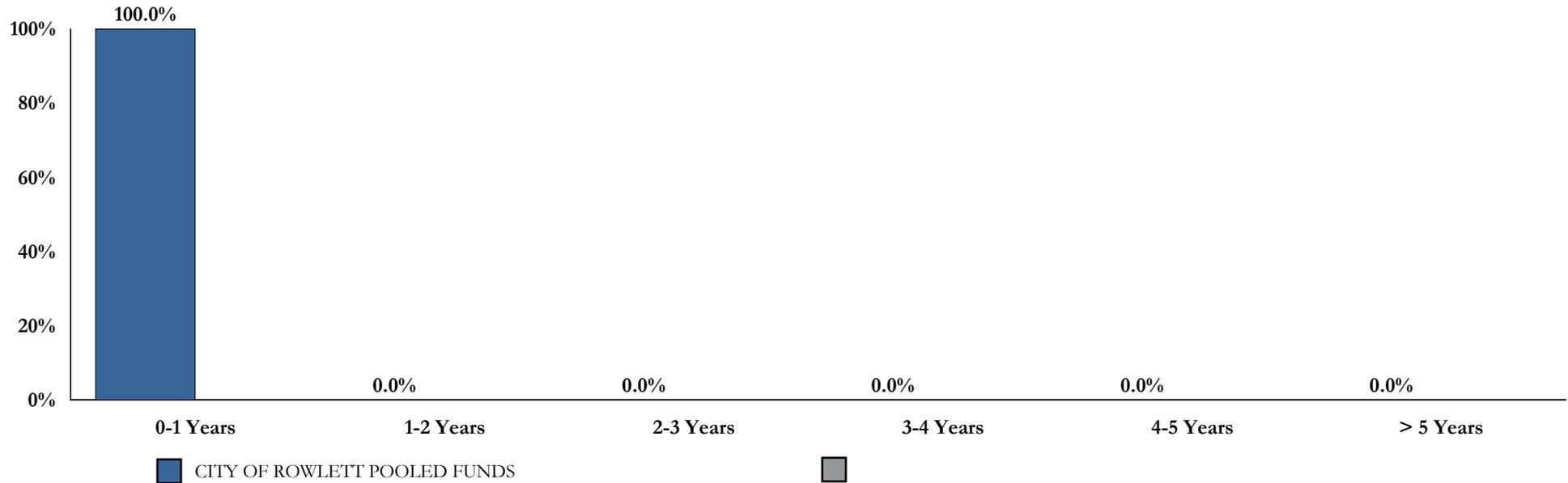


Detail may not add to total due to rounding.

Maturity Distribution

As of June 30, 2016

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF ROWLETT POOLED FUNDS	0.51%	0.17 yrs	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

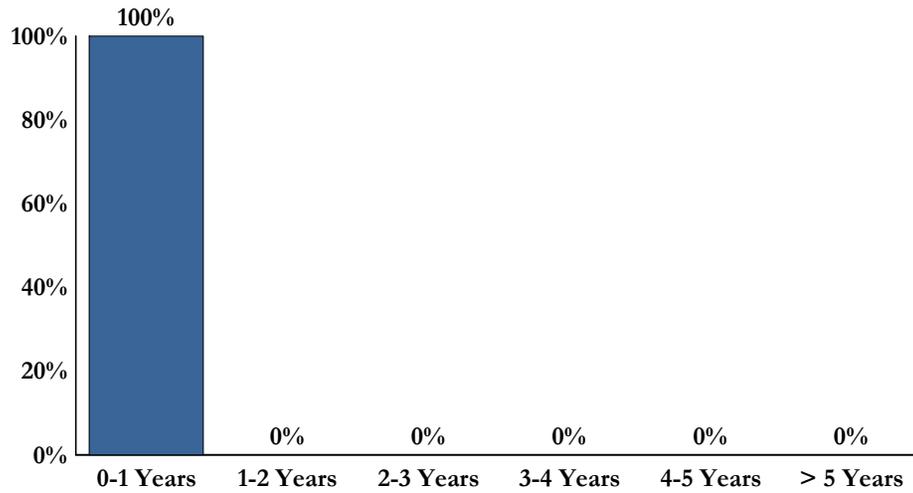


Duration Distribution

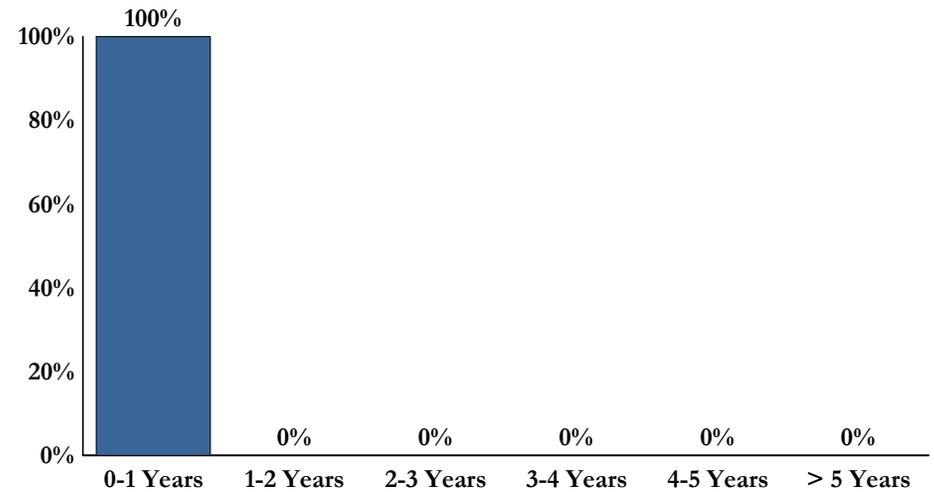
As of June 30, 2016

Portfolio / Benchmark	Effective Duration	0-1 YEARS	1-2 YEARS	2-3 YEARS	3-4 YEARS	4-5 YEARS	> 5 YEARS
CITY OF ROWLETT POOLED FUNDS	0.17	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Distribution by Effective Duration

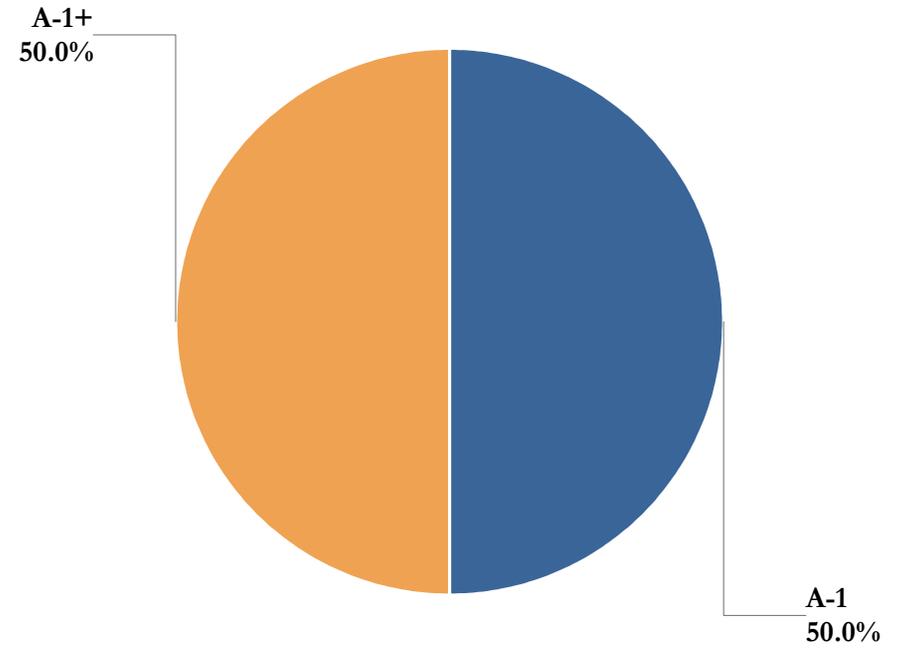


Contribution to Portfolio Duration



Credit Quality
As of June 30, 2016

S&P Rating	Market Value (\$)	% of Portfolio
A-1	\$549,578	50.0%
A-1+	\$549,465	50.0%
Totals	\$1,099,043	100.0%



Detail may not add to total due to rounding.

Issuer Distribution

As of June 30, 2016

Issuer	Market Value (\$)	% of Portfolio
IP MORGAN CHASE & CO	549,578	50.0%
TOYOTA MOTOR CORP	549,465	50.0%
Grand Total:	1,099,043	100.0%

Sector/Issuer Distribution

As of June 30, 2016

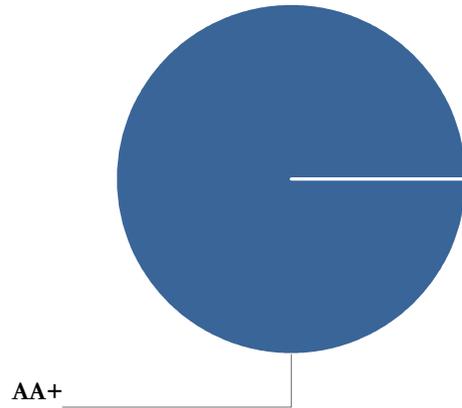
Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Commercial Paper			
IP MORGAN CHASE & CO	549,578	50.0%	50.0%
TOYOTA MOTOR CORP	549,465	50.0%	50.0%
Sector Total	1,099,043	100.0%	100.0%
Portfolio Total	1,099,043	100.0%	100.0%

Portfolio Statistics

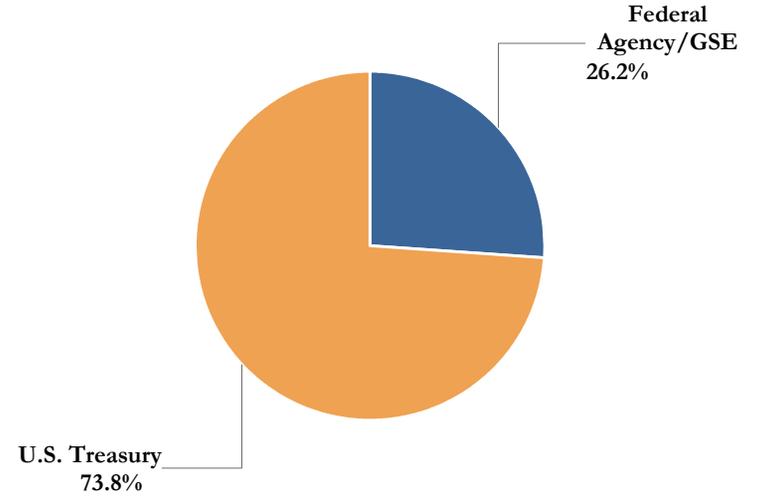
As of June 30, 2016

Par Value:	13,480,000
Total Market Value:	13,613,756
Security Market Value:	13,586,233
Accrued Interest:	27,523
Cash:	-
PFM:	-
Amortized Cost:	13,508,480
Yield at Market:	0.59%
Yield at Cost:	0.92%
Effective Duration:	1.63 Years
Duration to Worst:	1.63 Years
Average Maturity:	1.66 Years
Average Credit: **	AA

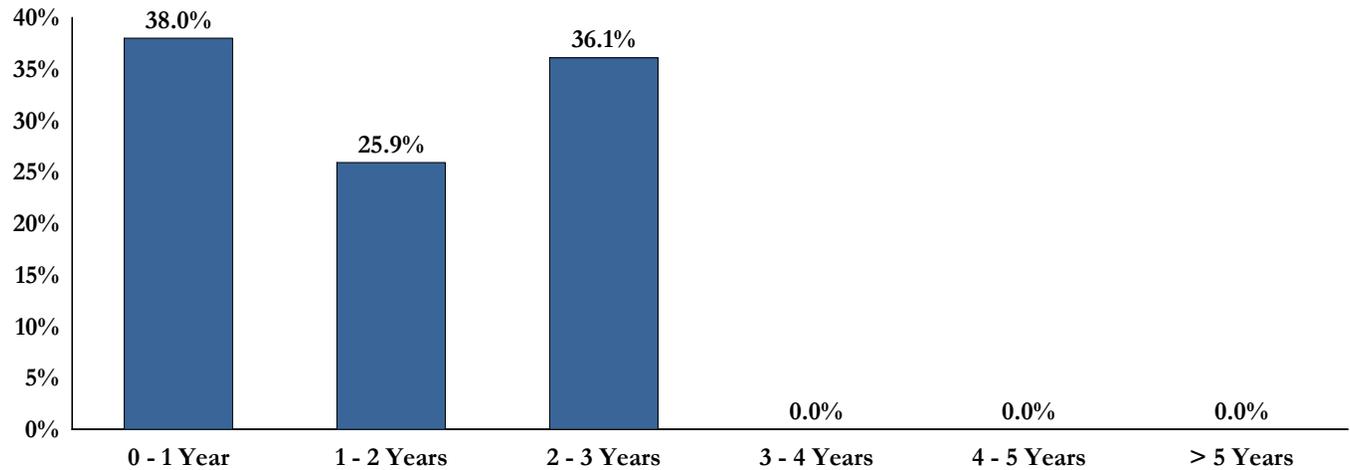
Credit Quality (S&P Ratings)



Sector Allocation



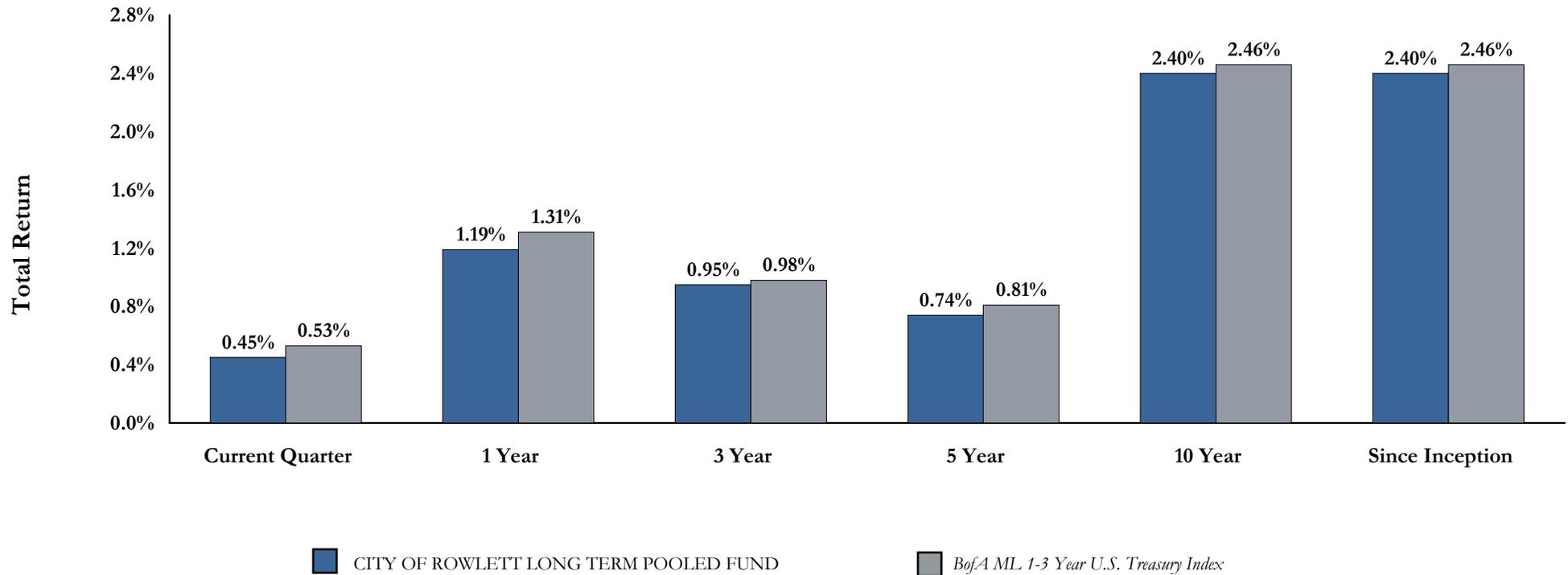
Maturity Distribution



** An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

Portfolio Performance (Total Return)

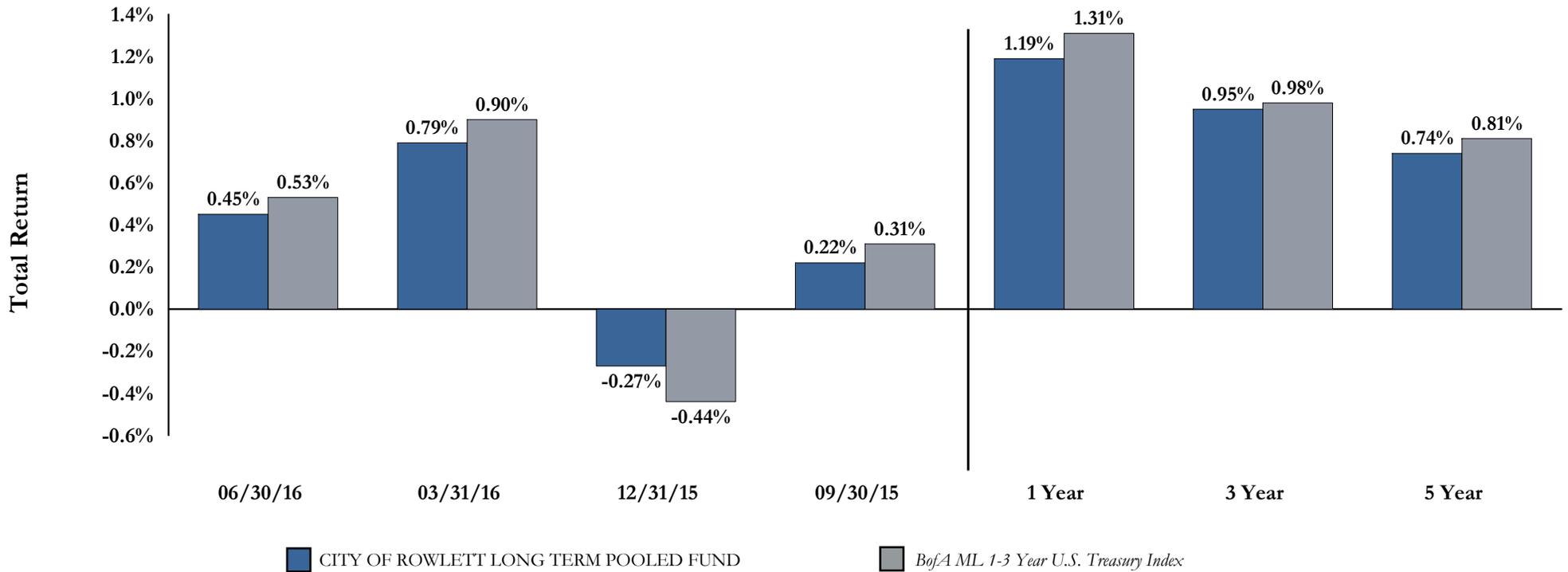
Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			Since Inception (06/30/06) **
				3 Year	5 Year	10 Year	
CITY OF ROWLETT LONG TERM POOLED FUND	1.63	0.45%	1.19%	0.95%	0.74%	2.40%	2.40%
<i>BofA ML 1-3 Year U.S. Treasury Index</i>	1.83	0.53%	1.31%	0.98%	0.81%	2.46%	2.46%
Difference		-0.08%	-0.12%	-0.03%	-0.07%	-0.06%	-0.06%



Portfolio performance is gross of fees unless otherwise indicated. **Since Inception performance is not shown for periods less than one year.

Portfolio Performance (Total Return)

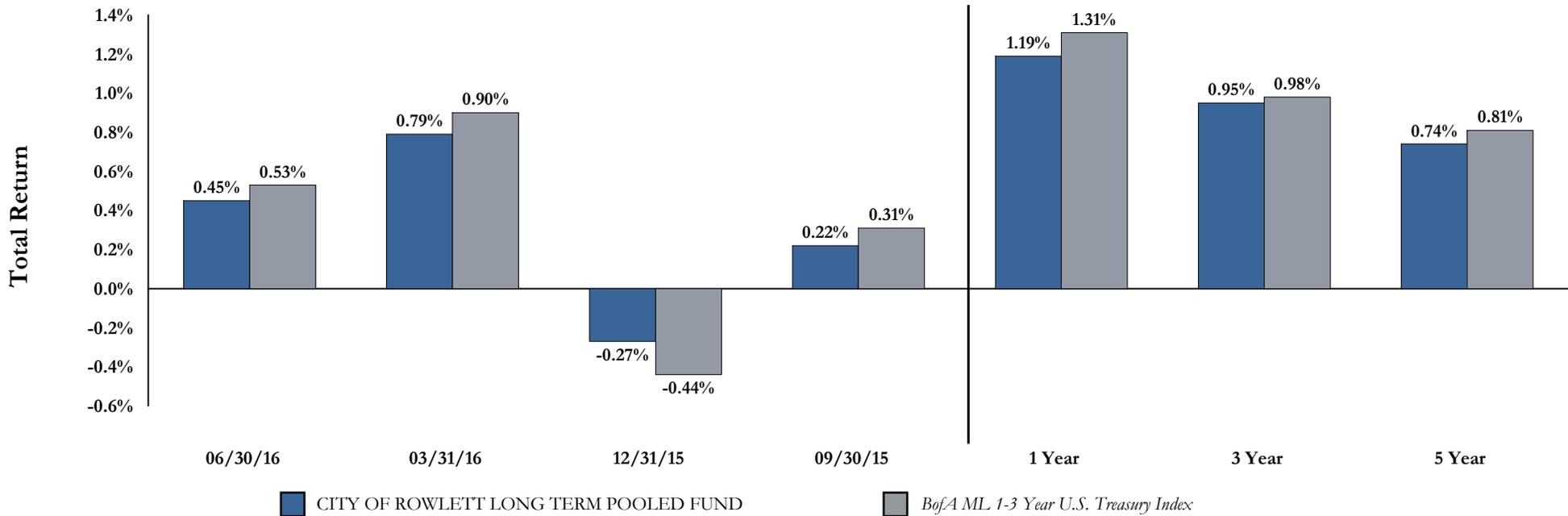
Portfolio/Benchmark	Effective Duration	Quarter Ended				1 Year	Annualized Return	
		06/30/16	03/31/16	12/31/15	09/30/15		3 Year	5 Year
CITY OF ROWLETT LONG TERM POOLED FUND	1.63	0.45%	0.79%	-0.27%	0.22%	1.19%	0.95%	0.74%
<i>BofA ML 1-3 Year U.S. Treasury Index</i>	1.83	0.53%	0.90%	-0.44%	0.31%	1.31%	0.98%	0.81%
Difference		-0.08%	-0.11%	0.17%	-0.09%	-0.12%	-0.03%	-0.07%



Portfolio performance is gross of fees unless otherwise indicated.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Quarter Ended				1 Year	Annualized Return	
		06/30/16	03/31/16	12/31/15	09/30/15		3 Year	5 Year
CITY OF ROWLETT LONG TERM POOLED FUND	1.63	0.45%	0.79%	-0.27%	0.22%	1.19%	0.95%	0.74%
<i>Net of Fees **</i>	-	0.43%	0.77%	-0.29%	0.20%	1.11%	0.87%	0.66%
<i>BofA ML 1-3 Year U.S. Treasury Index</i>	1.83	0.53%	0.90%	-0.44%	0.31%	1.31%	0.98%	0.81%
Difference (Gross)		-0.08%	-0.11%	0.17%	-0.09%	-0.12%	-0.03%	-0.07%
Difference (Net)		-0.10%	-0.13%	0.15%	-0.11%	-0.20%	-0.11%	-0.15%



Portfolio performance is gross of fees unless otherwise indicated. ** Fees were calculated based on average assets during the period at the contractual rate.

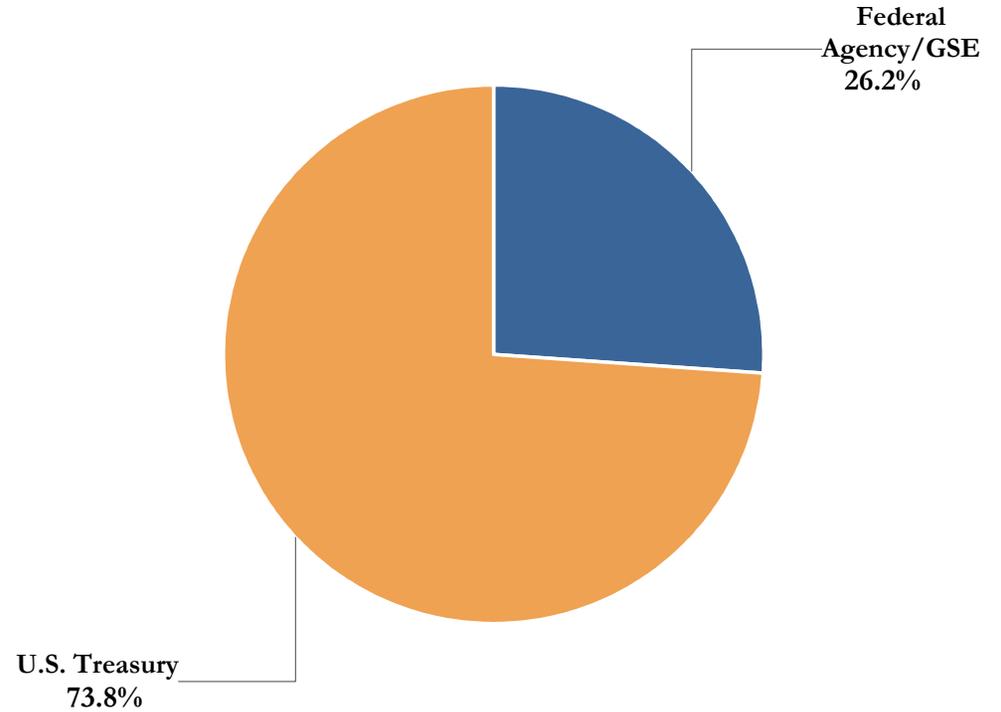
Portfolio Earnings
Quarter-Ended June 30, 2016

	<u>Market Value Basis</u>	<u>Accrual (Amortized Cost) Basis</u>
Beginning Value (03/30/2016)	\$13,569,678.98	\$13,519,957.47
Net Purchases/Sales	(\$12,205.12)	(\$12,205.12)
Change in Value	\$28,759.03	\$727.77
Ending Value (06/30/2016)	\$13,586,232.89	\$13,508,480.12
Interest Earned	\$32,430.87	\$32,430.87
Portfolio Earnings	\$61,189.90	\$33,158.64

Sector Allocation

As of June 30, 2016

Sector	Market Value (\$)	% of Portfolio
U.S. Treasury	10,031,414	73.8%
Federal Agency/GSE	3,554,819	26.2%
Total	13,586,233	100.0%

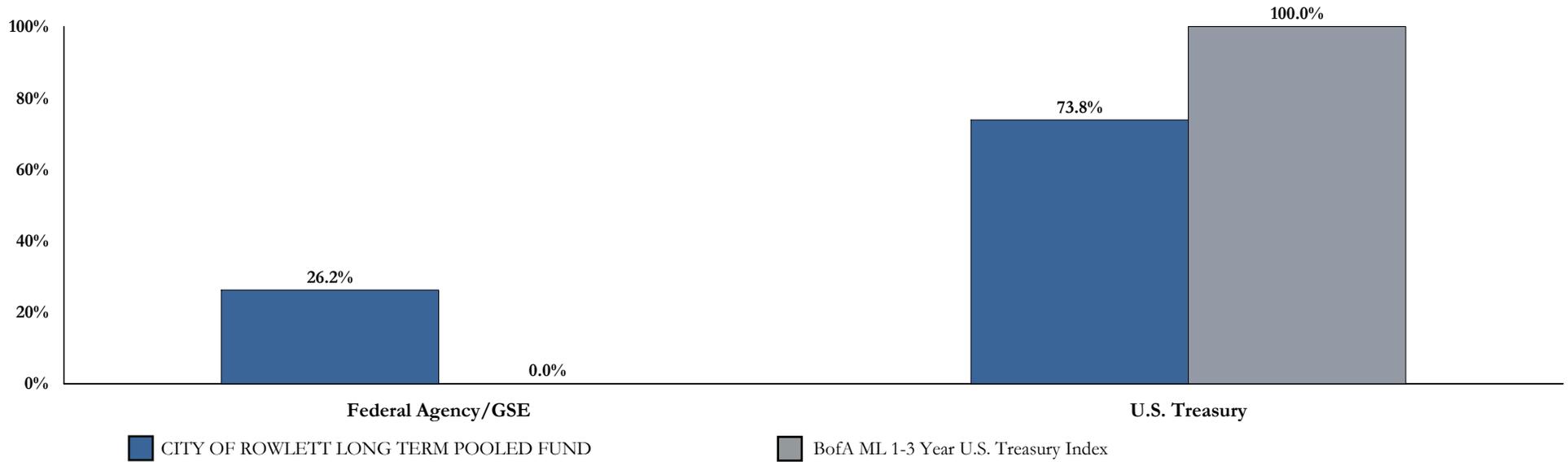


Detail may not add to total due to rounding.

Sector Allocation

As of June 30, 2016

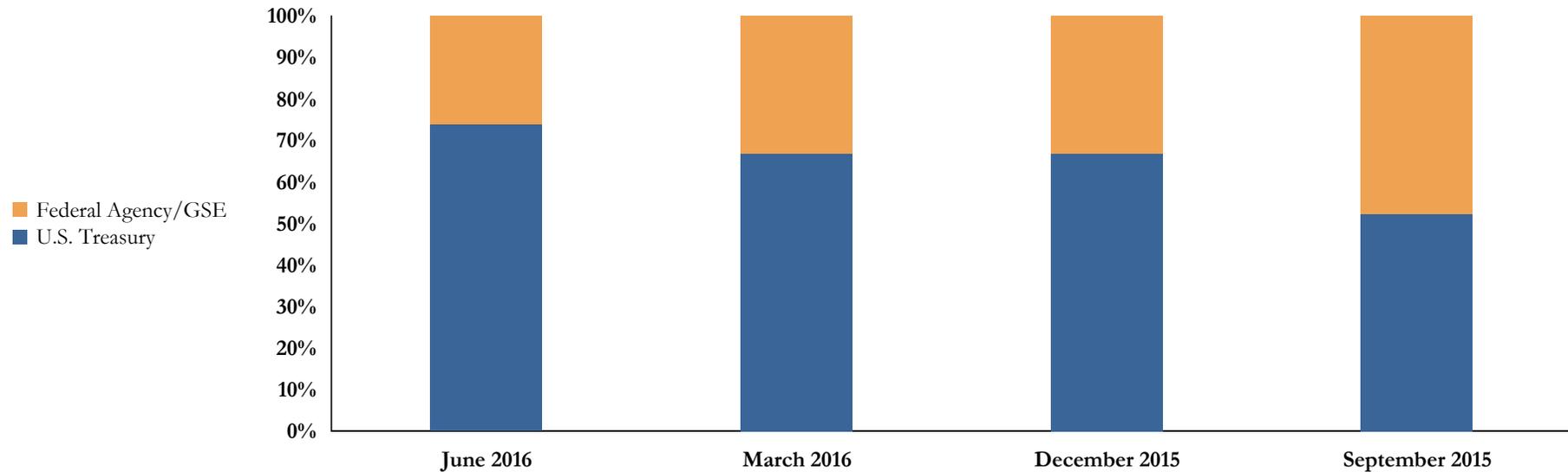
Sector	Market Value (\$)	% of Portfolio	% of Benchmark
U.S. Treasury	10,031,414	73.8%	100.0%
Federal Agency/GSE	3,554,819	26.2%	-
Total	13,586,233	100.0%	100.0%



Detail may not add to total due to rounding.

Sector Allocation

Sector	June 30, 2016		March 30, 2016		December 30, 2015		September 30, 2015	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	10.0	73.8%	9.1	66.8%	9.0	66.8%	7.1	52.3%
Federal Agency/GSE	3.6	26.2%	4.5	33.2%	4.5	33.2%	6.5	47.7%
Total	\$13.6	100.0%	\$13.6	100.0%	\$13.5	100.0%	\$13.6	100.0%

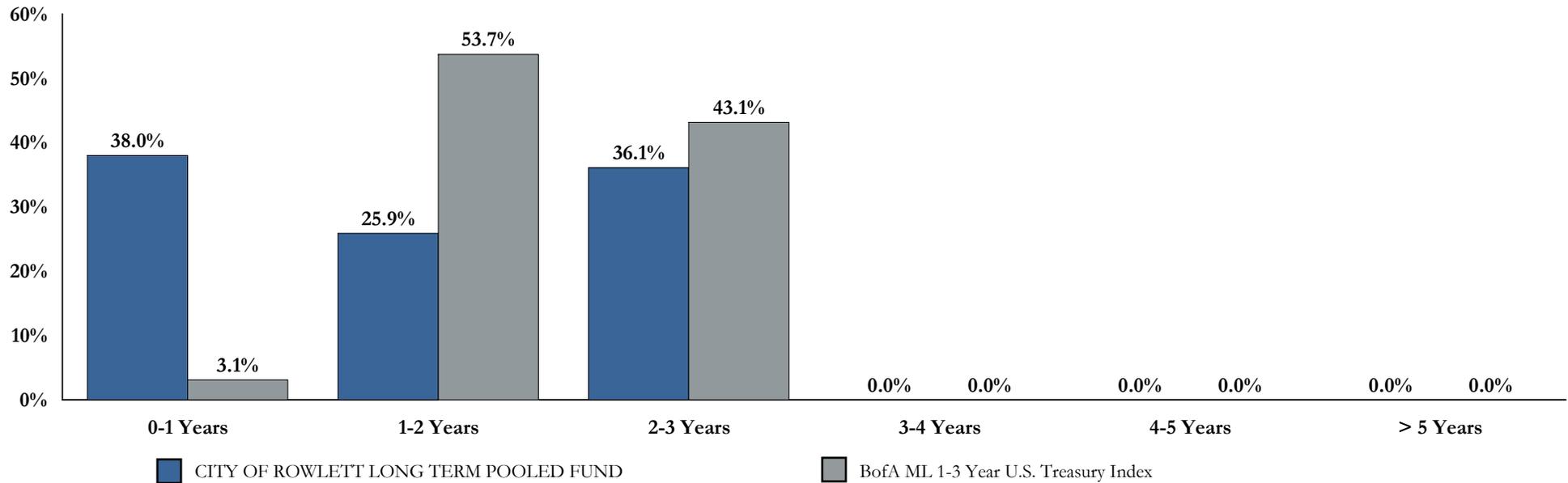


Detail may not add to total due to rounding.

Maturity Distribution

As of June 30, 2016

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF ROWLETT LONG TERM POOLED FUND	0.59%	1.66 yrs	38.0%	25.9%	36.1%	0.0%	0.0%	0.0%
BofA ML 1-3 Year U.S. Treasury Index	0.60%	1.94 yrs	3.1%	53.7%	43.1%	0.0%	0.0%	0.0%

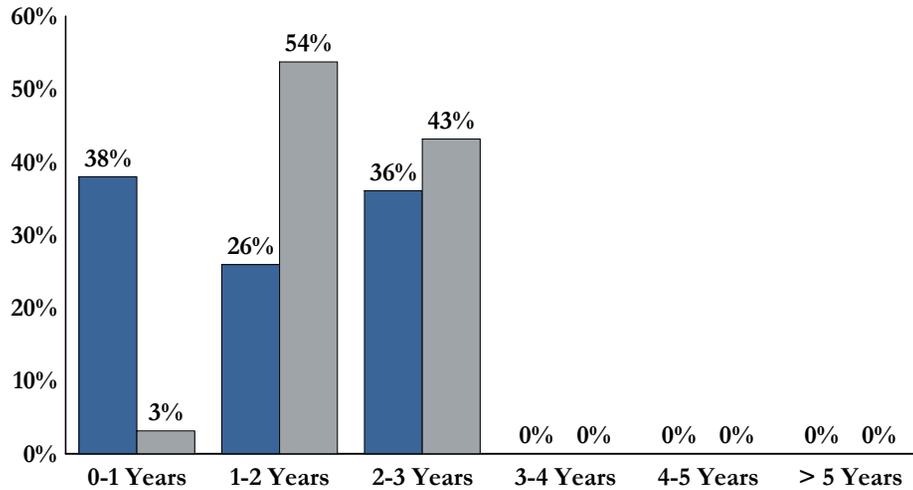


Duration Distribution

As of June 30, 2016

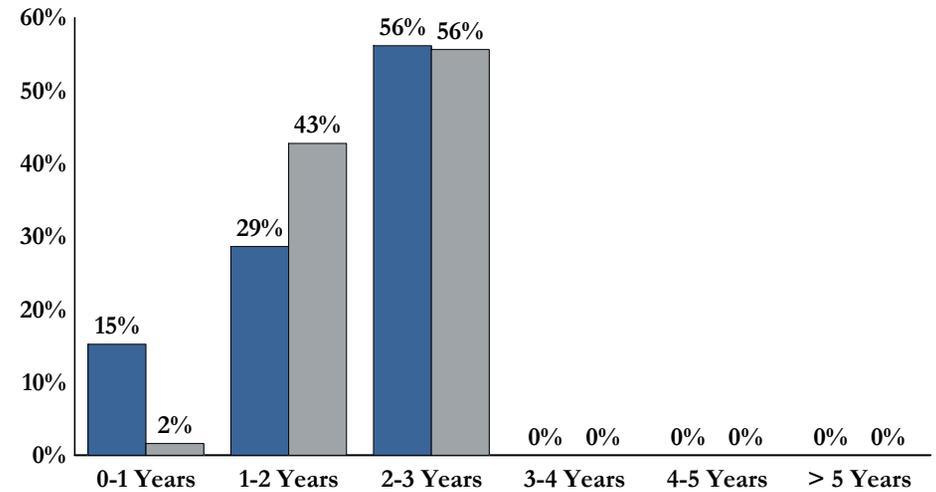
Portfolio / Benchmark	Effective Duration	0-1 YEARS	1-2 YEARS	2-3 YEARS	3-4 YEARS	4-5 YEARS	> 5 YEARS
CITY OF ROWLETT LONG TERM POOLED FUND	1.63	38.00%	25.92%	36.08%	0.00%	0.00%	0.00%
BofA ML 1-3 Year U.S. Treasury Index	1.83	3.12%	53.74%	43.15%	0.00%	0.00%	0.00%

Distribution by Effective Duration



■ CITY OF ROWLETT LONG TERM POOLED FUND
■ BofA ML 1-3 Year U.S. Treasury Index

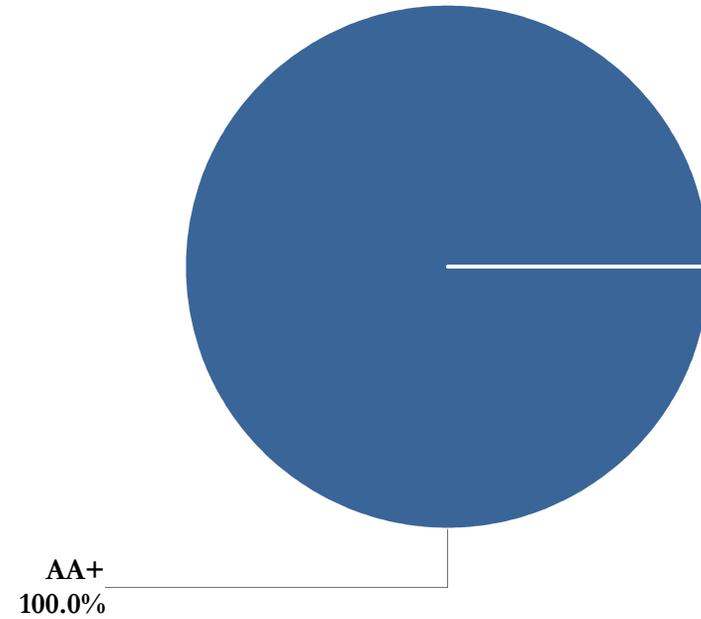
Contribution to Portfolio Duration



■ CITY OF ROWLETT LONG TERM POOLED FUND
■ BofA ML 1-3 Year U.S. Treasury Index

Credit Quality
As of June 30, 2016

S&P Rating	Market Value (\$)	% of Portfolio
AA+	\$13,586,233	100.0%
Totals	\$13,586,233	100.0%



Detail may not add to total due to rounding.

Issuer Distribution

As of June 30, 2016

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	10,031,414	73.8%
FREDDIE MAC	3,554,819	26.2%
Grand Total:	13,586,233	100.0%

Sector/Issuer Distribution

As of June 30, 2016

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Federal Agency/GSE			
FREDDIE MAC	3,554,819	100.0%	26.2%
Sector Total	3,554,819	100.0%	26.2%
U.S. Treasury			
UNITED STATES TREASURY	10,031,414	100.0%	73.8%
Sector Total	10,031,414	100.0%	73.8%
Portfolio Total	13,586,233	100.0%	100.0%

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
4/5/16	4/6/16	490,000	912828WD8	US TREASURY NOTES	1.25%	10/31/18	498,152.01	0.81%	
4/5/16	4/6/16	500,000	3137EADZ9	FREDDIE MAC NOTES	1.12%	4/15/19	502,689.38	0.96%	
5/3/16	5/4/16	435,000	912828WL0	US TREASURY NOTES	1.50%	5/31/19	445,359.67	0.92%	
Total BUY		1,425,000					1,446,201.06		
INTEREST									
4/14/16	4/14/16	1,000,000	3137EADS5	FHLMC NOTES	0.87%	10/14/16	4,375.00		
4/30/16	4/30/16	490,000	912828WD8	US TREASURY NOTES	1.25%	10/31/18	3,062.50		
5/31/16	5/31/16	435,000	912828WL0	US TREASURY NOTES	1.50%	5/31/19	3,262.50		
5/31/16	5/31/16	1,450,000	912828A34	US TREASURY NOTES	1.25%	11/30/18	9,062.50		
6/15/16	6/15/16	1,510,000	912828WP1	US TREASURY NOTES	0.87%	6/15/17	6,606.25		
6/30/16	6/30/16	1,000,000	912828VK3	US TREASURY NOTES	1.37%	6/30/18	6,875.00		
Total INTEREST		5,885,000					33,243.75		
SELL									
4/5/16	4/6/16	1,000,000	3137EADS5	FHLMC NOTES	0.87%	10/14/16	1,006,120.56	0.50%	1,624.70
5/3/16	5/4/16	450,000	3137EADS5	FHLMC NOTES	0.87%	10/14/16	451,010.75	0.48%	671.22
Total SELL		1,450,000					1,457,131.31		2,295.92

Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
BUY	4/5/16	4/6/16	490,000.00	912828WD8	US TREASURY NOTES	1.25%	10/31/18	(498,152.01)	0.81%	
BUY	4/5/16	4/6/16	500,000.00	3137EADZ9	FREDDIE MAC NOTES	1.12%	4/15/19	(502,689.38)	0.96%	
SELL	4/5/16	4/6/16	1,000,000.00	3137EADS5	FHLMC NOTES	0.87%	10/14/16	1,006,120.56	0.50%	1,624.70
INTEREST	4/14/16	4/14/16	1,000,000.00	3137EADS5	FHLMC NOTES	0.87%	10/14/16	4,375.00		
INTEREST	4/30/16	4/30/16	490,000.00	912828WD8	US TREASURY NOTES	1.25%	10/31/18	3,062.50		
BUY	5/3/16	5/4/16	435,000.00	912828WL0	US TREASURY NOTES	1.50%	5/31/19	(445,359.67)	0.92%	
SELL	5/3/16	5/4/16	450,000.00	3137EADS5	FHLMC NOTES	0.87%	10/14/16	451,010.75	0.48%	671.22
INTEREST	5/31/16	5/31/16	435,000.00	912828WL0	US TREASURY NOTES	1.50%	5/31/19	3,262.50		
INTEREST	5/31/16	5/31/16	1,450,000.00	912828A34	US TREASURY NOTES	1.25%	11/30/18	9,062.50		
INTEREST	6/15/16	6/15/16	1,510,000.00	912828WP1	US TREASURY NOTES	0.87%	6/15/17	6,606.25		
INTEREST	6/30/16	6/30/16	1,000,000.00	912828VK3	US TREASURY NOTES	1.37%	6/30/18	6,875.00		
TOTALS								44,174.00		2,295.92

Tab III

Summary Portfolio Statistics

Amortized Cost and Market Value Account Name	Amortized Cost ^{1,2,3}	Amortized Cost ^{1,2,3}	Market Value ^{1,2,3}	Market Value ^{1,2,3}	Duration (Years)
	June 30, 2016	March 31, 2016	June 30, 2016	March 31, 2016	June 30, 2016
Pooled Funds	\$1,098,543.57	\$1,096,333.04	\$1,099,043.00	\$1,096,880.40	0.170
Long Term Pooled Fund	13,536,002.85	13,547,018.21	13,613,755.62	13,596,739.72	1.630
TexPool	27,459,500.20	27,926,071.13	27,459,500.20	27,926,071.13	0.003
American National Bank of Texas	5,575,282.98	6,751,651.22	5,575,282.98	6,751,651.22	0.003
Total	\$47,669,329.60	\$49,321,073.60	\$47,747,581.80	\$49,371,342.47	0.471

Yields Account Name	Yield to Maturity at Cost ⁴	Yield to Maturity at Cost ⁴	Yield to Maturity at Market	Yield to Maturity at Market	Duration (Years)
	June 30, 2016	March 31, 2016	June 30, 2016	March 31, 2016	March 31, 2016
Pooled Funds	0.80%	0.80%	0.51%	0.67%	0.420
Long Term Pooled Fund	0.92%	0.91%	0.59%	0.69%	1.630
TexPool ⁵	0.36%	0.33%	0.36%	0.33%	0.003
American National Bank of Texas	0.00%	0.00%	0.00%	0.00%	0.003
Weighted Average YTM	0.49%	0.45%	0.39%	0.39%	0.460

Monthly Interest earnings YTD^{6,7}

October 2015	(\$1,755.19)	April 2016	\$11,050.53
November 2015	(\$22,972.77)	May 2016	(\$5,171.83)
December 2015	(\$7,350.21)	June 2016	\$79,710.36
January 2016	\$74,219.57	July 2016	
February 2016	\$23,199.17	August 2016	
March 2016	\$31,129.39	September 2016	

Total Fiscal Year Net Earnings \$182,059.02

Notes:

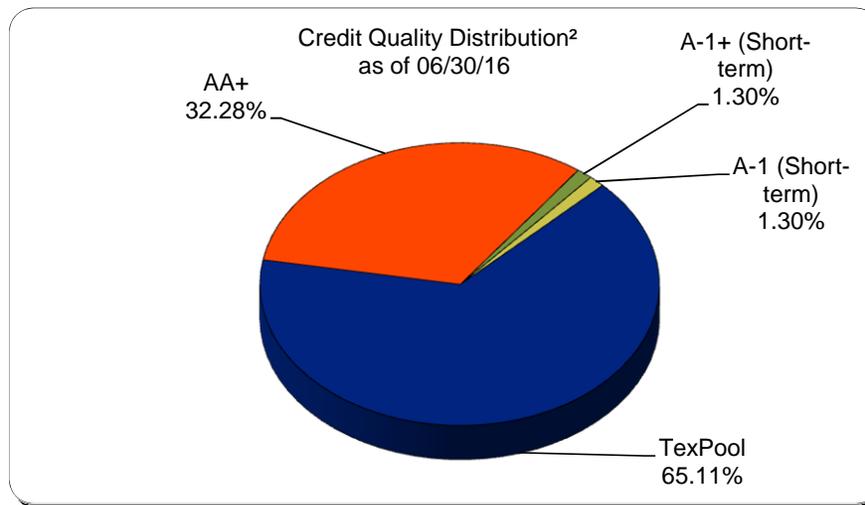
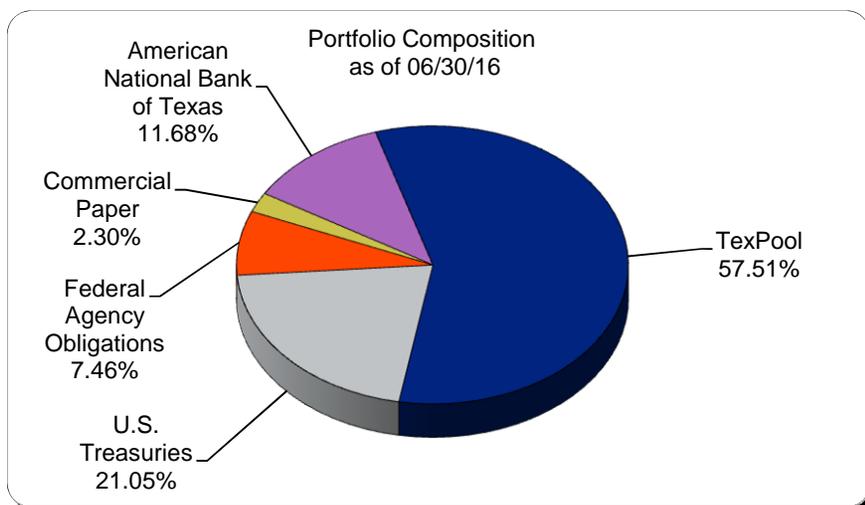
1. On a trade-date basis, including accrued interest.
2. In order to comply with GASB accrual accounting reporting requirements; forward settling trades are included in the monthly balances.
3. Excludes any money market fund/cash balances held in custodian account.
4. Past performance is not indicative of future results.
5. TexPool yield is obtained from www.texpool.com.
6. Earnings are calculated on a cash basis and are subject to the receipt of coupon payments, maturities within the portfolio, and money market fund balances.

Summary Portfolio Amortized Cost and Market Value Analysis

BANK/MONEY MARKET FUNDS					3/31/2016	3/31/2016	3/31/2016	6/30/2016	6/30/2016	6/30/2016	CHANGE IN
CUSIP	DESCRIPTION	PAR	COUPON	MATURITY DATE	ACCRUED INTEREST	AMORTIZED COST	MARKET VALUE	ACCRUED INTEREST	AMORTIZED COST	MARKET VALUE	MARKET VALUE
TEXPOOL	TEXPOOL				\$0.00	\$27,926,071.13	\$27,926,071.13	\$0.00	\$27,459,500.20	\$27,459,500.20	-1.67%
BANK ACCT	AMERICAN NATIONAL BANK OF TEXAS				0.00	6,751,651.22	6,751,651.22	0.00	5,575,282.98	5,575,282.98	-17.42%
					\$0.00	\$34,677,722.35	\$34,677,722.35	\$0.00	\$33,034,783.18	\$33,034,783.18	-4.74%
TOTAL					\$0.00	\$34,677,722.35	\$34,677,722.35	\$0.00	\$33,034,783.18	\$33,034,783.18	-4.74%
POOLED FUNDS											
COMMERCIAL PAPER											
46640PHV8	JP MORGAN SECURITIES LLC COMM PAPER	550,000	0.000	08/29/16	\$0.00	\$548,097.92	\$548,539.75	\$0.00	\$549,251.85	\$549,578.15	0.19%
89233GHX7	TOYOTA MOTOR CREDIT CORP COMM PAPER	550,000	0.000	08/31/16	0.00	548,235.12	548,340.65	0.00	549,291.72	549,464.85	0.21%
89233GBS4	TOYOTA MOTOR CREDIT CORP COMM PAPER	1,100,000	0.000	02/26/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		\$2,200,000			\$0.00	\$1,096,333.04	\$1,096,880.40	\$0.00	\$1,098,543.57	\$1,099,043.00	0.20%
TOTAL		\$2,200,000			\$0.00	\$1,096,333.04	\$1,096,880.40	\$0.00	\$1,098,543.57	\$1,099,043.00	0.197%
LONG TERM POOLED FUND											
FED AGY BOND/NOTE											
3137EADS5	FHLMC NOTES	550,000	0.875	10/14/16	\$8,118.06	\$2,000,647.32	\$2,004,846.00	\$1,029.34	\$550,095.03	\$550,700.70	-72.53%
3137EADU0	FHLMC REFERENCE NOTE	2,500,000	0.500	01/27/17	2,222.22	2,497,678.45	2,497,227.50	5,347.22	2,498,383.03	2,499,870.00	0.11%
3137EADZ9	FREDDIE MAC NOTES	500,000	1.125	04/15/19	0.00	0.00	0.00	1,562.50	502,266.24	504,248.50	0.00%
		\$3,050,000			\$10,340.28	\$4,498,325.77	\$4,502,073.50	\$7,939.06	\$3,550,744.30	\$3,554,819.20	-21.04%
US TSY BOND/NOTE											
912828RU6	US TREASURY NOTES	\$1,500,000	0.875	11/30/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
912828SC5	US TREASURY NOTES	1,595,000	0.875	1/31/2017	872.48	595,186.97	596,325.07	2,174.04	595,130.96	596,482.15	0.03%
912828WP1	US TREASURY NOTES	1,510,000	0.875	6/15/2017	3,898.77	1,509,522.07	1,513,716.11	577.60	1,509,620.22	1,515,191.38	0.10%
912828UU2	US TREASURY NOTES	2,500,000	0.750	3/31/2018	51.23	2,488,843.65	2,499,805.00	4,713.11	2,490,222.35	2,506,835.00	0.28%
912828VK3	US TREASURY NOTES	1,000,000	1.375	6/30/2018	3,475.27	1,005,750.09	1,013,281.00	37.36	1,005,118.33	1,015,195.00	0.19%
912828WD8	US TREASURY NOTES	490,000	1.250	10/31/2018	0.00	0.00	0.00	1,031.93	494,996.38	496,794.83	0.00%
912828A34	US TREASURY NOTES	1,450,000	1.250	11/30/2018	6,091.19	1,450,400.39	1,466,142.85	1,535.18	1,450,363.59	1,470,674.10	0.31%
912828SH4	US TREASURY NOTES	1,950,000	1.375	2/28/2019	2,331.52	1,971,928.53	1,978,335.45	8,961.79	1,970,090.46	1,985,419.80	0.36%
912828WL0	US TREASURY NOTES	435,000	1.500	5/31/2019	0.00	0.00	0.00	552.66	442,193.53	444,821.43	0.00%
		\$12,430,000			\$16,720.46	\$9,021,631.70	\$9,067,605.48	\$19,583.67	\$9,957,735.82	\$10,031,413.69	10.63%
TOTAL		\$15,480,000			\$27,060.74	\$13,519,957.47	\$13,569,678.98	\$27,522.73	\$13,508,480.12	\$13,586,232.89	0.122%
TOTAL PORTFOLIO		\$17,680,000			\$27,060.74	\$49,294,012.86	\$49,344,281.73	\$27,522.73	\$47,641,806.87	\$47,720,059.07	-3.29%

Summary Portfolio Composition and Credit Quality Characteristics

<u>Security Type</u> ¹	<u>June 30, 2016</u>	<u>% of Portfolio</u>	<u>March 31, 2016</u>	<u>% of Portfolio</u>
U.S. Treasuries	\$10,050,997.36	21.1%	\$9,084,325.94	4.4%
Federal Agencies	3,562,758.26	7.5%	4,512,413.78	49.1%
Commercial Paper	1,099,043.00	2.3%	1,096,880.40	0.0%
Certificates of Deposit	0.00	0.0%	0.00	0.0%
Bankers Acceptances	0.00	0.0%	0.00	0.0%
Repurchase Agreements	0.00	0.0%	0.00	0.0%
Municipal Obligations	0.00	0.0%	0.00	0.0%
Corporate Notes/Bonds	0.00	0.0%	0.00	0.0%
American National Bank of Texas	5,575,282.98	11.68%	6,751,651.22	0.0%
TexPool	27,459,500.20	57.5%	27,926,071.13	46.5%
Totals	\$47,747,581.80	100.0%	\$49,371,342.47	100.0%

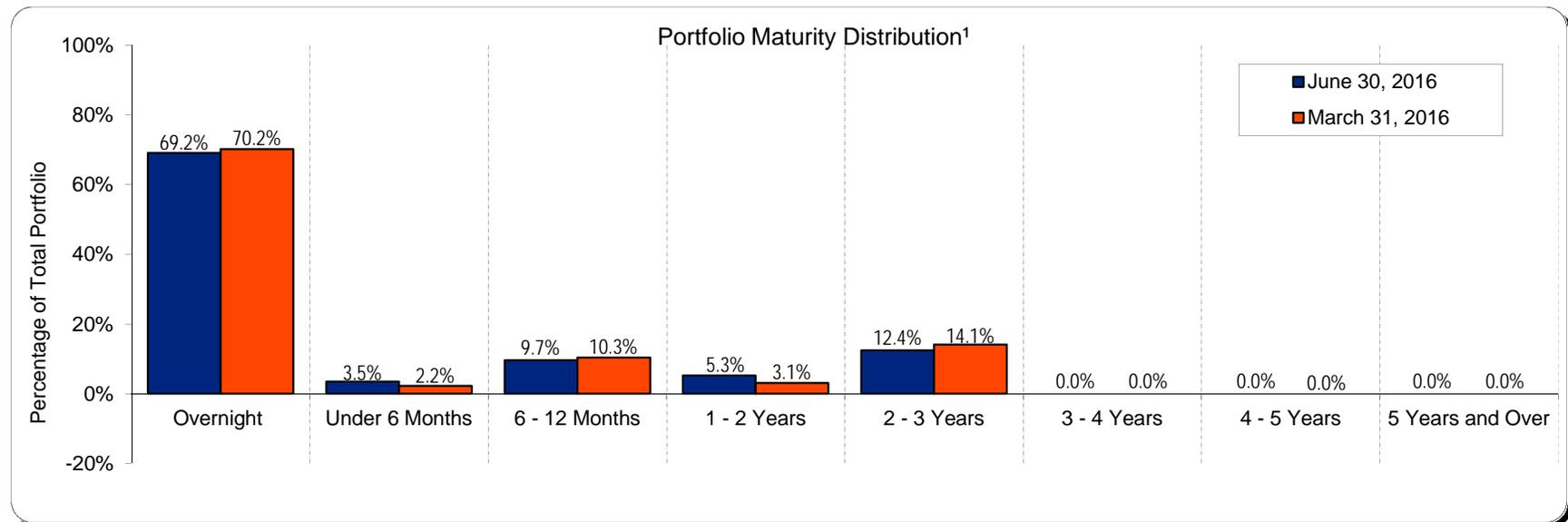


Notes:

1. End of quarter trade-date market values of portfolio holdings, including accrued interest.
2. Credit rating of securities held in portfolio, exclusive of money market fund, bank or LGIP. Standard & Poor's is the source of the credit ratings.

Summary Portfolio Maturity Distribution

<u>Maturity Distribution¹</u>	<u>June 30, 2016</u>	<u>March 31, 2016</u>
Overnight (Money Market Fund)	\$33,034,783.18	\$34,677,722.35
Under 6 Months	1,650,773.04	1,096,880.40
6 - 12 Months	4,619,642.39	5,109,611.33
1 - 2 Years	2,511,548.11	1,517,614.88
2 - 3 Years	5,930,835.08	6,969,513.51
3 - 4 Years	0.00	0.00
4 - 5 Years	0.00	0.00
5 Years and Over	0.00	0.00
Totals	\$47,747,581.80	\$49,371,342.47



Notes:

1. Callable securities in portfolio are included in the maturity distribution analysis to their stated maturity date, although they may be called prior to maturity.

Summary Portfolio General Ledger Entries¹

Earnings Calculation		Market Value Basis	Source Document
4/30/2016			
April Market Value		43,097,158.44	1 Account Summary Page
April Accrued Interest		28,892.83	2 Account Summary Page
Less (Purchases & Deposits)		(1,850,332.60)	3 Security Transactions & Interest
Less Purchased Interest		(2,893.03)	4 Security Transactions & Interest
Add (Sales, Maturities, Paydowns, Withdrawals)		1,339,393.45	5 Security Transactions & Interest
Add Interest Receipts		19,482.88	6 Security Transactions & Interest
Less March Market Value		(42,592,630.51)	7 Account Summary Page
Less March Accrued Interest		(27,060.74)	8 Account Summary Page
Earnings		12,010.72	

Change in Investment Market Value	504,527.93	(1 - 7)
Change in Accrued Interest	1,832.09	(2 - 8)
Change in Cash	(494,349.30)	(sum 3 thru 6)

Investment Entries			
<i>To Record Investment Activity</i>	Debit	Credit	Source Document
Cash		510,939.15	Security Transactions & Interest
Investments	504,527.93		Amortization/Accretion
Investment Income	6,411.22		Earnings
To record investment income/changes			
Cash	16,589.85		Security Transactions & Interest
Accrued Interest	1,832.09		Accrued Interest Difference
Investment Income		18,421.94	Earnings
To record interest income/changes			

Notes:

1. Earnings are calculated using Market Value. This includes unrealized gains and losses, and income.

Summary Portfolio General Ledger Entries¹

Earnings Calculation		Market Value Basis	Source Document
5/31/2016			
May Market Value		44,060,436.03	1 Account Summary Page
May Accrued Interest		30,205.12	2 Account Summary Page
Less (Purchases & Deposits)		(1,429,871.57)	3 Security Transactions & Interest
Less Purchased Interest		(2,781.15)	4 Security Transactions & Interest
Add (Sales, Maturities, Paydowns, Withdrawals)		450,792.00	5 Security Transactions & Interest
Add Interest Receipts		20,956.09	6 Security Transactions & Interest
Less April Market Value		(43,105,023.26)	7 Account Summary Page
Less April Accrued Interest		(28,892.83)	8 Account Summary Page
Earnings		(4,179.57)	

Change in Investment Market Value	955,412.77	(1 - 7)
Change in Accrued Interest	1,312.29	(2 - 8)
Change in Cash	(960,904.63)	(sum 3 thru 6)

Investment Entries			
<i>To Record Investment Activity</i>	Debit	Credit	Source Document
Cash		979,079.57	Security Transactions & Interest
Investments	955,412.77		Amortization/Accretion
Investment Income	23,666.80		Earnings
To record investment income/changes			
Cash	18,174.94		Security Transactions & Interest
Accrued Interest	1,312.29		Accrued Interest Difference
Investment Income		19,487.23	Earnings
To record interest income/changes			

Notes:

1. Earnings are calculated using Market Value. This includes unrealized gains and losses, and income.

Summary Portfolio General Ledger Entries¹

Earnings Calculation		Market Value Basis	Source Document
6/30/2016			
June Market Value		42,135,904.31	1 Account Summary Page
June Accrued Interest		27,522.73	2 Account Summary Page
Less (Purchases & Deposits)		(536,056.29)	3 Security Transactions & Interest
Less Purchased Interest		-	4 Security Transactions & Interest
Add (Sales, Maturities, Paydowns, Withdrawals)		2,530,000.00	5 Security Transactions & Interest
Add Interest Receipts		22,353.03	6 Security Transactions & Interest
Less May Market Value		(44,068,848.37)	7 Account Summary Page
Less May Accrued Interest		(30,205.12)	8 Account Summary Page
Earnings		80,670.29	

Change in Investment Market Value	(1,932,944.06)	(1 - 7)
Change in Accrued Interest	(2,682.39)	(2 - 8)
Change in Cash	2,016,296.74	(sum 3 thru 6)

Investment Entries		Debit	Credit	Source Document
<i>To Record Investment Activity</i>				
Cash		1,993,943.71		Security Transactions & Interest
Investments			1,932,944.06	Amortization/Accretion
Investment Income			60,999.65	Earnings
To record investment income/changes				
Cash		22,353.03		Security Transactions & Interest
Accrued Interest			2,682.39	Accrued Interest Difference
Investment Income			19,670.64	Earnings
To record interest income/changes				

Notes:

1. Earnings are calculated using Market Value. This includes unrealized gains and losses, and income.

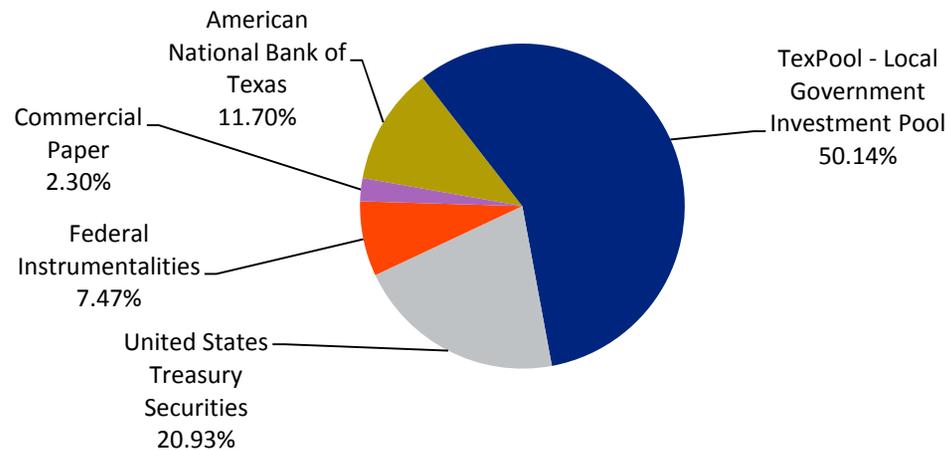
Investment Officer's Certification

This report is prepared for City of Rowlett (the "City") in accordance with Chapter 2256 of the Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report which covers the month ended June 30, 2016, is signed by the City's investment officers and includes the disclosures required in the PFIA.

The investment portfolio complied with the PFIA and the City's approved Investment Policy and Strategy throughout the month. All investment transactions made in the City's portfolio during this month were made on behalf of the City and were made in full compliance with the PFIA and the City's approved Investment Policy.

Kim Galvin, CGFO, MPA, Director of Financial Services

Wendy Badgett, Assistant Director of Financial Services



Security Type ¹	Amortized Cost (Includes Interest)	Allocation Percentage	Notes	Permitted by Policy	In Compliance
American National Bank of Texas	5,575,282.98	11.70%		100%	YES
TexPool - Local Government Investment Pool	27,459,500.20	57.60%		100%	YES
United States Treasury Securities	9,977,319.49	20.93%		100%	YES
United States Government Agency Securities	-	0.00%		100%	YES
Federal Instrumentalities	3,558,683.36	7.47%	2	100%	YES
Mortgage-Backed Securities	-	0.00%	2,3	20%	YES
Certificates of Deposit	-	0.00%		20%	YES
Repurchase Agreements	-	0.00%		20%	YES
Commercial Paper	1,098,543.57	2.30%		25%	YES
Corporate Notes TLGP - FDIC Insured	-	0.00%		50%	YES
Bankers' Acceptances	-	0.00%		25%	YES
State and/or Local Government Debt	-	0.00%		25%	YES
Fixed Income Money Market Mutual Funds	-	0.00%		50%	YES

Notes:

1. End of month trade-date amortized cost of portfolio holdings, including accrued interest.
2. The combined total of Federal Instrumentalities and Mortgage Backed Securities can not be more than 100%. The combined total as of June 30, 2016 is 7.47%.
3. The Investment Policy does allow for Government and Federal Agency mortgage backed securities (MBS). Which is limited to GNMA, FHLMC, and FNMA mortgage backed securities. GNMA securities have the full faith and credit of the United States Treasury. As of September 6, 2008, FHLMC and FNMA have been under conservatorship with the United States Treasury. PFM has imposed an internal maximum allocation limit of 20% in MBS'. PFM will notify the City prior to adding MBS' to the portfolio.

Individual Issuer Breakdown	Amortized Cost (Includes Interest)	Allocation Percentage	Notes	Permitted by Policy	In Compliance
Government National Mortgage Association (GNMA)	-	0.00%		40%	YES
Federal Farm Credit Bank (FFCB)	-	0.00%		40%	YES
Federal Home Loan Bank (FHLB)	-	0.00%		40%	YES
Federal National Mortgage Association (FNMA)	-	0.00%		40%	YES
Federal Home Loan Mortgage Corporation (FHLMC)	3,558,683.36	7.47%		40%	YES
JP Morgan Chase & Company Commercial Paper	549,251.85	1.15%		5%	YES
Toyota Motor Corporation Commercial Paper	549,291.72	1.15%		5%	YES

Important Disclosures

This material is based on information obtained from sources generally believed to be reliable and available to the public, however PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some but not all of which are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values which include accrued interest, are derived from closing bid prices as of the last business day of the month as supplied by a third party vendor. Where prices are not available from generally recognized sources the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in portfolio are included in the maturity distribution analysis to their stated maturity date, although they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount, expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

Glossary

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction occurs on a non-business day (i.e. coupon payments and maturity proceeds), the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred however the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 5C

TITLE

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

STAFF REPRESENTATIVE

Brian Funderburk, City Manager



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 7A

TITLE

Consider action to approve minutes from the July 19, 2016 City Council Regular Meeting.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

- (b) The minutes must:
 - (1) state the subject of each deliberation; and
 - (2) indicate each vote, order, decisions or other action taken.

RECOMMENDED ACTION

Move to approve, amend or correct the minutes for the July 19, 2016 City Council Regular Meeting.

ATTACHMENT

07-19-16 City Council Regular Meeting Minutes



City of Rowlett

Meeting 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.

Tuesday, July 19, 2016

5:45 P.M.

Municipal Building – 4000 Main Street

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 Gottel, Mayor Pro Tem Dana-Bashian, Deputy Mayor Pro Tem Sheffield, Councilmember van Bloemendaal, Councilmember Bobbitt, Councilmember Brown, and Councilmember Hargrave.

1. CALL TO ORDER

Mayor Gottel called the meeting to order at 5:45 p.m.

2. EXECUTIVE SESSION

3. WORK SESSION (5:45 P.M.) * Times listed are approximate.

3A. Joint Work Session of Animal Advisory Board and Council. (45 minutes)

Chair Trey Scott called the Board to order at 5:46 p.m. Members present were Lt. Marvin Gibbs, Maria Martinez, David Erickson, Deana Seigler, and Dawna Carabajal. Mr. Scott reviewed accomplishments of the Shelter over the past year, which maintained a live release rate of 98% for the past 3 ½ years. He presented the working topics for the Board, which included a disaster preparedness plan, an update to the Shelter's surrender policy, and an amendment to the barking dog ordinance. Future topics the Board would like to see addressed would be the cooling/heating issues, and a proposed new shelter to keep up with the rising demands on the outdated and currently too small shelter.

Discussion regarding further consideration of surrender policy and barking ordinance. Facility maintenance staff will address the cooling system issue and research will be conducted regarding future needs and possible inclusion in future bond issue for a new shelter. Mr. Scott adjourned the Board at 6:44 p.m.

3B. Discuss the plan to upgrade the water meter reading system. (30 minutes)

Kim Wilson, Director of Financial Services, reviewed the history of the water meter system, the system update, and the two options available: drive by and fixed base. She reviewed the online access and features available to customers with the fixed base system, which is staff's recommendation.

- 3C.** Update City Council on Employee Benefits Strategy for Fiscal Year 2017 to include Plan Performance Updates and the Wellness Plan. (30 minutes)

Richard Jones, Director of Human Resources, reviewed the history of the City's employee medical insurance cost changes, the continued use of Compass, the reinstatement of the employee clinic, the projected budget for FY 2017, and decreased workers' compensation claims for this fiscal year.

4. DISCUSS CONSENT AGENDA ITEMS

Mayor Gottel asked that item 7C be pulled for Individual Consideration. Deputy Mayor Pro Tem Sheffield asked that item 7B be pulled for Individual Consideration. Staff requested that item 7G be pulled from the agenda.

Council adjourned the Work Session at 7:39 p.m.

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

Council reconvened in the Regular Session at 7:44 p.m.

INVOCATION – Alton McKinley, Rowlett Friendship Baptist Church

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

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of proclamation by Councilmember Martha Brown to Pastors Michael and Vicki Hankins of Church in the City, recognizing 20 years of service to their church and their leadership in the Rowlett community.

Councilmember Brown presented the proclamation to the Hankins. Pastor Hankins made some personal remarks.

- 5B.** Presentation of \$2,000 donation from Looter Booters to Rebuild Rowlett Fund.

Mayor Pro Tem Dana-Bashian introduced Char Richardson, representing the Looter Booters, who presented a check in the amount of \$2,000 for funds raised during their Pub Crawl. Plans are to hold another event in the fall. Ms. Richardson announced the "Surrounding RPD in Prayer" event on Saturday, July 23rd from 8-9 p.m. at Rowlett Police Department, 4401 Rowlett Road.

- 5C.** Hear presentation of the Monthly Financial report for the period ending May 31, 2016.

Kim Wilson, Director of Financial Services, presented the financial 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 Gottel took a moment of silence to remember the law enforcement officers who had lost their lives in Baton Rouge and for those victims in Nice, France. He announced the following:

COUNCIL MEETINGS

- NEXT REGULAR COUNCIL MEETINGS WILL BE HELD ON TUESDAY, AUGUST 2ND AND 16TH

P & Z MEETINGS

- MEETING WILL BE HELD ON TUESDAY, JULY 26TH IN THE ANNEX CONFERENCE ROOM AT 6:30PM
- AUGUST MEETINGS: 9TH AND 23RD

REBUILD ROWLETT “GO FUND ME” AND “PAYPAL” ACCOUNTS

- THE ROWLETT CHAMBER FOUNDATION, A NON-PROFIT ORGANIZATION, STARTED REBUILD ROWLETT GO FUND ME AND PAYPAL ACCOUNTS
- MAKE A TAX-DEDUCTIBLE DONATION TO HELP ROWLETT RESIDENTS REBUILD THEIR LIVES AND HOMES
- WWW.GOFUNDME.COM/REBUILDROWLETT
- PAYPAL – WWW.REBUILDROWLETT.ORG

ROWLETT LIBRARY

- YOU HAVE A FEW MORE WEEKS OF THE SUMMER READING PROGRAM
 - RUNS THROUGH JULY 30
 - PROGRAMS FOR ALL AGES – 5-12, 13-18 AND ADULTS!
 - CHECK ALL THE DETAILS AT THE LIBRARY’S WEBSITE @WWW.ROWLETT.COM/LIBRARY OR FACEBOOK PAGE @ WWW.FACEBOOK.COM/ROWLETTPUBLICLIBRARY

PARKS AND RECREATION

- WET ZONE OPEN DAILY EXCEPT TUESDAYs
 - CHECK WEBSITE FOR OPERATING HOURS; www.rowlett.com/wetzone
- SUMMER CONCERT SERIES – 7:00 P.M. FRIDAY NIGHTS IN AUGUST AT PECAN GROVE PARK
 - FREE ADMISSION
 - FEATURES A VARIETY OF FOOD TRUCKS
 - AUGUST 5 – WALKIN THE LINE (JOHNNY CASH TRIBUTE BAND)
 - AUGUST 12 – ESCAPE (JOURNEY TRIBUTE BAND)
 - AUGUST 19 – TIME TRAIN (VARIETY BAND)
 - AUGUST 26 – ME AND MY MONKEY (BEATLES TRIBUTE BAND)
 - MORE INFO AT WWW.ROWLETT.COM/SUMMERCONCERTSERIES

ANIMAL SHELTER

- LOW COST VACCINE CLINIC AT ANIMAL SHELTER –
 - SATURDAY, AUGUST 20TH, 1 – 3PM
 - LOCATED AT 4402 INDUSTRIAL ST.
 - SHELTER IS OPEN MONDAY – SATURDAY, 10AM – 5PM

Animal Shelter staff brought Mathis, a Lab mix, who is one of the several dogs and cats available for adoption at the animal shelter.

6. CITIZENS' INPUT

Michael Redmond, 7409 Silver Lake Drive, Rowlett; spoke regarding the extension of his street.

7. CONSENT AGENDA

- 7A.** Consider action to approve minutes from the July 5, 2016 City Council Regular Meeting, the July 8-9, 2016 City Council Planning and Strategy Session, and the July 12, 2016 City Council and Arts and Humanities Commission Joint Work Session.

This item was approved on the Consent Agenda.

- 7B.** Consider all matters incident and related to the issuance and sale of "City of Rowlett, Texas General Obligation Improvement Bonds, Series 2016," including the adoption of an ordinance authorizing the issuance of such bonds and approving all other matters incident thereto.

This item was pulled for Individual Consideration.

Marti Shew, with FirstSouthwest, the City's financial advisors, reviewed the details of the bond sale.

A motion was made by Mayor Pro Tem Dana-Bashian, seconded by Councilmember Hargrave, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as ORD-029-16.

- 7C.** Consider action to approve a resolution allowing the City Manager to negotiate and execute a contract for MXU replacement and meter reading system upgrade with Aqua-Metrics, Sensus and Pedal Valve Inc. for an amount not to exceed \$2.4 million.

This item was pulled for Individual Consideration.

Kim Wilson, Director of Financial Services, reviewed the history of the water meter system, the system update, and the two options available: drive by and fixed base. She reviewed the online access and features available to customers with the fixed base system, which is staff's recommendation.

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Bobbitt, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was approved as RES-083-16.

- 7D.** Consider action to approve a resolution exercising the second of four one-year renewal options for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of sixty thousand dollars (\$60,000) for the Community Services Code Enforcement Division.

This item was approved as RES-084-16 on the Consent Agenda.

- 7E. Consider action to approve a resolution scheduling the official public hearing date for public comment regarding an amendment to the City's Roadway Impact Fees for 7:30 p.m. on September 6, 2016.

This item was approved as RES-085-16 on the Consent Agenda.

- 7F. Consider action to approve a resolution entering into an Interlocal Agreement with the City of Carrollton, which will allow both cities to cooperatively purchase goods and services under each other's competitively bid contracts.

This item was approved as RES-086-16 on the Consent Agenda.

- 7G. Consider action to approve a resolution accepting the bid of \$72,989.00 from TRI-CON Services and executing a Public Works contract for construction services in the downtown district of Main Street from Commerce Street to Ponder Street and authorizing the Mayor to execute the necessary documents for said services.

This item was pulled from the Agenda.

Passed the Consent Agenda

A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Brown, 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. Consider action to approve a resolution amending the Bylaws of Tax Increment Reinvestment Zone Number Two, for automatic Council membership on the TIRZ Board of Directors, and appointing a chairperson to serve for 2017.

Jim Grabenhorst, Director of Economic Development, presented this item.

A motion was made by Mayor Pro Tem Dana-Bashian, seconded by Councilmember van Bloemendaal, to approve the item as presented and appoint the position of Deputy Mayor Pro Tem as Chairperson. The motion carried with a unanimous vote of those members present. This item was approved as RES-088-16.

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

9. ADJOURNMENT

Mayor Gottel adjourned the meeting at 8:51 p.m.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/2016

AGENDA ITEM: 7B

TITLE

Consider action to approve a resolution accepting the bid and awarding the contract to Dyna-Mist Construction in the amount of \$74,169 for the Katy Railroad Park Soccer Field Project consisting of two (180' X 120') practice soccer fields and authorizing the Mayor to execute the necessary documents for said services.

STAFF REPRESENTATIVE

Angela Smith, Director of Parks and Recreation
Walter Allison, PE City Engineer

SUMMARY

This project consists of constructing two (180' X 120') practice soccer fields at the Katy Railroad Park. The purpose of the resolution is to award the bid to Dyna-Mist Construction.

BACKGROUND INFORMATION

On February 10, 2015, Council approved a bond referendum that included \$4.1 million for the park improvements as part of the Community Investment Program. The 2015 bond election was held May 9, 2015 and passed with 87.8% of the vote.

Community Investment Program Bond Referendum	FY2016	FY2017	FY2018	Total Three Year
<u>Total Park Related CIP Bond Funding</u>	<u>\$1,957,500</u>	<u>\$435,900</u>	<u>\$1,731,100</u>	<u>\$4,124,500</u>
<u>Katy Railroad Park Funding:</u>				
Katy Railroad Park Soccer	\$100,000			\$100,000
Katy Railroad Park Phase 2	_____ -	_____ -	<u>310,000</u>	<u>310,000</u>
Total Katy Railroad Park Funding	<u>\$100,000</u>	<u>\$_____ -</u>	<u>\$310,000</u>	<u>\$410,000</u>

DISCUSSION

This project consists of construction of two (180' X 120') practice soccer fields at the Katy Railroad Park as envisioned in the bond election. The fields will be located in the north central part of the park as shown in the picture below.



Notice to Bidders was published in the *Dallas Morning News* on May 26 & June 2, 2016 as well as being posted on the City website. Sealed bids were received in the Purchasing Office until 2:00 PM, on June 10, 2016 and then publicly opened and read aloud in the City Annex Conference Room, 4004 Main Street, Rowlett, Texas 75088 in accordance with Texas Local Government Code.

Two bids were received and tabulated as shown in Exhibit A – Bid Tabulation. Bids ranged from \$89,184 to \$91,655. The low bid received for the Total Base Bids was received from Dyna-Mist Construction in the amount of \$89,184. In order to stay within budget of the project, line item three has been omitted from the bid as part of the acceptance. The sidewalk will be constructed through a partnership with Public Works and Parks and Recreation. Therefore, the total awarded bid amount will total \$74,169. This allows the project to stay within the budget of \$100,000 given the total design costs of \$17,050.

Financials were reviewed by the Chief Financial Officer Kim Galvin. It was determined that Dyna-Mist is financially sound and capable of completing this project without financial difficulty. City Consultant, Binkley & Barfield-C&P, Inc., Incorporated has checked the past performance for this Contractor and recommends awarding the project to Dyna-Mist Construction. The proposed construction timeframe is 120 calendar days.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$74,169 is available in the Bond Fund budgeted for Katy Railroad Park Soccer Field (PK2107).

Project Code	Account or Project Title	Budget Amount	Proposed Amount
PK2107	Katy Railroad Park Soccer Field	\$100,000	\$74,169
Total		\$100,000	\$74,169

RECOMMENDED ACTION

Staff recommends City Council approve a resolution accepting the bid and awarding contract to Dyna-Mist Construction in the amount of \$74,169 for the Katy Railroad Park Soccer Field Project consisting of two (180' X 120') soccer fields and authorizing the Mayor to execute the necessary documents for said services.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONSTRUCTION CONTRACT TO DYNA-MIST CONSTRUCTION IN THE AMOUNT OF \$74,169 FOR THE KATY RAILROAD PARK SOCCER FIELD PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID SERVICES PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to construct the Katy Railroad Park Soccer Project as part of the Community Investment Program and 2015 bond election; and

WHEREAS, the Purchasing Division has taken sealed bids as per bid #2016-19 and is recommending award to the lowest qualified bid meeting specifications; and

WHEREAS, City staff and Binkley & Barfield-C&P, Inc. representatives recommend that the contract be awarded to Dyna-Mist Construction, as the lowest responsible bidder for its total base bid; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award the contract to Dyna-Mist Construction, Incorporated for the soccer field improvements.

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

Section 1: That the City Council of the City of Rowlett does hereby accept the bid of and award a contract to Dyna-Mist Construction for the Katy Railroad Soccer Field Project in the amount of \$74,169.

Section 2: That the City Council does further authorize the Mayor to execute the necessary documents on behalf of the City, subject to approval by the City Attorney, and to issue purchase orders to conform to this resolution.

Section 3: That this resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – Bid Tabulation

KATY RAILROAD PARK SOCCER FIELD
 BID No. 2016-19 TABULATIONS
 BIDS OPENED JUNE 10, 2016 2PM

Item	Description	Units	Bid Quantity	Dyna-Mist Construction		Wall Enterprises		Engineer's Estimate	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Unclassified Excavation	CY	440	\$9.10	\$4,004.00	\$17.00	\$7,480.00	\$8.00	\$3,520.00
2	Embankment	CY	660	\$18.25	\$12,045.00	\$17.00	\$11,220.00	\$8.00	\$5,280.00
3	Construct Concrete Sidewalk	SY	165	\$91.00	\$15,015.00	\$62.00	\$10,230.00	\$53.00	\$8,745.00
4	Construction Entrance	EA	1	\$2,300.00	\$2,300.00	\$2,400.00	\$2,400.00	\$1,000.00	\$1,000.00
5	Inlet Protection	EA	2	\$375.00	\$750.00	\$150.00	\$300.00	\$250.00	\$500.00
6	Silt Fence	LF	1,500	\$3.00	\$4,500.00	\$2.00	\$3,000.00	\$1.50	\$2,250.00
7	SWP3 Preparation & Implementation	LS	1	\$800.00	\$800.00	\$950.00	\$950.00	\$2,500.00	\$2,500.00
8	Mobilization	LS	1	\$5,500.00	\$5,500.00	\$8,900.00	\$8,900.00	\$5,000.00	\$5,000.00
9	General Site Preparation	LS	1	\$1,200.00	\$1,200.00	\$9,800.00	\$9,800.00	\$2,500.00	\$2,500.00
10	Project Sign	EA	1	\$400.00	\$400.00	\$650.00	\$650.00	\$500.00	\$500.00
11	Irrigation System	LS	1	\$15,580.00	\$15,580.00	\$17,300.00	\$17,300.00	\$30,000.00	\$30,000.00
12	Furnish and Place Topsoil (1" depth)	SY	10,500	\$2.58	\$27,090.00	\$1.85	\$19,425.00	\$1.50	\$15,750.00
				Total Bid =	\$89,184.00	Total Bid =	\$91,655.00	Total Bid =	\$77,545.00



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 7C

TITLE

Consider action to approve a resolution for Amendment Number 1 to the contract with Lee Engineering in the amount of \$153,130 to provide additional engineering services for the design of the SH66/Dalrock Road Intersection Improvement Project to meet Texas Department of Transportation (TxDOT) Dallas District Standard Operating Procedure and authorizing the Mayor to execute the necessary documents.

STAFF REPRESENTATIVE

Noel Thompson, Interim Director of Public Works
Walter Allison, PE City Engineer

SUMMARY

This project consists of designing the left and right turn lanes and extending the outside lane east through the State Highway 66 (SH66) and Dalrock Road intersection. The project scope also includes designing the intersection improvements at SH66 and Amesbury Lane. The purpose of this item is to amend the design contract with Lee Engineering to meet TxDOT requirements and qualify for potential grant funding.

BACKGROUND INFORMATION

The increasing traffic congestion at the SH66 and Dalrock Road intersection is an issue resulting from the increase in population over the last decade.

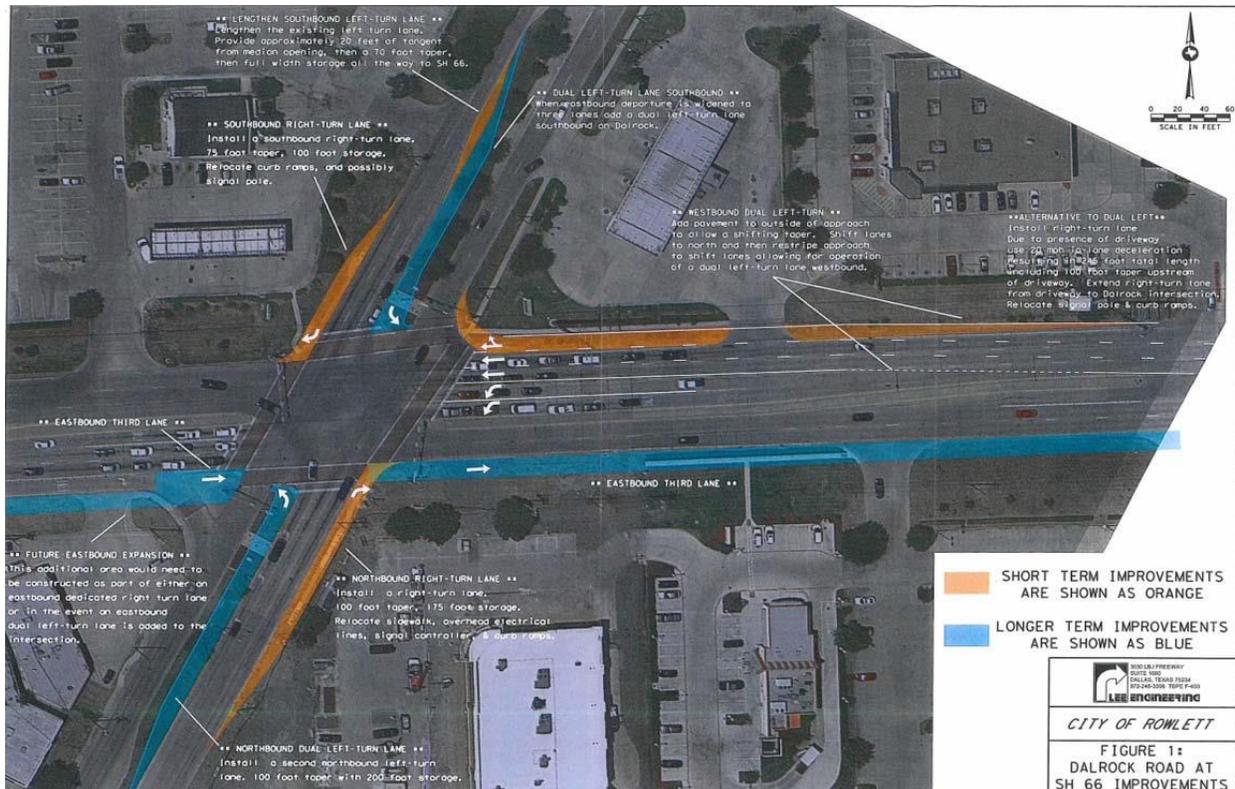
On September 19, 2012, staff met with representatives from the Rockwall County Planning Consortium to submit projects for consideration. Rockwall County included the Dalrock Road and SH66 intersection improvements in their Capital Improvement Program.

On October 8, 2012, Lee Engineering was issued a task authorization to conduct an intersection analysis and to provide recommendations on how to improve traffic flow through the intersection at Dalrock and SH66. The consultant analyzed signal timing, crash data, traffic counts and existing utility lines. The consultant submitted their recommendations and estimated cost of construction of \$2.3 million in January, 2013.

On February 4, 2013, staff submitted a proposal to Dallas County to include this project in their Major Capital Improvement Program (MCIP) 6th Call for Projects.

On August 19, 2013, Dallas County agreed to include this project in their current MCIP.

On January 17, 2014, staff and Lee Engineering met with TxDOT to review the proposed scope of the project. After review of traffic data and studies, the City and TxDOT recommended the project as shown below.



On June 3, 2014, Council approved a resolution to award a design contract to Lee Engineering for design of the SH66 and Dalrock project.

DISCUSSION

The SH66 and Dalrock Road intersection is located within four different jurisdictions: Dallas County, Rockwall County, TxDOT, and the City of Rowlett. The unique location of the intersection provides the City with the opportunity to leverage funding from multiple sources.

Although the City has the opportunity to reduce its contribution substantially by engaging these other agencies, only Dallas County has committed to funding of \$590,000 in Fiscal Year 2019. The City is working with the Rockwall Consortium on potential funding, but does not have a definite commitment of funding at this time.

TxDOT has submitted this project to the Highway Safety Improvement Program (HSIP) as another potential source of funding for this project, but the City has not received a definite commitment at this time.

In November, 2015, the City and Lee Engineering met with TxDOT on the project plan review and status. At this meeting, TxDOT suggested that the City consider other potential state and federal

funding sources such as Proposition 7. Proposition 7 is a state constitutional amendment to dedicate portions of revenue from the State’s general sales tax and use tax as well as from the motor vehicle sales and rental tax to the State Highway fund for non-tolled projects. In order to be eligible for Proposition 7 funding as well as potential federal funding, the plans must be in a format consistent with TxDOT Dallas District Standard Operating Procedure. In addition, there are additional environmental reviews and studies to meet state and federal requirements for potential funding.

Lee Engineering has provided the City a scope of work including additional review, design measures and re-formatting of plans to be in conformance with the TxDOT Dallas District Standard Operating Procedure. The proposed amendment 1 to the design contract is \$153,130 bringing the total contract to \$505,040.

CHANGE ORDER #	DATE	REASON FOR CHANGE	CHANGE ORDER AMOUNT
	06/03/14	Original contract for design services	\$352,910
1	08/02/16	Increase scope to include additional design measures and re-formatting to be in conformance with TxDOT standards	153,130
		Revised Contract	\$505,040

FINANCIAL/BUDGET IMPLICATIONS

The estimated construction cost of the SH66 and Dalrock improvements is \$1,092,405. With change order #1, the design contract with Lee Engineering will be \$505,040. General obligation bond funds in the amount of \$872,934 were allocated to ST2099 project budget in FY2015. Funds are available in the project account (ST2099) in the amount of \$153,130 for Amendment Number 1 to the Lee Engineering design contract. Additional funds from participating entities or the City of Rowlett will need to be added to construct the improvements.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
ST2099	SH66 and Dalrock Improvements	\$872,934	\$352,910
	Change Order #1	-	153,130
Total		\$872,934	\$505,040
Balance			\$367,894

RECOMMENDED ACTION

City staff recommends approval of a resolution for amendment Number 1 to the contract with Lee Engineering in the amount of \$153,130 to provide additional engineering services to meet TxDOT Dallas District Standard Operating Procedures and authorize the Mayor to execute the necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AMENDMENT NUMBER 1 IN THE AMOUNT OF \$153,130 TO THE CONTRACT WITH LEE ENGINEERING FOR DESIGNING THE LEFT AND RIGHT TURN LANES, AND EXTENDING THE OUTSIDE LANE EAST THROUGH THE SH66 AND DALROCK ROAD INTERSECTION; AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has been presented amendment Number 1 to the Lee Engineering Contract for design of Lakeview Parkway (SH66) and Dalrock Road Intersection Improvements; and

WHEREAS, Amendment Number 1 is in the amount of \$153,130, a copy of which is attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to approve Amendment Number 1 in the amount of \$153,130 to the Lee Engineering contract and to authorize the execution of the necessary documents.

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

Section 1: That the City Council of the City of Rowlett does hereby approve Amendment Number 1 to the Lee Engineering Contract in the amount of \$153,130 resulting in a new Lee Engineering contract aggregate amount of \$505,040, for the design of left and right turn lanes, and an extension of the outside lane east through the SH66 and Dalrock Road intersection.

Section 2: That the City Council does hereby authorize the Mayor to execute Amendment Number 1, attached hereto and incorporated herein by reference as Exhibit A, and does further authorize the issuance of appropriate purchase orders conforming to this resolution.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – Amendment Number 1

EXHIBIT A
SH66/DALROCK ROAD IMPROVEMENT
AMENDMENT NUMBER 1
ADDITIONAL DESIGN SERVICES
LEE ENGINEERING



ARIZONA
TEXAS
NEW MEXICO
OKLAHOMA

March 24, 2016

Mr. Walter Allison, P.E. (California)
City Engineer
City of Rowlett
4310 Industrial Street
Rowlett, TX 75088

Re: *Dalrock Road at SH 66 Intersection Improvements – Additional Design Services*

Dear Mr. Allison:

As a result of the potential for Federal funds for the construction of the intersection improvements to the Dalrock Road and SH 66 intersection, additional design details, additional submittals and other requirements will be necessary to meet TxDOT and Federal guidelines. The 95% plan set previously submitted on July 9, 2015 will serve as the 30% submittal plans in the new approval process. The services identified in this additional services request include the preparation of design plans, specifications, and cost estimate data to meet TxDOT and Federal documentation data. Additionally, Environmental Documentation will now need to be provided for this project and TxDOT's Plan Development Review Checklist for Local Government Projects will need to be followed. For the purposes of this proposal, we have assumed that the improvements will be designed for completion in a single phase.

Lee Engineering will follow the work items below in preparing updated design plans, specifications, and cost estimate data for intersection improvements at Dalrock Road and SH 66 and the Amesbury Lane and SH 66 improvements. This letter will be an agreement between the City of Rowlett and Lee Engineering, LLC to provide the additional services outlined in the Scope of Services below.

TASK 1 – DESIGN SERVICES

Task 1.1 – Project Management

- Provide monthly updates on project status.
- Coordinate work effort between Lee Engineering and subconsultants, review and submit project invoices and respond to questions regarding the project as they arise.
- Review and coordinate submittals to ensure City, TxDOT and Federal guidelines are satisfied.
- Meet with the City and/or TxDOT to discuss comments after the 60% and 95% submittals.

Task 1.2 – SUE Services

- No additional SUE services will be performed. All SUE services for the Dalrock Road and SH 66 intersection were performed as part of previous work on this project.

Task 1.3 – Surveying Services

- No additional surveying services will be performed. All surveying services for the Dalrock Road and SH 66 intersection were performed as part of previous work on this project.

Task 1.4 – Roadway Design Plans

- Prepare updated roadway plans for the Dalrock Road and SH 66 intersection improvements to meet TxDOT and Federal funding requirements and submit to the City and TxDOT as part of Task 1.7 for review at 60% and 95% stages of completion. Final (100%) plans will be provided after review comments from the 95% submittal.
- Roadway design plans will be developed as indicated in the attached scope for **Amendment #1** as provided by Chiang, Patel & Yerby (CP&Y), dated January 14, 2016. The roadway design work will include Environmental Documentation as required by TxDOT.

Task 1.5 – Traffic Signal Design Plans

- The traffic signal plans for the Dalrock Road and SH 66 intersection improvements will be updated as required based on comments from TxDOT to the previously submitted 95% plan set, and as needed for further submittals.
- The updated traffic signal plans will be submitted to the City and TxDOT as part of Task 1.7 for review at 60% and 95% stages of completion. Final (100%) plans will be provided after review comments from the 95% submittal.
- The plans will conform with and will only utilize TxDOT design standards. Applicable TxDOT detail sheets and standard sheets will be included, including updated foundation and signal mast arm details and quantities as required.

Task 1.6 – Contract Documents

- There are no changes to the Contract Documents task from our previous agreement as a result of the updated and modified plans. The scope and fee for this Task remain the same as provided in the previous agreement.

Task 1.7 – Design Package Submittals

- Submit design packages to the City and TxDOT for review at 60% and 95% stages of completion.
- We will address and incorporate comments to each submittal package as part of the following submittal.
- Submit final design (100%) package for bidding purposes.

Task 1.8 – Construction Engineering

- There are no changes to the Construction Engineering services from our previous agreement as a result of the updated and modified plans. The scope and fee for this Task remain the same as provided in the previous agreement.

Fee and Schedule

We will complete the Tasks identified in Task 1 above for a fee not to exceed \$155,730. The breakdown of the fees by Task and fee type is provided in the fee summary table provided below.

Fee Summary

Subtask	Description	Task 1	Fee Type
1	Project Management	\$13,400	Lump sum
4	Roadway Design Services	\$124,630	Lump sum
5	Traffic Signal Design Services	\$10,000	Lump sum
7	Design Package Submittals	\$5,100	Lump sum
TOTAL		\$153,130	

Any additional work requested beyond that described in this Scope of Services will be charged on an hourly basis.

The final signed and sealed design plans will be provided within 205 working days, excluding City and TxDOT review time, after receiving the notice to proceed. The schedule for the work to be performed as part of the Additional Services is summarized in the Schedule below.

Proposed Schedule

Task / Submittal	Duration (working days)	Total Working Days (from NTP) ¹
Schematic Plans	20	20
Environmental Documentation	150	150 ²
60% Plans	150 ^{3,4}	170
95% Plans	20 ⁴	190
100% Plans	15 ⁴	205

¹Does not include City and TxDOT review time

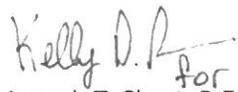
²Concurrent with development of Schematic and 60% Plans

³Submittal date dependent on getting preliminary Environmental Documentation approved

⁴After receiving City and TxDOT comments to previous submittal

If you have any questions, please contact me or Kelly Parma at (972) 248-3006. We appreciate the opportunity to submit this agreement and look forward to working with you on this project. If this agreement meets your approval, please sign below and return a copy of this letter as notice to proceed.

Sincerely,


 Joseph T. Short, P.E., PTOE
 President

Accepted:

_____ City of Rowlett

_____ Date



Partners for a Better Quality of Life

January 14, 2016

Mr. Kelly D. Parma, PE, PTOE
Lee Engineering, LLC
3030 LBJ Freeway, Ste 1660
Dallas, TX 75234

RE: Amendment #1 to CP&Y Scope and Fee for the Dalrock Road at SH 66 Improvements,
Rowlett, TX

Dear Mr. Parma:

CP&Y has put together Amendment #1 to provide additional scope of work for the Dalrock Road/SH 66 Intersection Improvement Project. This additional scope and fee is an amendment to the original contract fully executed between Lee Engineering and CP&Y on June 18, 2014.

The purpose of the amendment is to update the plan set prepared in accordance with the original contract to meet TxDOT Dallas District Standard Operating Procedure since the City of Rowlett will now be utilizing state funds for the construction of the improvements. In addition to the plan changes and additions there will also be the need for Environmental Documentation due to the need for additional right-of-way on the project.

The attached documents contain:

Exhibit A: Scope of Services to be provided by the CP&Y

Exhibit D: Fee Summary and Manhour Summaries for Roadway/Environmental Tasks

The fee for Amendment #1 is in the amount of \$124,629.45. Please note that no changes were made to the Construction Phase Services in the original contract as that Phase of work has not yet commenced and therefore no fee had been utilized. We anticipate that fee to be adequate with the assumption that the City will Let the project for construction. Should that not be the case, as previously discussed, we will need to amend that fee prior to construction.

CP&Y appreciates the opportunity to work with Lee Engineering on this project. If you have questions or need any additional information please contact me at 214.638.0500 or at TCochill@cpyi.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'T.E.T. Cochill', written in a cursive style.

Thomas E. T. Cochill, PE
Vice President

AMENDMENT #1 TO
EXHIBIT A
SCOPE OF SERVICES
FOR
Intersection Improvements of Dalrock Road/SH 66
ROWLETT, TEXAS

The scope of work for engineering services is an amendment to the original contract executed on June 18, 2014. The purpose of Amendment #1 is to update the plan set prepared in accordance with the original contract to meet TxDOT Dallas District Standard Operating Procedure since the City of Rowlett will be utilizing state funds for the construction of the improvements. The design will be in accordance with the Texas Department of Transportation (TxDOT) and the project will be Let for Construction by the City of Rowlett. Wherever possible, the standard drawings and specifications of City of Rowlett, Texas standard requirements) will be utilized. The Engineer will perform the additional necessary engineering and technical services for the PM & Administrative Tasks as well as Design Phase. The Construction Phase remains unchanged from the original contract.

PROJECT MANAGEMENT & ADMINISTRATIVE TASKS

1. Project Management, Administration and Coordination

The Engineer will establish and maintain project schedules and budgets, develop monthly progress reports, prepare invoices, and attend design meetings with the Owner and other entities on an as-needed basis during the project design.

2. Supervision of Subconsultants

The engineer will establish a work program and schedule for each subconsultant, identified in the appropriate sections of this document, at the beginning of the project. The engineer will be responsible for the coordination, supervision, review and

incorporation of the surveying, geotechnical investigations, environmental studies, public involvement, and other aspects of the work performed by subconsultants.

DESIGN PHASE SERVICES

1. General Design

Design Summary Report

The Engineer will develop a preliminary Design Summary Report (DSR) which shall form the basis of the design. This data will be furnished to the Owner and State for review and approval.

Pavement Design Justification Form

The Engineer will not be required to perform a pavement design report, however the Engineer will instead prepare the Justification Form with the intent to utilize the existing pavement design for planned improvements.

Project Title Sheet and Index of Sheets

A project title sheet, index of sheets and existing cross sections will be prepared as required for use in the construction plans in accordance with TxDOT.

Revision of Borders

The Engineer shall revise all border sheets in accordance with TxDOT.

Cross Sections

The Engineer will prepare cross sections at 50' intervals of the project during the design phase to facilitate the development of the appropriate vertical profile of the roadway.

2. Roadway Design

Preliminary Schematic Plan/Profiles

The Engineer will develop a schematic for the intersection improvements that follows the TxDOT schematic checklist. The Engineer shall not prepare a ROW map per TxDOT.

Existing Typical Sections

The Engineer will develop existing typical sections of SH 66 and Dalrock Rd.

Alignment Data Sheet

The Engineer will develop an alignment data sheet per TxDOT.

Plan and Profile Sheets

The Engineer will develop a vertical profile and revise the plan sheets to also include profile information.

3. Sequence of Work and/or Traffic Control Plans

Final Sequence of Work / Traffic Control Plan

The Engineer will revise traffic control plans to reflect latest geometry and lane tapers.

Advanced Warning Sheets

The Engineer will develop advanced warning sheets.

4. Drainage Design & Erosion Control Plans

Design Storm and Inlet Revisions

The Engineer will update inlet design and revise computations per TxDOT.

EPIC Sheet

The Engineer will prepare the EPIC sheet per TxDOT.

5. Signing and Striping

The Engineer will revise striping according to associated changes and new lane tapers.

6. Quantities/Summaries and Estimates

Quantities

Project quantities will be calculated and tabulated in a bid schedule. The bid schedule will be included in the Bid Documents.

Summary Sheets

The Engineer will develop summary sheets based on calculated quantities to be included in final plan set.

Construction Cost Analysis

An Engineer's Opinion of Probable Construction Cost will be prepared for the entire project using current unit cost data from TxDOT and the Engineer's database of recent bid information.

7. General Notes and Specifications

General Notes

A list of general notes necessary for the project will be compiled by the Engineer according to TxDOT specifications.

Specifications

A list of specifications necessary for the project will be compiled by the Engineer. Any special specifications will also be provided.

Special Provisions

A list of standard special provisions necessary for the project will be compiled by the Engineer.

Assemble and Incorporate Standard Drawings

The Engineer shall assemble, collect, and incorporate the necessary standard drawings needed for the plan set.

ENVIRONMENTAL DOCUMENTATION

I. Social, Economic and Environmental Studies and Public Involvement: Function Code 120

A. 120.1. Environmental Documentation

It is anticipated that the proposed improvements in this scope of work would be constructed within the existing operational right-of-way of Highway 66, with the exception of the Darlock Road intersection, which would require a minor amount of additional right-of-way. It is assumed that a Categorical Exclusion (CE) Checklist, with associated resource-specific Technical Reports, would be required for environmental clearance. The Engineer shall prepare Scope Development documentation (Scope Development Tool, Environmental Assessment Questionnaire, Land Use Description, and associated supporting documentation) for review and approval by the State.

Each environmental service provided by the Engineer shall have a deliverable. Deliverables shall summarize the methods used for the environmental services, and shall summarize the results achieved. The summary of results shall be sufficiently detailed to provide satisfactory basis for thorough review by the State, the Federal Highway Administration (FHWA), and (where applicable) agencies with regulatory oversight. All deliverables shall meet regulatory requirements for legal sufficiency.

ROW identification, beyond what is provided by the state, is not included as part of this work authorization. Additional ROW identification will require a supplemental agreement. State has been delegated review and approval authority of environmental documents from the Federal Highway Administration (FHWA).

II. Quality Assurance/Quality Control Review

- B. For each deliverable, the Engineer shall perform quality assurance quality control (QA/QC) reviews of environmental documents and on other supporting environmental documentation to determine whether documents conform with:
- i. Current SOUs, Standard Operating Procedures (SOPs) and Environmental Compliance Toolkits published by the State’s Environmental Affairs Division and in effect as of the date of receipt of the documents or documentation to be reviewed;
 - ii. Current state and federal laws, regulations, policies, guidance, and agreements between the State and other state or federal agencies, including the current FHWA National Environmental Policy Act of 1969 (NEPA) compliance procedures, Chapter 42 of the Texas Administrative Code, and guidance found on TxDOT’s Environmental Compliance Toolkit webpage in effect as of the date of receipt of the documents or documentation to be reviewed; and
 - iii. FHWA and American Association of State Highway and Transportation Officials (AASHTO) guidelines contained in “Improving the Quality of Environmental Documents, A Report of the Joint AASHTO and American Council of Engineering Companies (ACEC) Committee in Cooperation with the Federal Highway Administration” (May 2006) for:
 - a) Readability, and
 - b) Use of evidence and data in documents to support conclusions.

Upon request by the State, the Engineer shall provide documentation that the QA/QC reviews were performed by qualified staff.

- C. Deliverables shall contain all data acquired during the environmental service. All deliverables shall be written to be understood by the public and must be in accordance with the TxDOT On-Line Environmental Manual, current Standards of Uniformity (SOU), current guidelines, policies and procedures.

1. Electronic versions of each deliverable must be written in software which is compatible to the State and must be provided in a changeable format for future use by the State. The Engineer shall supplement all hard copy deliverables with electronic

copies in searchable Adobe Acrobat™ (.pdf) format, unless another format is specified. Each deliverable shall be a single, searchable .pdf file that mirrors the layout and appearance of the physical deliverable. The Engineer shall deliver the electronic files on CD-R or CD-RW media in Microsoft Windows format.

2. When the environmental service is to apply for a permit (e.g., United States Coast Guard (USCG) or United States Army Corps of Engineers (USACE), the permit and all supporting documentation shall be the deliverable.

D. Submission of Deliverables

1. Deliverables shall consist of reports of environmental services performed in addition to a Categorical Exclusion (CE) or Environmental Assessment (EA) document, when applicable.

2. The deliverables shall go through an internal quality review before being sent to the State.

3. All deliverables must comply with all applicable state and federal environmental laws, regulations and procedures.

E. The State will provide the State's, FHWA's and other agency comments on draft deliverables to the Engineer. The Engineer shall revise the deliverable:

1. to include any State commitments, findings, agreements, or determinations (e.g., wetlands, endangered species consultation, Section 106, Section 4(f)) required for the Transportation Activity as specified by the State;

2. to incorporate the results of public involvement and agency coordination;

3. to reflect mitigation measures resulting from comments received or changes in the Transportation Activity;

4. And include with the revised document a comment response form (matrix) in the format provided by the State.

F. All photographs shall be 3.5" x 5" color presentation printed on matte finish photographic paper or 3.5" x 5" color presentation printed on matte white, premium or photo quality laser or inkjet paper. All photographs shall be well focused and clearly depict details relevant to an evaluation of the project area. Provision of photographs shall be one original print of each image or electronic presentations of comparable quality.

Comparable quality electronic photograph presentations shall be at least 1200 x 1600 pixel resolution. Photographs shall be attached to separately labeled pages that clearly

identify project name, project identification (ID) number, address or Universal Transverse Mercator (UTM) of resource, description of the picture and direction of the photographic view. In addition to the hard-copy prints, an electronic version of each will be submitted with the same identification information as the hard-copy.

G. Deliverables:

- iv. Draft Scope Development Tool documentation for the project (includes responses to one round of State comments)
- v. Final Scope Development Tool documentation for the project

III. 120.2. Technical Reports

Definition of **technical** report for environmental services: a report detailing resource-specific studies identified during the process of gathering data to prepare an environmental document.

Technical reports shall be produced before the CE Determination Checklists are prepared in order to identify issues early in the process. The State will determine which reports will be necessary for any given project. Technical reports must be provided to the State with sufficient detail and clarity to support environmental determination(s). The CE Checklists will reference the technical reports.

Environmental technical reports will include appropriate National Environmental Policy Act of 1969 (NEPA) or federal regulatory language in addition to the purpose and methodology used in delivering the service. Technical reports will include sufficient information to determine the significance of impacts. Applying the thresholds found in TxDOT's Scoping Procedure for Categorical Excluded TxDOT Projects (June 2014), it is anticipated the following Reports and Forms may be required for the project:

- a) Project Description Report
- b) Community Impacts Assessment Form
- c) Water Resources Technical Report

- d) Biological Evaluation Form
- e) Historic Project Coordination Request
- f) Archeological Background Study
- g) Hazardous Materials Initial Site Assessment Form

H. Deliverables:

- i. Draft Technical Report for the project for each resource category listed above (includes two rounds of State comments)
- ii. Final Technical Report for the project for each resource category listed above

IV. 120.3. Categorical Exclusion (CE) Content and Format

In conformance with current State policies and guidelines, the Engineer shall assist the State with the preparation of a CE Checklist for each of the projects using the Technical Reports as itemized in Section 120.2 of FC 120 as supporting documentation.

I. Deliverables:

- i. Draft CE Checklist for the project (Includes responses to one round of State comments)
- ii. Final CE Checklist for the project

V. 120.4. Environmental Assessment (EA) Content and Format

No scope items related to this category are included in this Work Authorization.

VI. 120.5. Land Use and Socioeconomics

The Engineer shall perform Community Impact Assessments (including relocations and disproportionate impacts) in accordance with Executive Order 12898.

- J. Compile analysis to meet requirements of TA 6640.8A. Analysis must conform to applicable current State and FHWA guidance.
- K. Process for Community Impact Assessment should follow Community Impact Assessment: A Quick Reference for Transportation.
- L. Identify and evaluate the social and economic impacts of a Transportation Activity.
- M. Use appropriate data sources, such as the United States Census, windshield surveys, maps, public involvement, Multiple Listing Service, and aerial photographs to determine the potential for social impacts. Potential social impacts to be documented include:
 - i. Demographics (population, ethnic or racial distribution, income) based on the most recent census or projections. Census data needs to be presented at the lowest scale available, which for race and ethnicity is the block level. Census data should be compared to the next higher level of aggregation (i.e. block to block group) instead of to the city or the county as a whole. Income data and language data are not available at the block level, and so for these issues, block groups should be compared to census tracts. The document should present data for each block and block group in the study area. Data should be presented in tabular format, including percentages to make data more useable for comparison purposes.
 - ii. Estimate the numbers, types of occupancy (owner and tenant) and sizes (number of employees) of businesses and farms to be displaced and describe each. Discuss impacts to the community if businesses are unable to relocate within their current service area. Identify sites available in the area to which the affected business may relocate, the likelihood of such relocations, and potential impact on individual businesses and farms caused by displacement or by proximity of the proposed highway if not displaced.
 - iii. Other populations (disabled, elderly).
 - iv. Land uses in the project area (community services, schools, and others). Provide acreage estimates for each identified land use. Discuss current development

trends in the area and the local government plans and policies on land use and growth in the area which will be impacted by the proposed project. Discuss, if proposed, Transportation Activity conforms to plans and policies.

- v. Mobility (pedestrian, bicycle, transit, cars, rail).
- vi. Safety (traffic and potential for crime).
- vii. Identify other potential impacts identified in studies of social impacts.
- viii. Identify the property owners and tenants adjacent to a roadway project.
- ix. Identify all potential displacements.
- x. Identify tenure of properties to be displaced (whether owned or rented).
- xi. Identify potential replacement housing or other replacement sites using Multiple Listing Service for current market data. If Multiple Listing Service is not available, similar source shall be used, provide the rationale for selecting this source is provided in the document. Compare value of property to be displaced with price of available properties of similar size (number of bedrooms) in the area. Comparison between displaced housing and available housing should be provided by tenure. If the preferred alternative has been identified, identification of replacement housing shall be performed only for the preferred alternative. If existing housing inventory is insufficient, does not meet relocation standards, or is not within the financial capabilities of the displaced, a commitment to last resort housing should be included in the document.
- xii. Identify changes in neighborhood and community cohesion for the various social groups identified.
- xiii. Identify impacts on school districts, recreational areas, places of worship, businesses, police and fire protection, and other community services.

- xiv. Identify the racial, ethnic and income level of affected individuals and communities, in order to determine any disproportionate impacts on any minority or low-income individuals or communities.
- xv. Use public contact and public involvement to gather information from individuals and communities regarding social impacts of Transportation Activities. This includes fulfilling the requirements of Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).
- xvi. Identify possible mitigation measures to avoid or minimize any adverse impacts to the community or specific populations within the project area
- xvii. Estimate losses and gains to tax revenues due to the location of Transportation Activities.
- xviii. Identify and review subdivision plats, current land uses and anticipated land uses by windshield surveys or other type of surveys.
- xix. Evaluate travel modes and patterns in a study area, in order to determine any impacts a Transportation Activity may have on access to homes, businesses and community services. Use predictive models, observation, and public contact to determine travel modes and patterns. Identify potential changes in travel patterns due to Transportation Activities.
- xx. Identify and evaluate the potential for impacts to disabled and elderly individuals and populations. Use the United States Census and public contact to determine how Transportation Activities may impact these individuals and populations.
- xxi. Identify whether the project involves a pricing component. If a pricing component is involved, the document shall follow current State environmental guidance for toll projects.

VII. 120.6. Environmental Justice

The Engineer shall:

- N. Perform an environmental justice analysis. Studies shall fulfill the requirements of Executive Order 12898. Document shall provide a definition of Environmental Justice and describe the Executive Order.
- O. Identify Environmental Justice communities within the study area.
- P. Determine if the project would have disproportionately high and adverse impacts on Environmental Justice communities. All impacts identified in the Community Impact Assessment and other relevant studies should be considered to determine if the impacts disproportionately affect environmental justice communities.
- Q. Identify possible mitigation measures to avoid or minimize any adverse impacts to the environmental justice population within the project area.

VIII. 120.7. Limited English Proficiency

The Engineer shall:

- R. Demonstrate compliance in environmental documents with Executive Order 13166. Compliance is generally dependent on public involvement activities.
- S. Provide a definition of Limited English Proficiency and describe the Executive Order in the document.
- T. Identify populations with Limited English Proficiency and the language(s) spoken. Document must list specific commitments to provide access to Limited English Proficiency individuals.

IX. 120.8. Historic Resource Identification, Evaluation and Documentation Services

The Engineer shall perform non-archeological historic-age resource studies related to compliance with Section 106 and Section 110 of the NHPA (36 CFR 800). Such studies include, but are not limited to non-archeological historic-age resource surveys, research and documentation efforts leading to historic context statements, nominations to the National

Register of Historic Places (NRHP), Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) documents, and other mitigation activities such as creating, managing or updating inventories of historic-age properties. Identification, evaluation and documentation tasks shall be completed in accordance with the provisions of the Archeology and Preservation: Secretary of the Interior's Standards and Guidelines (48 FR Parts 44716 et seq. and requirements used by those of the National Park Service, and previously published in 36 CFR Part 61 (SOI Standards)).

The deliverables shall summarize the methods used for the historic resources studies, and shall summarize the results achieved. Each historic resources study shall have a deliverable. The summary of results shall be sufficiently detailed to provide satisfactory basis for thorough review by the State, FHWA, State Historic Preservation Office (SHPO), Texas Historical Commission (THC) and consulting parties. All deliverables shall be in sufficient detail to meet regulatory requirements for legal sufficiency. All deliverables shall be written to be understood by the public and must be in accordance with the TxDOT Environmental Compliance Toolkits and Attachment C to this Work Authorization.

Historic resource studies shall be performed and documented at sufficient levels to satisfy THC requirements for determining the presence of and documenting historically significant properties in the project Area of Potential Effects (APE) in accordance with 36 CFR 60 and 43 TAC, Part I, Chapter 2 and be State SOU/SOP compliant. All reports shall include the names and tasks performed of all technical experts associated with the project. Performance of non-archeological historic-age resource studies shall include the following tasks as specified in a Work Authorization. Deliverables shall be transmitted to the State in electronic and paper formats and meet the requirements set for in the State's SOUs/SOPs, as applicable.

U. This task includes the completion of the Project Coordination Request (PCR) for Historical Studies Form. The PCR shall be provided to the TxDOT Dallas District to initiate coordination with TxDOT Environmental Affairs Division historian (HIST). The APE shall be identified in coordination with the HIST. The following shall be included in the PCR:

- i. Project Information: Project description, actions subjected to federal permitting, targeted environmental clearance date, anticipated letting date, and ‘historic-age date’ (letting date minus 45 years).
- ii. Additional ROW per parcel involved (estimated in acres per parcel) and involved parcel acreage. Any easements (estimated in acres per parcel involved) and involved parcel acreage.
- iii. Aerial maps that include: existing and proposed ROW boundaries, APE, parcel boundaries for properties within the APE, known historic resources, and major street names.
- iv. Preliminary plans showing: existing and proposed ROW boundaries, temporary or permanent easements, any American with Disabilities Act (ADA) and Safe Routes to School (SRTS) improvements, property parcel boundaries, and building footprints within the APE.
- v. Existing and proposed typical roadway sections.
- vi. Results of the Texas Historic Sites Atlas search, identifying National Historic Landmarks (NHL), NRHP, Recorded Texas Historic Landmarks (RTHL), and Official Texas Historic Markers (OTHM) resources located within one-quarter mile of the project area listed in a table format and identified on color aerial map(s) or equivalent.
- vii. If applicable, clear identification of markers proposed to be relocated (as above) and copies of completed County Historical Commission (CHC) consultation letter(s).
- viii. If historic-age bridges are located in the project area, include: the bridge inventory number, results of historic bridge inventory search, listed in table format, aerial map(s) or equivalent with bridge location(s) identified, and copies of CHC consultation letter and results (as appropriate for project and in consultation with HIST).

- ix. Locations of rest area(s) and information about whether or not they have been evaluated for inclusion in the NRHP. Include a list of rest area(s) in table format and identify on an aerial map.
- x. When right-of-entry (ROE) is required (as determined in consultation with HIST), include dated ROE letter responses from affected land owners.
- xi. Identify consulting parties (as stipulated by federal and state historic preservation law).
- xii. Identify individuals, local governments and known historic preservation groups (listed with contact information).
- xiii. Representative and dated photographs of the project area, including buildings and structures in the APE and those adjacent, and road features (culverts, bridges, landscaping, etc.), and areas of proposed construction.

X. 120.9. Reconnaissance Survey for Historic Resources

No scope items related to this category are included in this Work Authorization.

XI. 120.10. Intensive Survey for Historic Resources

No scope items related to this category are included in this Work Authorization.

XII. 120.11. Archeological Background Studies

If determined necessary as a result of the scoping process, the Engineer shall:

- V. Prepare an Archeological Background Study conforming to current SOU, SOP, and/or Environmental Compliance Toolkit for Background Studies, available from the State.
- W. Undertake the following activities and demonstrate that these activities occurred by providing supporting data to the State.
 - i. Review site files at the Texas Archeological Research Laboratory (TARL) and THC to determine whether previously recorded archeological sites are present in the

area to be documented. Review of the Texas Archeological Sites Atlas shall be used for THC file review unless otherwise approved by the State.

- ii. If sites are present, consult relevant site forms and archeological reports to determine the characteristics of the sites.
 - iii. Produce a clearly reproducible map, based on the United States Geological Survey (USGS) 7.5' topographic maps, indicating areas where recorded archeological sites are present.
 - iv. Review Natural Resource Conservation Service (NRCS) soil maps, Bureau of Economic Geology (BEG) geological maps, historic maps, aerial photographs, planning documents, and USGS topographic maps to determine the general characteristics of the study area with respect to the identification of areas where preservation of archeological historic properties and SALs is likely and unlikely.
- X. Background studies comprise a review of existing data, including – but not limited to – the Texas Archeological Sites Atlas, geologic maps, soil maps, aerial photographs, and historic maps. Based on this review, the Engineer shall identify areas that require field investigation to evaluate the project's effects on archeological resources and areas in which the proposed project would have no effect on archeological resources. The Background Study shall be produced by a professional archeologist as defined in 13 TAC 26.5(52)(B).

XIII. 120.12. Archeological Surveys

If determined necessary following coordination of the Archeological Background Study with TxDOT, the Engineer shall conduct an Archeological Reconnaissance or Intensive Survey.

- a. The conduct of an Archeological Survey (Reconnaissance or Intensive) shall conform to the current SOU, SOP, and/or Environmental Compliance Toolkit for Archeological Survey Reports, available from the State. The Engineer shall undertake the following activities and demonstrate that these activities occurred by providing supporting data to the State.

- 1) Archeological surveys shall be performed for specific proposed transportation activities. Perform archeological surveys under a Texas Antiquities Permit issued by THC and signed by a State professional archeologist (TAC, Title 13, Part 2, Chapter 26).
- 2) Perform surveys, reporting, and documentation to satisfy the National Historic Preservation Act, Section 106 and Antiquities Code requirements for determining whether archeological sites are present in the project area, and whether test excavations or a higher level of archeological work is needed.
- 3) An archeological background study shall be performed prior to field work. If the Engineer has already performed an archeological background study or has been provided with a background study by the State, a new study will not be required.
- 4) A physical inspection of the project area.
- 5) Documentation of all conditions affecting the potential integrity of archeological deposits in accordance with regulations 36 CFR 60.4 governing eligibility for inclusion in the National Register of Historic Places and regulations TAC, Title 13, Part 2, Chapter 26.8, governing evaluation of archeological sites for designation as SAI.s.
- 6) Evaluation of the potential for intact archeological deposits to be present in the proposed project area.
- 7) Photo-documentation of evidence supporting a recommendation that deposits in the project area do or do not have sufficient integrity for the preservation of eligible sites. Photo-documentation shall provide a representative record of all relevant impacts reducing the integrity of potential archeological deposits in the project area.
- 8) Surveys will be done in accordance with THC survey standards, unless a different level of effort can be explicitly justified. Eligibility test excavations and data recovery excavations will be authorized at the sole discretion of the State and performed only under a permit specifically issued for that purpose.

- 9) The State encourages the use of mechanically excavated trenches as a reliable site prospection tool during intensive surveys. All trenches excavated for prospection shall be documented in sufficient detail to assure satisfaction of the National Historic Preservation Act, Section 106 and Antiquities Code information needs.
 - 10) Items for curation must be prepared in accordance with the most current standards published. The Engineer will contact ENV's Archeological Studies Section for a request for housing before sending items to the certified curation facility.
- b. Archeological Reconnaissance Surveys – If requested by the State, the Engineer shall conduct a Reconnaissance Survey as defined in 13 TAC 26.5(57) and 13 TAC 26.20(1). The Engineer shall submit a permit application for a Texas Antiquities Permit and a report on the work conducted under the permit. Permit applications for the conduct of an Archeological Reconnaissance Survey shall follow the current SOU for Individual Antiquities Permit Applications, which is available from the State. The content for Archeological Reconnaissance Survey reports shall follow the current SOU for Archeological Survey Reports, which is available from the State. The draft and final report shall also fulfill the reporting requirements for the Texas Antiquities Permit.
 - c. Archeological Intensive Survey - The Engineer shall conduct an Intensive Survey as defined in 13 TAC 26.5(35) and 13 TAC 26.20(2). The Engineer shall submit a permit application for a Texas Antiquities Permit and a report on the work conducted under the permit. Permit applications for the conduct of an Archeological Intensive Survey shall follow the current SOU for Individual Antiquities Permit Applications, which is available from the State. The content for Archeological Intensive Survey reports shall follow the current SOU, SOP, and/or Environmental Compliance Toolkit for Archeological Survey Reports, which is available from the State. The draft and final report shall also fulfill the reporting requirements for the Texas Antiquities Permit.
 - d. General Specifications for Archeological Reconnaissance and Intensive Survey Reports.

The Engineer shall adhere to the following:

- 1) All documentation not submitted for curation shall be submitted to the State.

- 2) Final survey reports shall be reproduced on archival quality paper. One printed copy of each site form shall be submitted on archival quality paper.
- 3) Surveys shall fully record all archeological sites present in the project area, to the extent feasible within the scope of a survey.
- 4) All tables, figures, and maps shall have a number, title, appropriate explanatory note, and a source reference. In addition, where applicable, a north arrow, a scale, and a key shall be displayed. All sections of USGS 7.5' quad sheets shall indicate the name of the sheet.
- 5) All bibliographic references in reports shall conform to the American Antiquity style guide.
- 6) Maps and figures for all reports and attachments shall be produced to minimize generation loss and shall be suitable for clear reproduction. Unless necessary, maps and figures shall be 8.5" x 11" pages. Continuation sheets for maps and figures should be used where reduction results in loss of legibility.

Note: If it is determined that artifact collection and curation, archeological significance testing, or archeological data recovery are needed, then a supplemental Work Authorization would be required. Further, should revisions occur to the current schematics or other factors arise (e.g., restricted access) necessitating more than two days of archeological field surveys, then a supplemental Work Authorization would be required.

XIV. 120.13. Air Quality Studies

No scope items related to this category are included in this Work Authorization.

XV. 120.14. Traffic Noise Studies

No scope items related to this category are included in this Work Authorization.

XVI. 120.15. Water Quality Studies

The Engineer shall:

- Y. Address all water quality studies in accordance with Section 303(d) of the Clean Water Act as administered by the Texas Commission on Environmental Quality (TCEQ).
- Z. Identify if the project will discharge to listed or threatened waters. List the segment number and name.
- AA. Identify if the project will discharge to a water body that is within five miles upstream of listed or threatened waters.
- BB. Identify the pollutant(s) in the discharge for which the water body is listed.
- CC. Identify if the project could discharge the pollutant identified in (d) above. If yes, discuss measures that will be taken to prevent or reduce the likelihood of such a discharge.
- DD. Discuss the Best Management Practices that will be used-particularly at the discharge point to the water body to meet other water quality regulations, such as vegetative swales, silt fencing, compliance with the Texas Pollutant Discharge Elimination System (TPDES).

XVII. 120.16. Determining Impacts to Waters of the United States, including Wetlands

- EE. The Engineer shall identify all waters within the boundaries of the project area.
- FF. The Engineer shall make a preliminary determination of USACE jurisdiction. Restrict the level of effort to identification without formal delineation
- GG. The Engineer shall delineate waters of the United States, including wetlands.
 - i. Provide documentation which shall include all field work and compilation of field documentation for wetland delineations. Wetland delineations shall be performed in accordance with the current USACE Wetlands Delineation Manual (Technical Report Y-87-1) and, if appropriate, the Great Plains, Arid West, or Atlantic and Gulf Coastal Plain Supplement to Technical Report Y-87-1.
 - ii. Map the boundaries of the waters of the United States with the global positioning system per guidance from the USACE-Galveston.

XVIII. 120.17. Wild and Scenic Rivers

No scope items related to this category are included in this Work Authorization.

XIX. 120.18. Edwards Aquifer Impact

No scope items related to this category are included in this Work Authorization.

XX. 120.19. Floodplain Impacts

The Engineer shall determine whether the Transportation Activity has the potential to affect floodplains. Document Trinity River Corridor Development Certificate Regulatory Zone requirements (Dallas and Fort Worth Districts), and International Boundary Water Commission (IBWC) requirements (Transportation Activity within the floodplain of the Rio Grande) if the project is within the area covered by these regulations. Studies for floodplain impacts shall fulfill the requirements of Executive Order 11988 and 23 CFR 650, Subpart A.

- HH. Briefly describe the watershed characteristics of the study area in terms of land uses and changes in land use that may affect stream discharge.
- II. Briefly describe the streams in the study area, including evidence of stream migration, down cutting, or aggradations.
- JJ. Identify the presence and nature (e.g., zone A, zone AE, zone AE with floodway) of any Federal Emergency Management Agency (FEMA) mapped floodplains. Include the panel number.
- KK. Indicate the existence of any significant development associated with the mapped area and identify the jurisdiction responsible for the floodplain.
- LL. Identify the locations where an alternative will encroach on the base (100-year) floodplain ("encroachments"), where an alternative will support incompatible floodplain development and the potential impacts of encroachments and floodplain development. This identification should be included in the text and on a map.
- MM. Include a list of all jurisdictions having control over floodplains for each alternative.

- NN. Where an encroachment or support of incompatible floodplain development results in impacts, the report shall provide more detailed information on the location, impacts and appropriate mitigation measures. In addition, if any alternative (1) results in a floodplain encroachment or supports incompatible floodplain development having significant impacts, or (2) requires a commitment to a particular structure size or type, the report shall include an evaluation and discussion of practicable alternatives to the structure or to the significant encroachment. The report shall include exhibits which display the alternatives, the base floodplains and, where applicable, the regulatory floodplains.
- OO. For each alternative encroaching on a designated or regulatory floodplain, the report shall provide a preliminary indication of whether the encroachment would be consistent with or require a revision to the regulatory floodplain. If the preferred alternative encroaches on a regulatory floodplain, the report shall discuss the consistency of the action with the regulatory floodplain. In addition, the report shall document coordination with FEMA and local or state agencies with jurisdiction indicating that revision would be acceptable or that a revision is not required.
- PP. If the preferred alternative includes a floodplain encroachment having significant impacts, the report shall include a finding that it is the only practicable alternative as required by 23 CFR 650, Subpart A. The finding shall refer to Executive Order 11988 and 23 CFR 650, Subpart A. In such cases the report shall document compliance with the Executive Order 11988 requirements and shall be supported by the following information:
- i. The reasons why the proposed action must be located in the floodplain;
 - ii. The alternatives considered and why they were not practicable; and
 - iii. A statement indicating whether the action conforms to applicable state or local floodplain protection standards;

XXI. 120.20. Coastal Zone and Barrier Impacts

No scope items related to this category are included in this Work Authorization.

XXII. 120.21. Stormwater Permits (Section 402 of the Clean Water Act)

The Engineer shall:

- QQ. Describe the need to use the TPDES General Permit, TX 150000. The text will describe how the project will comply with the terms of the TPDES, including the Stormwater Pollution Prevention Plan.
- RR. Describe the need for Municipal Separate Storm Sewer System notification

XXIII. 120.22. USACE Permits

- SS. Section 10 of the Rivers and Harbors Act (33 USC 403). The Engineer shall determine whether the Transportation Activity requires a Section 10 permit and upon approval by the State, prepare and submit permit applications to USACE and obtain the permits.
- TT. Section 404 of the Clean Water Act (33 USC 1344). The Engineer shall determine whether the Transportation Activity requires a Section 404 permit (Nationwide or Individual Permit (IP)) and upon approval by the State, prepare and submit permit applications (Pre-Construction Notification (PCN) or individual permit application) to USACE and obtain the permits. PCNs and IPs will be prepared in accordance with current USACE policies and regulations.
- UU. If the permit is an Individual Section 404 permit, upon approval by the State, prepare and submit a Tier I checklist or a Tier II 401 certification questionnaire and water quality certification documentation to TCEQ and USACE.
- VV. The Engineer shall provide the State with documentation (including all original correspondence) of consultation with USACE and TCEQ.
- WW. The Engineer shall keep the State informed during the permit coordination process.

Note:

USACE notification for waters of the U.S. impacts is not included in this Work Authorization. If it is determined that a Pre-Construction Notification or an Individual Permit is required, they would be completed under a supplemental Work Authorization.

XXIV. 120.23. USCG Section 9 Permit (33 USC 401)

The Engineer shall:

- XX. Determine whether streams or other water bodies crossed by a proposed transportation facility are navigable as defined in the USCG Commandant Publication P16591.3A, "Bridge Permit Application Guide."

Note: U.S. Coast Guard notification for navigable waters is not included in this Work Authorization.

XXV. 120.24. Water Body Modifications and Wildlife Impacts

The Engineer shall identify water body modifications and impacts to wildlife. Studies shall fulfill the requirements of FHWA Technical Advisory T 6640.8A (1987) and Texas Administrative Code (TAC), Title 43, Part 1, Chapter 2.

XXVI. 120.25. Threatened or Endangered Species

The Engineer shall perform biological services.

- YY. Surveys for Protected Species or Habitat of Protected Species.

The Engineer shall:

- i. Perform surveys of protected species or habitat of protected species. This shall include:
 - a) All species listed by the United States Fish and Wildlife Service (USFWS) as threatened or endangered or proposed for listing as threatened or endangered (50 CFR 17.11-12),

- b) All species that are candidates for review for listing by USFWS as threatened or endangered (per most recently updated list in Federal Register),
 - c) Species listed as threatened or endangered species by the State of Texas Threatened and Endangered Species Listings, Texas Park and Wildlife Department (TPWD),
 - d) Species protected by the Migratory Bird Treaty Act (50 CFR 10.13).
- ii. Examine existing data to determine the likelihood that rare species, protected species, their habitat, or designated critical habitat (per 50 CFR 17.94-95) could be impacted by the Transportation Activity. Existing data shall include the Element Occurrence Identification (EOID) records of the TPWD Natural Diversity Database, following the Guidelines set forth in the most current version of TPWD's Guidelines for TXNDD Data Analysis in TxDOT Environmental Documents.
- iii. Perform an effect determination pursuant to the Endangered Species Act (ESA) for all federally listed species. A determination of impact must be included for all state-listed species. The determination of effect and impact must be supported by evidence, and may require a detailed assessment. Any technical reports used to support the determination(s) must be referenced and provided to the State.
- iv. Determine whether critical habitat is present in the study area and whether the Transportation Activity will affect that critical habitat.
- v. Perform species-specific habitat surveys, presence or absence surveys for protected species, or critical habitat (per 50 CFR 17.94-95) and rare species.
- vi. Conduct surveys for the presence or absence of protected species according to protocols adopted by USFWS and TPWD for all protected species for which such protocols have been established.
- vii. Personnel conducting presence or absence surveys for protected species shall hold appropriate USFWS and TPWD permits at the time surveys are performed.

- viii. Conduct presence or absence surveys during the time of the year appropriate for each species. If the Engineer believes that a Work Authorization to conduct a presence or absence survey does not adequately consider timing of the survey, notify the State as soon as the issue with the survey timing is recognized.
 - ix. Furnish the State with Engineer's field notes when requested by the State.
 - x. Coordinate between the State and USFWS or TPWD as directed by the State to ensure proper rules, regulations and policies are followed for biological services. All coordination between the Engineer and resource agencies shall be approved in advance by the State.
- ZZ. Habitat Analysis and Characterization of Project Study Area. The Engineer shall perform an analysis and characterization of habitat and habitat impacts for the study area. The habitat analysis shall be based on the most current State and TPWD Memorandum of Understanding With Natural Resources Agencies and Memorandum of Agreement Between State and TPWD for Finalization of 1998 MOU, Concerning Habitat Descriptions and Mitigation.
- xi. For transportation activities involving no new right-of-way or easements, including temporary easements, this includes:
 - a) The habitat descriptions of habitat types (e.g., forested, prairie, riparian, floodplain, rangeland, agricultural) in the study area are based upon The Vegetation Types of Texas, Including Cropland (TPWD, 1984).
 - b) The habitat description shall indicate the vegetative type(s) listed for the study area in The Vegetation Types of Texas, Including Cropland (TPWD, 1984).
 - c) The habitat description shall include a description of the existing vegetation within and adjacent to the right-of-way, broken down by plant community.
 - d) The habitat description shall indicate whether an S1, S2, or S3 vegetation series listed in "Plant Communities of Texas (Series Level)" (Texas Natural Heritage Program, April 1993) is present within or adjacent to the right-of-way.

- e) The habitat description shall describe habitat for protected species if such habitat occurs within or adjacent to the right-of-way.
- f) The description shall be supplemented with topographic maps (based on USGS 7.5' maps, aerial photos, and on-site photographs).
 - (i) Maps and aerial photos shall be annotated to indicate the locations and areas of distinct vegetative types (per The Vegetation Types of Texas, Including Cropland) or S1, S2, or S3 vegetation series (per "Plant Communities of Texas (Series Level)") if any have been identified during field inspections.
 - (ii) Photographs shall illustrate representative vegetation for each vegetation type. Aerial photographs (with dates) shall be provided when available.
- xii. If the vegetation within the right-of-way does not match the description in The Vegetation Types of Texas, Including Cropland or if there is an unusual difference between the vegetation in the right-of-way and outside the right-of-way, details shall be included in the description to clearly explain the differences in vegetative content between the existing vegetation and the vegetative types described The Vegetation Types of Texas, Including Cropland. Unusual vegetation features may include:
 - a) Unmaintained vegetation,
 - b) Trees or shrubs along a fence line adjacent to a field (fencerow vegetation),
 - c) Riparian vegetation (particularly where fields and cropland extend up to the riparian corridor),
 - d) Trees that are unusually larger than other trees in the area,
 - e) Unusual stands or islands of vegetation,
- xiii. If special habitat features are present, details shall be included in the description to clearly describe the feature(s) present and to explain why the feature(s) should be regarded as special. Special habitat features include:
 - a) Bottomland hardwoods,
 - b) Caves,
 - c) Cliffs and bluffs,

- d) Native prairies (particularly those with climax species of native grasses and forbs),
 - e) Ponds (temporary and permanent, natural and man-made),
 - f) Seeps or springs,
 - g) Snags (dead trees) or groups of snags,
 - h) Water bodies (creeks, streams, lakes, and rivers),
 - i) Existing bridges with known or easily-observed bird or bat colonies.
- xiv. For transportation activities involving new right-of-way or easements, including temporary easements, the habitat description shall address the entire study area. For projects with multiple alternatives, all alternatives shall be described to the same level of detail. If lack of access to the new location right-of-way limits field observation for the habitat description, existing published sources shall be used to provide an estimate. All elements of description required for projects with no new right-of-way (above) shall be included. Land use within and outside the proposed right-of-way shall be described. In addition, the description of vegetation in the new right-of-way or easements shall include the following:
- a) Dominant Species for each vegetation stratum (i.e., tree, shrub, vine, herbaceous [grass and forbs]) present,
 - b) Height of trees (range), if present,
 - c) Diameter at Breast Height (DBH) of trees (range and average), if present,
 - d) Percent canopy cover of trees, if present,
 - e) Acreage for each vegetation type present.
- xv. The habitat analysis shall contain a description of anticipated impacts to the following:
- a) Any vegetation, broken down by plant community (as above),
 - b) Unusual vegetation features (as above),
 - c) Special habitat features (as above),
 - d) Habitat for any protected species (as above),



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/2016

AGENDA ITEM: 7D

TITLE

Consider approving a resolution authorizing the City Manager to issue a contract modification in the amount of \$75,000, for a total not to exceed \$225,000, for comprehensive disaster recovery management services to CDR Maguire.

STAFF REPRESENTATIVE

Kim Wilson, Director of Financial Services
Ed Balderas, Emergency Management Specialist

SUMMARY

This item will provide for continued comprehensive disaster recovery management services for the December 26, 2015, tornado event.

BACKGROUND INFORMATION

The annual contract for the comprehensive disaster recovery management consultant services was awarded to CDR Maguire on March 22, 2016 (RES-050-16), for an amount not to exceed \$200,000 annually. Additionally, a task order for the December 26, 2015 Tornado Event was issued to CDR Maguire on March 22, 2016 (RES-051-16) for an amount not to exceed \$150,000. This modification request is based on actual and anticipated Direct Administrative Costs (DAC) necessary to complete the Federal Emergency Management Agency (FEMA) Public Assistance Program reimbursement process and to provide an audit-ready closeout for this program.

DISCUSSION

The annual comprehensive disaster recovery management consultant services contract secured the services of an experienced service provider who would successfully provide support for a federally declared disaster. On January 21, 2016, a Presidential Major Disaster Declaration was made, DR-4255, for the December 26, 2015, tornado event. Through this declaration, FEMA Public Assistance Program (PAP) funds have been made available to the City of Rowlett for response and recovery, and mitigation efforts resulting from the tornado.

The Public Assistance Program is a complex process. The complexity of this federal grant program demands specialized project and grant management, engineering, financial, and legal expertise to successfully capture and retain the maximum reimbursement of eligible disaster-related costs. To date, the expertise of the CDR Maguire staff has resulted in the identification of thirteen (13) projects totaling over \$3 million in grants.

When initially awarded, costs were underestimated; however, DAC expenditures are expected to remain at or below 7% of total project costs. The sheer volume of supporting documentation (e.g.,

personnel timesheets, personnel activity forms, equipment records, invoices, etc. necessary for project development and completion will continue to drive this percentage.

FINANCIAL/BUDGET IMPLICATIONS

CDR Maguire is required to track hours based on specific project work. Time dedicated to projects will be eligible for the same 75/12.5/12.5 federal/state/local cost share the project receives. FEMA provides funding for DAC related to managing PAP projects. It is expected that the utilization of the consultants will allow the City to capture and retain funding that will significantly offset the 25% City match. With an anticipated total cost of \$225,000 through October 14, 2016, and an 87.5% DAC reimbursement from FEMA and the Texas Division of Emergency Management (TDEM), the total out of pocket cost to the City should not exceed \$28,000.

All FEMA grantees are subject to audit through the Office of the Inspector General (OIG). As a result of an OIG audit, grants may be rescinded. This would result in a loss of funding and a mandate that the City repay grant proceeds. The expertise of the CDR team will mitigate the risk of funding loss and maximize the amount of federal disaster recovery assistance received.

RECOMMENDED ACTION

Staff recommends approval of a resolution authorizing the City Manager to issue a contract modification in the amount of \$75,000, for a total not to exceed \$225,000, for comprehensive disaster recovery management services to CDR Maguire.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING THE CITY MANAGER TO ISSUE A CONTRACT MODIFICATION IN THE AMOUNT OF \$75,000, FOR A TOTAL NOT TO EXCEED \$225,000, FOR COMPREHENSIVE DISASTER RECOVERY MANAGEMENT SERVICES TO CDR MAGUIRE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to provide for disaster recovery management consultant services for the December 26, 2015 tornado event; and

WHEREAS, the City of Rowlett City Council awarded the annual contract for Disaster Recovery Management Services on March 22, 2016; and

WHEREAS, this annual contract modification will be for the December 26, 2015 tornado event.

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

Section 1: That the City Council of the City of Rowlett does hereby authorize the City Manager to issue an annual contract modification in the amount of \$75,000,

for a total not to exceed \$225,000, for comprehensive disaster recovery management services to CDR Maguire.

Section 2: This resolution shall become effective immediately upon its passage.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/2016

AGENDA ITEM: 7E

TITLE

Consider action to approve a resolution regarding a tree mitigation plan and related tree removal permit application for more than three trees associated with Manors on Miller. The subject property is located North of Miller road and West of Dorchester further described as 8.437 +/- acres of land located in the S.A. & M.G. RR Survey, Abstract No.1407, City of Rowlett, Dallas County, Texas.

STAFF REPRESENTATIVE

Garrett Langford, AICP, Principal Planner

SUMMARY

This is a request to remove more than three protected trees from 8.437 +/- acres of land located North of Miller Road and West of Dorchester Drive (Attachment 1 – Location Map). The removal of more than three protected trees requires a recommendation from the Planning and Zoning Commission and final approval from the City Council.

The Planning and Zoning Commission unanimously recommended approval of this item at their July 26, 2016, Regular Meeting. The item was discussed under Item C1, which can be viewed at the following link: <http://rowlettx.swagit.com/play/07262016-1253>.

BACKGROUND INFORMATION

The subject property consists of 8.437 acres and is located North of Miller Road and West of Dorchester Drive. The subject property was rezoned from Single Family 40 (SF-40) to Planned Development 023-16 on June 7, 2016, to allow a 39-lot single family subdivision with a minimum lot size of 5,750 square feet. The applicant has submitted the preliminary plat, which was approved by the Planning and Zoning Commission on July 12, 2016. The applicant must receive approval of the tree removal prior to proceeding with the remaining development plan items as changes to the mitigation plan could alter the required landscape plan and grading plan.

The applicant is proposing to remove 20 protected trees totaling in 254.3 caliper inches while saving 17 protected trees totaling in 296.1 caliper inches (Exhibit B – Tree Survey and Preservation/Mitigation Plan). The applicant identified a total of 37 protected trees totaling in 550.4 caliper inches (Attachment 2 – Arborist Letter). The certified arborist noted that the majority of the trees on site consisted primarily of sugarberry trees which is not a protected species. Staff consulted with the Parks and Recreation Department to confirm the identification of the sugarberry trees to ensure that they were not hackberry trees, which are protected if over 11 inches at 4.5 feet above grade. The following table identifies the reasons the applicant is requesting to remove the 20 protected trees. In short, the trees are being removed due to site grading, location of future infrastructure, or located within building envelope.

TREE #	TYPE	REASON
1	Pecan	Proximity of Sidewalk; grading that will cut 1.35'
2	Pecan	Proximity of Sidewalk; interference with driveway
3	Pecan	Proximity of Sidewalk; interference with driveway
4	Pecan	Proximity of Street
9	Eastern Red Cedar	Within Building Envelope of Lot
10	Eastern Red Cedar	Within Building Envelope of Lot
11	Eastern Red Cedar	Proximity of Sidewalk; grading that will add 1.98' of fill
12	Eastern Red Cedar	Within proposed street
13	Eastern Red Cedar	Within proposed street
14	Eastern Red Cedar	Within Building Envelope of Lot
15	Eastern Red Cedar	Within Building Envelope of Lot
16	Eastern Red Cedar	Proximity of Sidewalk
17	Eastern Red Cedar	Proximity of Sidewalk; grading that will add 0.97' of fill
18	American Elm	Proximity of Street; grading that will add 1.40' of fill
19	Eastern Red Cedar	Proximity of Property Line / Fence/ Street
20	American Elm	Building Envelope and Street; grading will add 1.31' of fill
21	Eastern Red Cedar	Building Envelope and Street; grading will add 0.57' of fill
22	Pecan	Proximity of Street
23	Pecan	Proximity of Sidewalk; grading will add 0.94' of fill
33	Pecan	Within Building Envelope of Lot

Section 77-504.H of the Rowlett Code of Ordinances states the purpose of tree preservation and lists the criteria for approval of a tree removal. The following section lists the criteria for a tree removal permit followed by Staff's recommendation.

DISCUSSION

Per section 77-504. H of the Rowlett Development Code, "Tree preservation". The purpose of tree preservation is as follows:

1. *Purpose. The purpose of this section is to encourage the preservation of long-established trees of sizes that, once removed, can be replaced only after many generations of tree growth; to preserve protected trees during construction; and to control the removal of protected trees. It is the intent of this section to achieve the following:*
 - (a) *Prohibit the indiscriminate clearing of trees from property;*
 - (b) *To the greatest extent possible, preserve and maintain protected trees so as to enhance the quality of development;*
 - (c) *Protect and increase the value of residential and commercial properties within the city by maintaining the city's current tree inventory;*

- (d) *Maintain and enhance a positive image for the attraction of new business enterprises to the city;*
- (e) *Protect healthy quality trees and promote the natural ecological environmental and aesthetic qualities of the city; and*
- (f) *Help provide needed shaded areas in order to provide relief from the heat by reducing the ambient temperature.*

The City Council shall deny a tree removal permit and associated tree survey and preservation plan if it is determined that:

1. Removal of the tree is not reasonably required in order to conduct anticipated activities;
2. A reasonable accommodation can be made to preserve the tree; or
3. The purpose and intent of this subchapter is not being met by the applicant.

The proposed tree removal is needed in order to conduct anticipated activities on the site and no reasonable accommodation could be made. To deny the removal will require the developer to substantially re-configure their proposed development. The applicant has identified 17 protected trees totaling in 296.1 caliper inches for tree replacement credits to offset the 254.3 inches to be removed.

FISCAL IMPACT

N/A

RECOMMENDED ACTION

Staff recommends approval.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, GRANTING APPROVAL OF A TREE SURVEY/PRESERVATION PLAN AND ACCOMPANYING TREE REMOVAL PERMIT FOR MANORS ON MILLER ADDITION, BEING A TOTAL OF APPROXIMATELY 8.437 +/- ACRES OF LAND LOCATED IN THE S.A. & M.G. RR SURVEY, ABSTRACT NO.1407, CITY OF ROWLETT, DALLAS COUNTY AS DESCRIBED IN EXHIBIT 'A'; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the City of Rowlett and the governing body of the City of Rowlett, in compliance with the laws of the State of Texas and the ordinances of the City of Rowlett, have given the requisite notices by publication and otherwise, and where the governing body have legislative discretion and has concluded that this resolution is in the best interest of the City of Rowlett.

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

Section 1: The City Council hereby finds that the proposed tree removal is needed in order to conduct anticipated activities on the site and no reasonable accommodation could be made.

Section 2: The property described in Exhibit 'A', attached hereto and incorporated herein, consisting of 8.437 +/- acres, is hereby granted approval of a Tree Survey/Preservation Plan (Exhibit 'B') and accompanying Tree Removal Permit.

Section 3: That should any sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this resolution as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional.

Section 4: That this resolution shall take effect immediately from and after its passage and the publication of the caption of said resolution as the law in such case provides.

ATTACHMENTS

Exhibit A – Legal Description

Exhibit B – Tree Survey and Preservation Plan

Attachment 1 – Location Map

Attachment 2 – Arborist Letter

Metes & Bounds Description

SITUATED in the State of Texas, County of Dallas, and City of Rowlett, being part of the S.A. & M.G. RR Co Survey, Abstract No. 1047, being all of a called 0.627 acre tract (Tract I) and the remainder of a called 6.823 acre tract (Tract II) as recorded in Volume 93251, Page 5169 of the Deed Records of Dallas County, Texas (DRDCT), the remainder of a called 0.627 acre tract (hereinafter referred to as the "Yarnes Tract") as recorded in Volume 76008, Page 1695, DRDCT, the remainder of a called 0.627 acre tract (hereinafter referred to as the "Coyle Tract") as recorded in Volume 2004088, Page 13749, DRDCT, and the remainder of a called 0.627 acre tract (hereinafter referred to as the "Buttram Tract") as recorded in Volume 76008, Page 1691, DRDCT with said premises being more particularly described as follows:

BEGINNING at a Glas capped iron rod set marking the northwest corner of said 6.823 acre tract, the northwest corner of said premises, the northeast corner of the remainder of a called 2 acre tract as recorded in Volume 99137, Page 4815, DRDCT, the southeast corner of a called 16.3781 acre tract as recorded in Volume 2002144, Page 6171, DRDCT, the most westerly southwest corner of Ridgecrest Addition No. 2, an addition to the City of Rowlett as recorded in Volume 84138, Page 3563 of the Map Records of Dallas County, Texas (MRDCT), and being the southwest corner of a 15' alley;

THENCE with the north line of said 6.823 acre tract, the north line of said premises, the south line of said 15' alley, and a south line of said Ridgecrest Addition No. 2, North 89°17'28" East, 587.14 feet to an "X" set marking the northeast corner of said premises, the southeast corner of said Ridgecrest Addition No. 2, an interior corner of Ridgecrest Addition No. 1, an addition to the City of Rowlett as recorded in Volume 84083, Page 4681, MRDCT, and being an interior ell-corner of a 15' alley;

THENCE with the east line of said premises, the west line of said Ridgecrest Addition No. 1, and partway with the west line of said 15' alley as follows:

South 00°08'26" East, 504.09 feet to a ½-inch iron rod found;
South 23°16'19" East, 34.79 feet to a Glas capped iron rod set;
South 00°04'10" West, passing a ½-inch iron rod found at 106.56 feet and continuing for a total distance of 126.88 feet to a Glas capped iron rod set in the north right-of-way line of Miller Road (Variable Width Right-of-Way) marking the southeast corner of said premises, the northeast corner of a called 1,317 square foot tract as recorded under Document No. 200503632017, DRDCT, and being the beginning of a non-tangent curve to the right;

THENCE with the north right-of-way line of Miller Road, the south line of said premises, partway with the north line of said 1,317 square foot tract, partway with the north line of a called 570 square foot tract as recorded under Document No. 200503632020, DRDCT, partway with the north line of a called 1,281 square foot tract as recorded under Document No. 200503629706, DRDCT, and partway with the north line of a called 1,281 square foot tract (hereinafter referred to as "ROW Tract 2") as recorded under Document No. 200503632018, DRDCT as follows:

EXHIBIT A

Southwesterly along said curve through a central angle of $00^{\circ}17'37''$ for an arc distance of 22.80 feet and having a radius of 4,450.00 feet (chord = South $89^{\circ}01'05''$ West, 22.80 feet) to a Glas capped iron rod set marking the end of said curve;

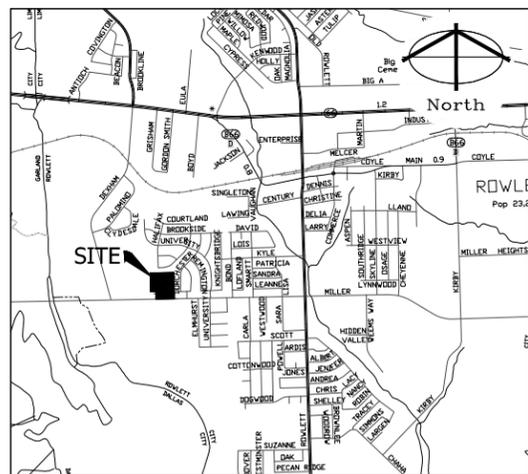
South $89^{\circ}09'54''$ West, 446.78 feet to a CBG capped iron rod found marking the southwest corner of said premises, the northwest corner of said ROW Tract 2, the southeast corner of a called 0.60 acre tract as recorded under Document No. 201500243919, DRDCT, and being in the west line of said Buttram Tract;

THENCE with the west line of said Buttram Tract, a west line of said premises, and the east line of said 0.60 acre tract, North $00^{\circ}09'29''$ East, 191.15 feet to a $\frac{1}{2}$ -inch iron rod found marking the northwest corner of said Buttram Tract, an interior ell-corner of said premises, the northeast corner of said 0.60 acre tract, and being in the south line of said 6.823 acre tract;

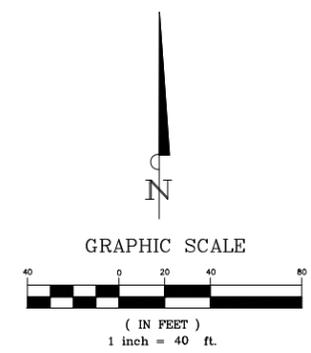
THENCE with the south line of said 6.823 acre tract and a south line of said premises, South $89^{\circ}22'28''$ West, 135.83 feet to a $\frac{1}{2}$ -inch iron rod found marking the southwest corner of said 6.823 acre tract, the southwest corner of said premises, and being in the east line of the aforementioned remainder of a called 2 acre tract;

THENCE with the west line of said 6.823 acre tract, the west line of said premises, and the east line of said remainder of a called 2 acre tract, North $00^{\circ}21'05''$ East, 472.91 feet to the point of beginning and containing 8.437 acres of land.





VICINITY MAP
N.T.S.

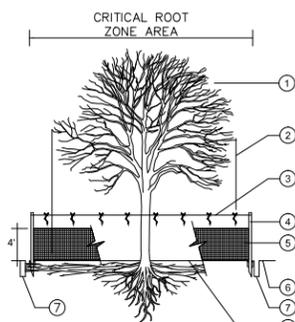


SPECIAL NOTES:
 1. HOME BUILDER IS RESPONSIBLE FOR PLANTING (2) CANOPY TREES PER LOT AT TIME OF COMPLETION OF HOME BUILDING PER CITY OF ROWLETT LANDSCAPE ORDINANCE.
 2. CANOPY TREES SHALL BE PLANTED IN CENTRAL COMMON SPACE AREA PER EXHIBIT 'D' OF THE MANORS ON MILLER PLANNED DEVELOPMENT STANDARDS, AS SHOWN ON PLAN.

LEGEND:
 (+) Existing Tree (Remain)
 (X) Existing Tree (Remove)

TOTAL CALIPER INCHES EXISTING:	550.4
TOTAL CALIPER INCHES TO BE REMOVED:	254.3
TOTAL CALIPER INCHES TO REMAIN:	296.1
TOTAL CALIPER INCHES FOR MITIGATION:	0.0
TOTAL CALIPER INCHES MITIGATED:	0

NOTES:
 1. PERFORM ROOT PRUNING ON ALL EXISTING TREES TO REMAIN WHERE CONSTRUCTION ACTIVITY FALLS WITHIN DRIP LINE OF EXISTING TREES.
 2. ROOT PRUNING METHOD: 2 MONTHS MIN. PRIOR TO EXCAVATION & CONSTRUCTION ACTIVITIES, HAND CUT ROOTS BY DIGGING A 18"-24" DEEP x 8" WIDE TRENCH ALONG THE OUTSIDE PERIMETER OF EXISTING TREE(S) ADJACENT TO CONSTRUCTION AREAS. MAXIMIZE PRUNING TRENCH DISTANCE FROM TRUNK TO THE FULLEST EXTENT POSSIBLE, W/ THE ROOT PRUNING LINE PLACED @ THE EDGE OF CONSTRUCTION LIMITS.



- ① EXISTING TREE(S) TO REMAIN.
- ② DRIPLINE OF EXISTING TREE (TYP)
- ③ CONTINUOUS NYLON TIE STRING TIED TO STAKE TOPS W/ 2" TUNDRA WEIGHT ORANGE STREAMERS @ 3' O.C.
- ④ 8" METAL T-STAKES: 8" O.C. MIN., DRIVEN 2' INTO GROUND AT (OR OUTSIDE) TREE DRIPLINE
- ⑤ 4' MIN. HEIGHT ORANGE PLASTIC FENCING INSTALLED PER MANF. RECOMMENDATIONS (TYP). SUPPLEMENT W/ SILT FENCE FABRIC @ PRUNING TRENCH AS REQ'D.
- ⑥ EXISTING GRADE TO BE DISTURBED.
- ⑦ ROOT PRUNING TRENCH 12" OUTSIDE FENCE - SEE NOTES.
- ⑧ EXISTING GRADE TO REMAIN.

A TREE PROTECTION DETAIL
NOT TO SCALE

TREE #	CALIPER	TYPE	REMAIN	REMOVE	CONDITION
1	8.0	Pecan		X	Good
2	8.8	Pecan		X	Good
3	8	Pecan		X	Good
4	8	Pecan		X	Good
5	9.2	Eastern Red Cedar	X		Good
6	13.8	Eastern Red Cedar	X		Good
7	17.6	Eastern Red Cedar	X		Good
8	9.8	Green Ash	X		Good
9	13.0	Eastern Red Cedar		X	Good
10	11	Eastern Red Cedar		X	Good
11	9.8	Eastern Red Cedar		X	Good
12	12.4	Eastern Red Cedar		X	Good
13	8.8	Eastern Red Cedar		X	Good
14	18.7	Eastern Red Cedar		X	Good
15	15.1	Eastern Red Cedar		X	Good
16	8.9	Eastern Red Cedar		X	Good
17	8.4	Eastern Red Cedar		X	Good
18	10.5	American Elm	X		Good
19	9.0	Eastern Red Cedar		X	Good
20	8.0	American Elm		X	Good
21	14	Eastern Red Cedar		X	Good
22	9.7	Pecan		X	Good
23	17	Pecan		X	Good
24	12	Pecan	X		Good
25	10.7	Pecan	X		Good
26	11.2	Pecan	X		Good
27	22.2	Pecan	X		Good
28	24.6	Cedar Elm	X		Good
29	29.7	Pecan	X		Good
30	28.8	Pecan	X		Good
31	31.5	Pecan	X		Good
32	34.0	Pecan	X		Good
33	47.2	Pecan		X	Good
34	10.2	Pecan	X		Good
35	9	Pecan	X		Good
36	9.8	Pecan	X		Good
37	12	Southern Catalpa	X		Good
TOTAL	550.4		296.1	254.3	

ENGINEER/SURVEYOR:
 BANNISTER ENGINEERING, LLC
 1696 COUNTRY CLUB DR.,
 MANSFIELD, TX 76063
 (817) 842-2094
 CONTACT: TRAVIS ATTANASIO

OWNER:
 LF Estate Ltd.
 8214 Westchester, Ste 710
 Dallas, Texas 75225
 (217)522-4945

APPLICANT:
 LF Estate Ltd.
 8214 Westchester, Ste 710
 Dallas, Texas 75225
 (217)522-4945
 CONTACT: John Arnold

BANNISTER
ENGINEERING

240 N. Mitchell Road | Mansfield, TX 76063 | 817.842.2094 | 817.842.2095 fax
 REGISTRATION # F-10599 (TEXAS)

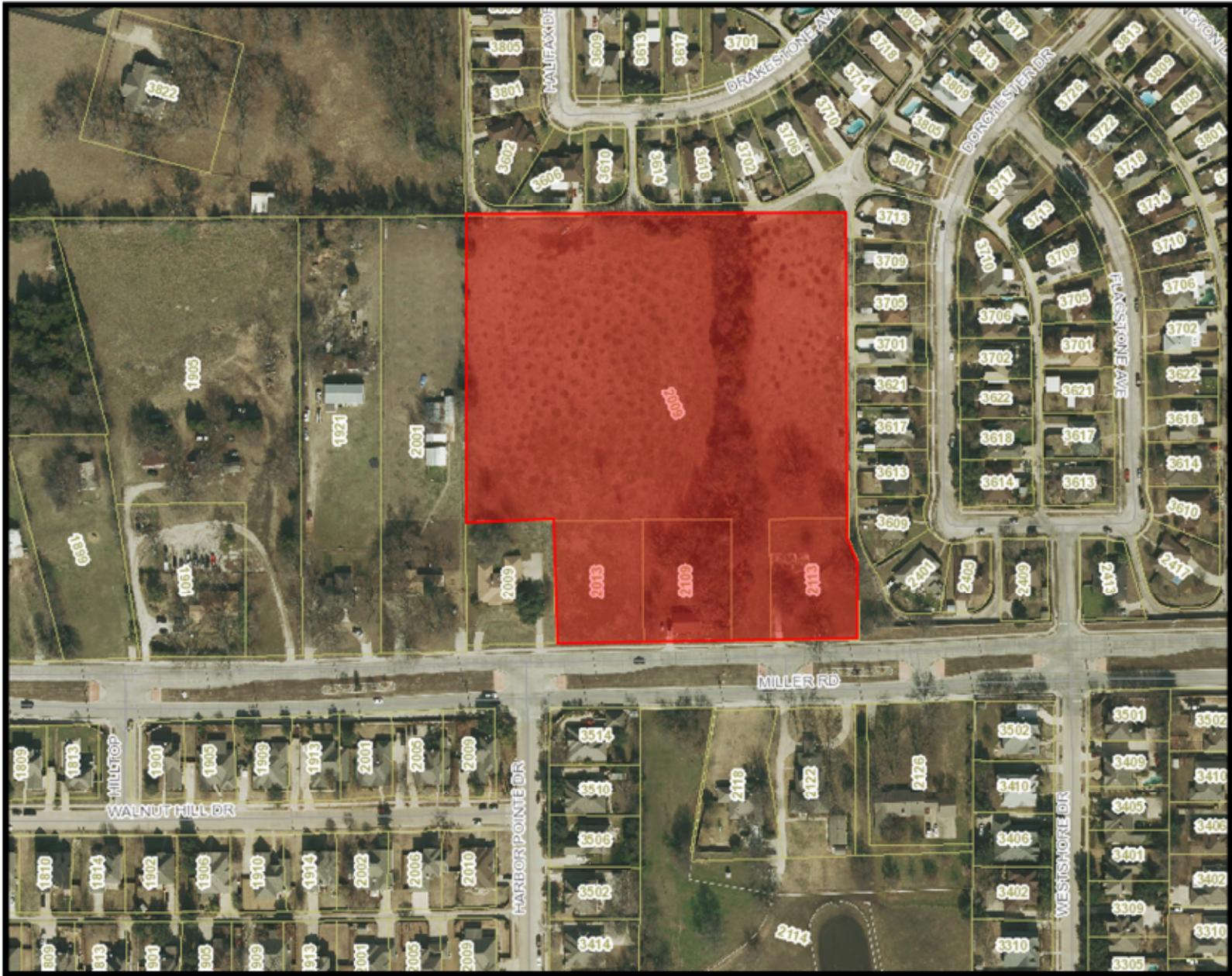
MANORS ON MILLER
 2109 Miller Road
 Rowlett, Texas

TREE PRESERVATION PLAN

No.	Date	Revision Description



INFORMATION ON THIS SHEET IS PERTINENT TO ALL OTHER DESIGN SHEETS IN THIS SET OF DRAWINGS. THE CONTRACTOR SHALL NOT SEPARATE DRAWINGS FROM THE SET FOR DISTRIBUTION TO SPECIFIC DISCIPLINES. EACH SUBCONTRACTOR SHALL BE PROVIDED WITH ALL SHEETS WITHIN THIS PLAN SET.





integrated environmental solutions

13 June 2016

Mr. Noah Flabiano
Skorburg Company
8214 Westchester; Suite 710
Dallas, Texas 75225

Re: Manors on Miller - Tree Survey on an approximately 8.44-acre tract of land located north of the intersection of Harbor Pointe Drive and Miller Road in the City of Rowlett, Dallas County, Texas.

Mr. Flabiano,

Integrated Environmental Solutions, LLC (IES) conducted a tree survey in accordance with standards identified in the City of Rowlett's Development Code. The survey area was approximately 8.44-acres located north of the intersection of Harbor Pointe Drive and Miller Road in the City of Rowlett, Dallas County, Texas. This project was completed for the proposed development of the site. The survey area on the attached graphics (**Attachment A**) was developed from a graphic and digital file provided by your office depicting the boundary of the development.

IES investigated the entire limits of the survey area on 10 June 2016 for any and all trees identified as a *Protected Tree* in the City of Rowlett's Development Code. A *Protected Tree* is identified as any existing tree of at least eight caliper inches in diameter at breast height (DBH) except for the following species of trees: Tree of Heaven, Mimosa or Silktree, Sugarberry, Horseapple/Boid D'Arc, Chinaberry, Black Willow, Chinese Tallow, Siberian Elm, Cotton Wood, Hackberry (11-inch DBH or smaller) and Lotus (Buckthorn Family). When IES encountered multi-trunked trees, the caliper inch diameter was calculated by the sum of the main stem plus half the diameter of each other stem. The trees were measured, recorded, and tagged with aluminum tags with a number that corresponds with the attached maps and data tables.

During the survey, IES observed 37 trees within the survey area, which would be considered protected trees according to the City of Rowlett's Development Code (**Attachment B**). The majority of the project site was dominated by sugarberry (*Celtis laevigata*); resulting in the limited number of protected trees surveyed. Tree species recorded included pecan (*Carya illinoensis*) eastern redcedar (*Juniperus virginicus*), American elm (*Ulmus americana*), green ash (*Fraxinus pennsylvanica*) and Southern catalpa (*Catalpa bignonioides*). The majority of the trees were identified along the fenceline within the center of the project site (**Attachment A, Figures 2**). The total number of diameter inches recorded was 532.4.

IES appreciates the opportunity to work with you and Skorburg Company on this project. In the event there are any question or if we can provide any further assistance, please contact me at reinecke@intenvsol.com or 972/562-7672.

Sincerely,

Integrated Environmental Solutions, LLC.

Rudi Reinecke
ISA Certified Arborist #180433

Attachments
File ref: 04.143.016

Integrated Environmental Solutions, LLC. | 610 Elm Street, Suite 300
McKinney, Texas 75069 | www.intenvsol.com

Telephone: 972.562.7672

Facsimile: 972.562.7673

Figure 2. Manors on Miller Tree Survey

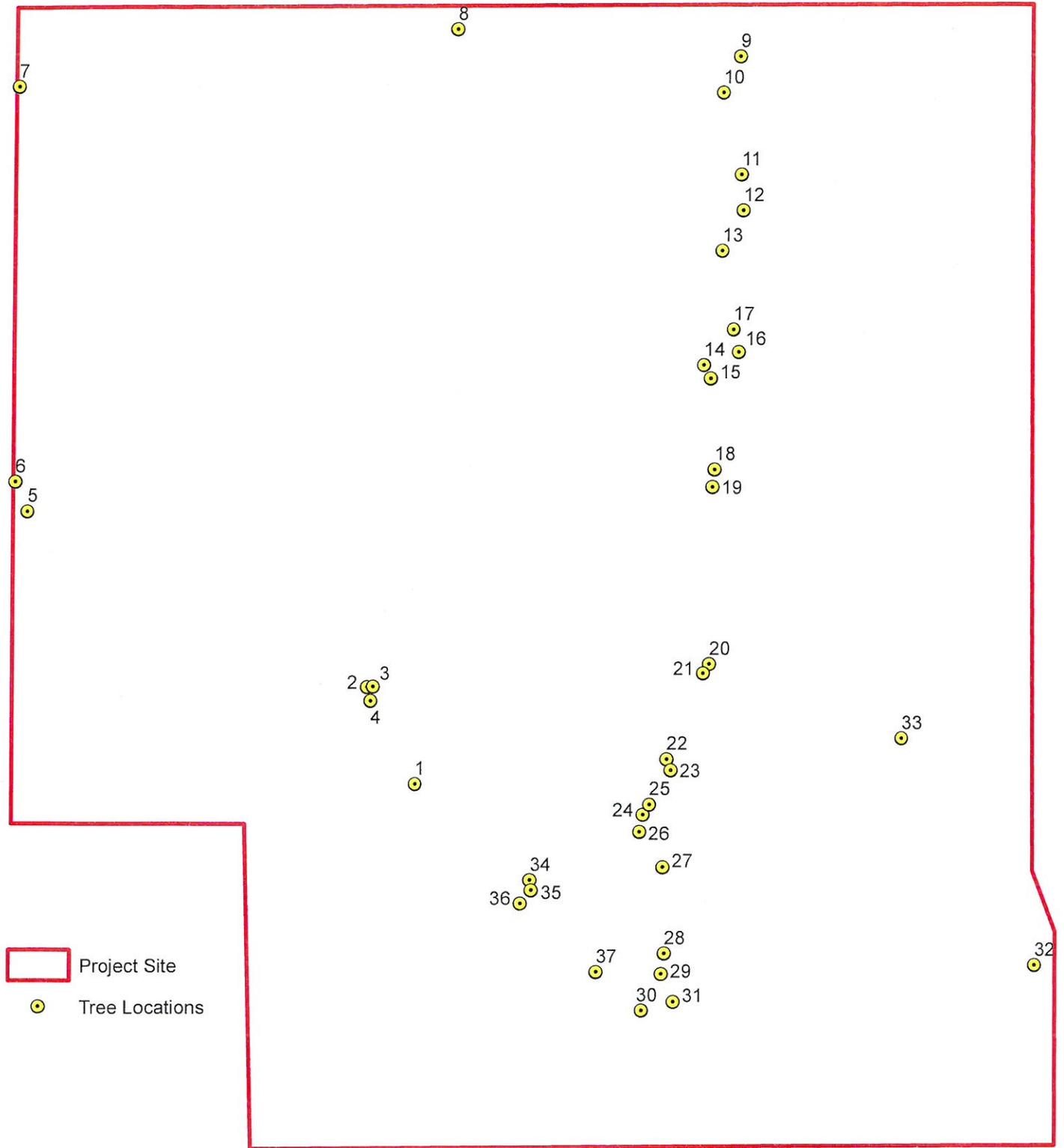
County: Dallas

State: Texas

Date map created: 6/13/2016

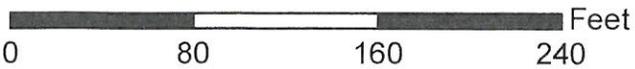
Source: (c) 2009 Microsoft Corporation
and its data suppliers; ESRI 10.3

Exported at 8.5 in by 11 in



-  Project Site
-  Tree Locations

1 inch = 80 feet



Attachment B. Manors on Miller Tree Survey - City of Rowlett, Texas

Tree Tag Number	Diameter at Breast Height (DBH)(Inches)	Tree Species Common Name	Latitude	Longitude	Canopy Diameter
1	8.0	Pecan	32.89463	-96.582505	10
2	8.8	Pecan	32.894783	-96.582593	20
3	8	Pecan	32.894783	-96.582582	20
4	8	Pecan	32.894760	-96.582587	20
5	9.2	Eastern Red Cedar	32.89507	-96.583232	12
6	13.8	Eastern Red Cedar	32.895120	-96.58325	12
7	17.6	Eastern Red Cedar	32.895749	-96.583240	24
8	9.8	Green Ash	32.895829	-96.582409	15
9	13.0	Eastern Red Cedar	32.895780	-96.581876	15
10	11	Eastern Red Cedar	32.895722	-96.581909	15
11	9.8	Eastern Red Cedar	32.895591	-96.581876	12
12	12.4	Eastern Red Cedar	32.89553	-96.58187	12
13	8.8	Eastern Red Cedar	32.895470	-96.581914	15
14	18.7	Eastern Red Cedar	32.895288	-96.58195	12
15	15.1	Eastern Red Cedar	32.895267	-96.581938	15
16	8.9	Eastern Red Cedar	32.895308	-96.58188	15
17	8.4	Eastern Red Cedar	32.895344	-96.581893	18
18	10.5	American Elm	32.895121	-96.581932	10
19	9.0	Eastern Red Cedar	32.895094	-96.581936	15
20	8.0	American Elm	32.894811	-96.581945	10
21	14	Eastern Red Cedar	32.894796	-96.581957	18
22	9.7	Pecan	32.89466	-96.582029	15
23	17	Pecan	32.894641	-96.582021	12
24	12	Pecan	32.894571	-96.582075	15
25	10.7	Pecan	32.894588	-96.58206	15
26	11.2	Pecan	32.894545	-96.582082	15
27	22.2	Pecan	32.894487	-96.582039	20
28	18.6	Pecan	32.894349	-96.582038	18
29	26.1	Pecan	32.894316	-96.582044	22
30	28.8	Pecan	32.894258	-96.582083	24
31	24.2	Pecan	32.894271	-96.582022	22
32	34.0	Pecan	32.894323	-96.581333	45
33	47.2	Pecan	32.894688	-96.581582	65
34	10.2	Pecan	32.894470	-96.582290	15
35	9	Pecan	32.894454	-96.582287	15
36	9.8	Pecan	32.894433	-96.582308	15
37	12	Southern Catalpa	32.894321	-96.582167	10

Total Diameter in Inches: 532.4



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 8A

TITLE

Consider action to approve a resolution authorizing the City Manager to enter into an interlocal agreement or series of interlocal agreements with Dallas County for aerial spraying for mosquitoes and authorizing the City Manager to approve expenditures not to exceed \$90,000 for mosquito control measures.

STAFF REPRESENTATIVE

Chuck Dumas, Environmental Services Manager
Marc Kurbansade, Director of Development Services

SUMMARY

Dallas County has provided Mosquito Ground Control services for over 20 years for the City of Rowlett. The City of Rowlett has also utilized aerial spraying for West Nile virus or other vector borne infection cases for which ground spraying is insufficient. In addition, the vector index in Dallas County for vector borne infections could rise and result in an extreme outbreak of West Nile virus, such as that in 2012. Aerial spraying may be conducted when the Dallas County Commissioner's Court recommends to reduce the mosquito population. Since the City of Rowlett does not possess the ability to conduct aerial spraying, an interlocal agreement with Dallas County for aerial mosquito spraying is necessary.

BACKGROUND INFORMATION

The City of Rowlett has entered into annual contracts with Dallas County Health and Human Services for the past several years for mosquito vector control. Currently, the City of Rowlett and surrounding communities are experiencing high levels of West Nile virus disease in mosquito pools. Dallas County has also identified two human cases in 2016, though not in Rowlett. The vector index appears to be elevated; however, no Rowlett residents have been confirmed with West Nile disease so far this year. As of July 21, 2016, at least ten (10) mosquito samples in Rowlett have been found to be positive for the presence of West Nile virus. Mosquito testing will continue to occur weekly through October or November, until significantly cooler weather arrives. Dallas County testing records reveal the week ending July 16, 2016, a total of 238 mosquito samples have tested positive in Dallas County. Additionally, fifteen travel-associated cases of Zika infection have been reported.

Dallas County Vector Control procedure makes local areas where a positive mosquito pool or a confirmed human case of the disease eligible for ground spraying. Dallas County has determined that the vector index is at a level that is indicative of higher than normal West Nile and vector borne disease incidence. The County has offered cities within Dallas County the ability to participate in aerial spraying to control the West Nile disease or other vector borne disease outbreak. Local cities were given the option to participate in aerial spraying if they signed an

agreement with Dallas County. The initial aerial spray application was initially scheduled for Wednesday, July 27th and Thursday, July 28th, but has not been confirmed at this time. Dallas County is still working on their plans beyond the initial round of spraying. It is currently unknown if additional aerial spraying options will be offered in the next few weeks.

The insecticide to be used in aerial spraying is “Duet,” which is produced by Clarke Mosquito Control. This product contains two types of synthetic pyrethroids and would be dispersed by aircraft that would do a blanket-type coverage, if used. These aircraft fly at about 300 feet while applying the chemical. Almost all areas within the City would be treated if aerial spraying is conducted. The insecticide product would last until the small droplets make contact with the ground, structures, trees or other objects, which could range from five minutes to about an hour based on weather conditions.

Over the last few months, Environmental Health and Code Enforcement have received numerous reports, complaints and questions about standing water, turbid swimming pools and spas, vacant properties, and properties that might be producing mosquitoes. The majority of these complaints were verified and resulted in actions such as educating the owner or resident, issuing abatement notices, draining standing water and swimming pools/spas, treating swimming pools/spas or other large water holds with larvicide, capping pools and spas, and issuing citations when warranted.

The Dallas County mosquito services agreement includes charges for ground spraying services at a rate of \$185 per hour. In the recent past, Dallas County has not issued invoices for spraying. In 2015, the first invoices were received from Dallas County for spraying. The sum of these charges was \$4,440. This put the budget over by \$3,040. At the time of this report, no 2016 invoices have been received for ground spraying services. It is anticipated that, if Dallas County disperses invoices for ground spraying in 2016, the charges will be similar to that of 2015, thus, resulting in overextending the budget. In addition, aerial spraying in 2012 was conducted under emergency declaration and funded by the State.

DISCUSSION

The City of Rowlett and other Dallas County municipalities have been given the option to participate in aerial spraying for mosquito control if the City Manager signed an agreement with Dallas County. The City of Rowlett has not opted “in” to the initial round of aerial application pending this discussion with the City Council. Given the ongoing fluidity of the mosquito situation, Dallas County is still working on their plans beyond this round of spraying. It is currently unknown if additional aerial spraying options will be offered in the next few weeks. The City may continue to participate in aerial spraying, decline participation or re-evaluate conditions of the West Nile Disease outbreak as the situation evolves during the remainder of the 2016 mosquito season. Council is asked to discuss and provide direction on continuing the interlocal agreement with Dallas County for the purpose of aerial mosquito spraying. In addition, the resolution authorizes the City Manager to approve expenditures not to exceed \$90,000 for services within the agreement(s).

Given the fluidity of this situation, staff will continue to provide management, Council, and the public with the most pertinent and up-to-date information available concerning mosquitoes, vector borne diseases, and testing results in Rowlett. Staff will attempt to address any concerns raised by citizens and Council on the subject of aerial spraying in order to assist Council in making an informed decision.

Upon approval, staff will utilize all standard notifications, including Everbridge, Sign Boards (if available), Social Media, RTN16, City and Department websites to notify citizens.

Goals:

The goal of the proposed program is to enable the City to provide as much protection as possible for the citizens of Rowlett through reduction of the mosquito population by means of large scale aerial spraying. It is believed that the broader aerial adulticide application will reduce the amount of adult mosquitoes, thus, reducing the number of mosquitoes capable of passing on vector borne diseases to humans.

The City of Rowlett utilizes an integrated mosquito management program in order to help defend against vector borne disease outbreaks in humans. An integrated approach means that multiple strategies are utilized in order to provide the best protection possible. The program consists of surveillance, larviciding, trapping and testing, and adulticiding (spraying for adult mosquitoes). All of these strategies work together. Spraying is a part of the integrated program and is done so in specific circumstances, i.e. positive mosquito sample. In some instances it may become necessary to conduct a larger scale application based on current conditions, indicators, and previous experiences. City staff work daily to locate and treat sources of breeding, i.e. stagnant pools and spas, non-functioning fountains, buckets/tires, etc. Application of larvicide and source reduction are primary targets within the integrated program. Dallas County sets approximately 6 traps per week in Rowlett to monitor for vector borne disease activity in mosquitoes. All of the program segments work independently but cannot work alone. Thus all part of an integrated plan must be implemented and used for a holistic approach to control. In years with high disease incidence/occurrence, it is necessary to eliminate breeding habitat, apply larvicide in any stagnant water that is unable to be drained, conduct surveillance and testing, and finally apply adulticide through ground/aerial spraying. Aerial spraying is a broad scale application measure aimed to provide maximum coverage in an attempt to provide maximum defense.

Opposing views are concerned with wildlife, including honeybees, dragonflies, organic yards, birds, etc. While these are valid and important concerns, the protection of human life is important as well. The implementation of an integrated mosquito management plan uses all aspects as control measures. The control measures include ground/aerial spraying as a component of the program. The program in the City of Rowlett uses spraying for adult mosquitoes only when necessitated by positive mosquito pools or when vector disease activity indicates a possible concern or outbreak. A failure to participate could allow more adult mosquitoes to produce more offspring, thus increasing chances of vector borne disease infecting humans.

At this time, Dallas County has not made any further decisions on aerial spraying, outside of the initial round that took place on July 27th and July 28th. If approved, the resolution will allow the City Manager the authority to approve the services if Dallas County and City of Rowlett determines that additional applications are necessary.

This is a very sensitive issue for the public. In a public meeting a couple of years ago in front of a packed house at City Hall, the public was very divided on aerial spraying between protecting the public and the possibility of the affects on wildlife and/or human allergies. With ground spraying, residents have the ability for their residence to “opt out” and not be sprayed; however, with aerial spraying, opting out is a community choice, not an individual choice.

FINANCIAL/BUDGET IMPLICATIONS

The initial round of aerial application is anticipated at approximately \$21,600 per night. It is anticipated that there will be no less than two applications per event with each event being two consecutive nights, weather permitting. If Dallas County determines that there is a need for a second round of aerial spraying at a later date, the figures are anticipated to remain the same. One event is estimated at \$21,600/night x 2 nights = \$43,200 per event. A second event would double this cost giving a total aerial spray cost of approximately \$86,400.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
1016020-6407	Health (Note: <i>includes mosquito control and ILA with Garland as our local health authority</i>)	\$5,000	\$90,000

Funding for this item will be made available through a future budget amendment in Fiscal Year 2016.

RECOMMENDED ACTION

Move to approve a resolution authorizing the City Manager to enter into an interlocal agreement or series of interlocal agreements with Dallas County for aerial spraying for mosquitoes and authorizing the City Manager to approve expenditures not to exceed \$90,000 for mosquito control measures.

RESOLUTION

A RESOLUTION OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DALLAS COUNTY FOR AERIAL SPRAYING FOR MOSQUITO CONTROL IN THE 2015-2016 VECTOR SEASON IF PROMULGATED BY THE DALLAS COUNTY JUDGE IN AN AMOUNT NOT TO EXCEED \$90,000; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Rowlett has in the past and may have again this year West Nile Virus or other vector borne infection cases for which ground spraying is insufficient to battle disease; and

WHEREAS, the vector index in Dallas County for vector borne infections could rise and result in an extreme outbreak of West Nile Virus, and;

WHEREAS, the Dallas County judge or Commissioner's Court may recommend that action be taken to initiate aerial spraying activities to reduce the mosquito population which carries the disease; and

WHEREAS, the City of Rowlett does not possess adequate facilities to effectuate aerial spraying; and

WHEREAS, the City of Rowlett has determined that extraordinary measures may be required to alleviate the suffering of people and to protect or rehabilitate property, and that the procurement of mosquito control preventative measures and services is necessary to protect the public health and safety of the City's residents.

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

SECTION 1. That the City Council of the City of Rowlett, Texas, hereby authorizes the City Manager to enter into one or more series of interlocal agreements with Dallas County for aerial spraying for mosquito control measures in an aggregate amount not to exceed \$90,000, and, within the foregoing spending limit, ratifies any interlocal agreements entered into by the City Manager for said services during fiscal year 2015-2016.

SECTION 2. That this Resolution shall take effect immediately from and after its passage.

ATTACHMENTS

Attachment 1 – City of Rowlett Authorization for Aerial Spraying

Attachment 2 – DUET Resource Guide

Attachment 3 – DUET FAQs

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Tammy Dana-Bashian
Deputy Mayor Pro Tem ~ Rick Sheffield
City Council ~
Robbert van Bloemendaal
Bruce Hargrave
Debby Bobbitt
Martha Brown
City Manager ~ Brian Funderburk



ATTACHMENT 1
City of Rowlett
4000 Main Street
Rowlett, TX 75088
Phone ~ 972.412.6100
Fax ~ 972.412.6118
www.rowlett.com

*A unique community where families
enjoy life and feel at home*

July 19, 2016

Dallas County Health and Human Services
Attn: Zachary S. Thompson, Director
2377 North Stemmons Freeway
Dallas, Texas 75207-2710

RE: Aerial Spraying Authorization

Dear Mr. Thompson:

The purpose of this letter is to provide Dallas County with authorization to proceed with aerial spraying within our City limits. The City of Rowlett is approximately 19.96 square miles (12,775 acres); this letter will authorize aerial spraying to occur within the entire municipal boundaries of the City. In accordance with City of Rowlett regulations, I am authorizing a maximum expenditure of \$49,999 to occur associated with aerial spraying. Pursuant to the information provided by Mr. Spencer Lockwood on July 14, 2016, it is anticipated that the cost would be approximately \$21,333 per aerial spraying event.

The City Council of the City of Rowlett is scheduled to consider a resolution on August 2, 2016, authorizing additional funding for a total maximum amount of \$90,000. A record of the action taken by City Council on this request will be provided to you.

Sincerely,

A handwritten signature in blue ink that reads "Brian Funderburk".

Brian Funderburk
City Manager



Texas Comptroller
Leadership Circle
Platinum Member





DUET™

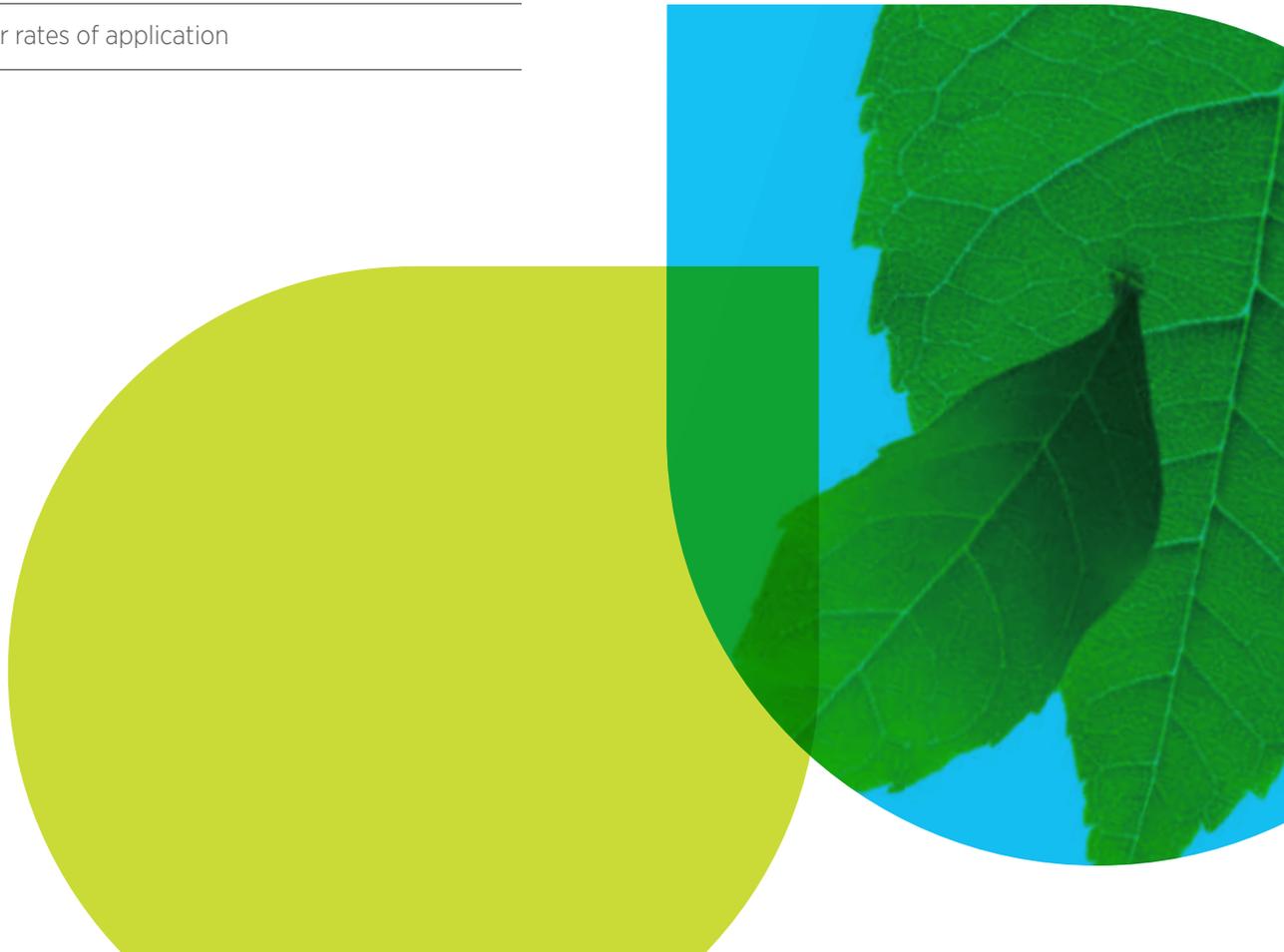
DUAL-ACTION EFFICACY

Adulticide for Mosquito Control

Delivers more control of natural mosquito populations

Versatile in a range of operational conditions

Effective even at lower rates of application



TWO ACTIVE INGREDIENTS FOR GREATER STRENGTH AND VERSATILITY

Duet,™ an advanced dual-action mosquito adulticide, combines the proven efficacy of Sumithrin® (the active ingredient found in Anvil®) plus the exceptional knock-down of prallethrin. Together, these two active ingredients provide you a unique, effective and faster way to control mosquitoes.

DUET'S BENEFITS >>

.....

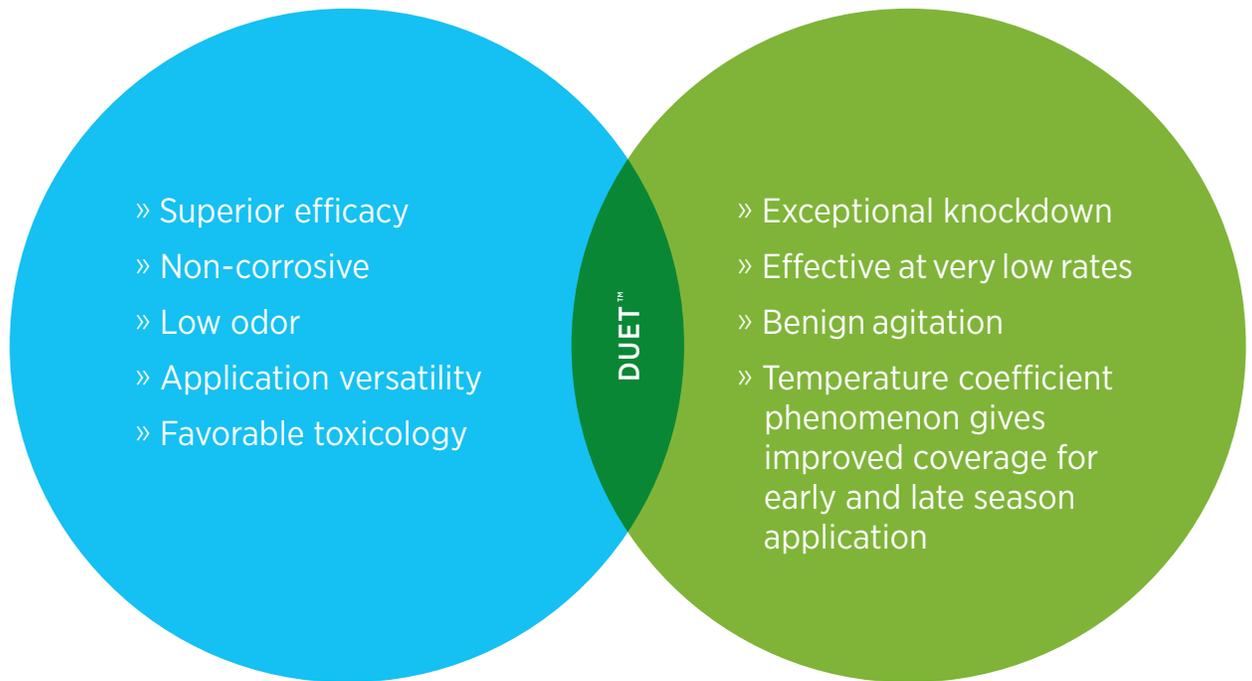
Delivers more control of natural mosquito populations

Versatile in a range of operational conditions

Effective at even low rates of application

SUMITHRIN

PRALLETHRIN

**Stronger and Faster**

With the combination of Sumithrin and prallethrin, Duet effectively controls more mosquitoes more quickly. Duet has a faster knockdown than other products. In addition, despite its potent combination of active ingredients, Duet has approximately the same toxicity profile as Anvil®. This offers increased efficacy with the *same low toxicity*.

Biodegradable

More than a generation ago, scientists created synthetic pyrethroids, which emulate naturally occurring pyrethrins, found in chrysanthemum flowers. Two of these synthetic pyrethroids — Sumithrin and prallethrin (brand name ETOC®) — kill mosquitoes effectively, yet biodegrade rapidly in the presence of sunlight and/or microorganisms. The two actives with the synergist piperonyl butoxide (PBO) yield superior performance for mosquito control.

Active Ingredients:

Prallethrin (1%)
(RS)-2-methyl-4-oxo-3-(2-propynyl) cyclopent-2-enyl-(1RS)-cis, transchrysanthemate

Sumithrin (5%)
3-Phenoxybenzyl-(1RS, 3RS; 1RS, 3SR)-2, 2-dimethyl-3-(2-methylprop-1-enyl) cyclopropanecarboxylate

Piperonyl Butoxide (5%)

Other Ingredients (89%)

BENIGN AGITATION: EXCELLENT KNOCKDOWN AND GREATER CONTROL

Field trial and cage observations have shown that **Duet™ causes benign agitation — a non-biting excitation of mosquitoes.** This has the potential to draw mosquitoes from a resting state, causing more of them to come in contact with droplets and increase efficacy. As a result, you can have greater control on a larger percentage of the total mosquito population.

Benign Agitation Studies Prove Duet's Effectiveness

In laboratory studies,* benign agitation was demonstrated by looking at the active ingredients in Duet, separately.

Ultra low volume (ULV) droplets were introduced into a wind tunnel. The response of resting mosquitoes was video recorded and movement/flight pattern observed before, during, and after exposure. Mosquitoes exposed to insecticides moved faster when sprayed. Prallethrin produced increased flight activity during spray while Sumithrin (the other active ingredient in Duet) produced increased activity during the post-spray period.

In another study** that showed the formulated product of Duet increases the percentage of resting mosquitoes to take flight post spray, it was also demonstrated that mosquitoes remain in flight longer than with competitive formulations.

The bottom line: With Duet, more resting mosquitoes take flight to come in contact with more droplets, thus improving the efficacy of the application.

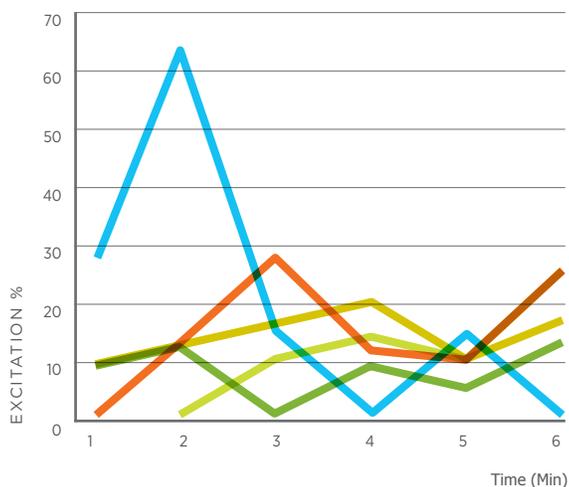
*Study by Gary G. Clark and Sandra A. Allan of the CMAVE, USDA, Gainesville, FL; Miriam F. Cooperband with APHIS, USDA, Otis ANGB, MA, and William Jany, Clarke. Tests conducted with female *Culex quinquefasciatus* using a range of adulticides with different active ingredients.

**Work by Gary Benzon, Benzon Research, Carlisle, PA.

Key:

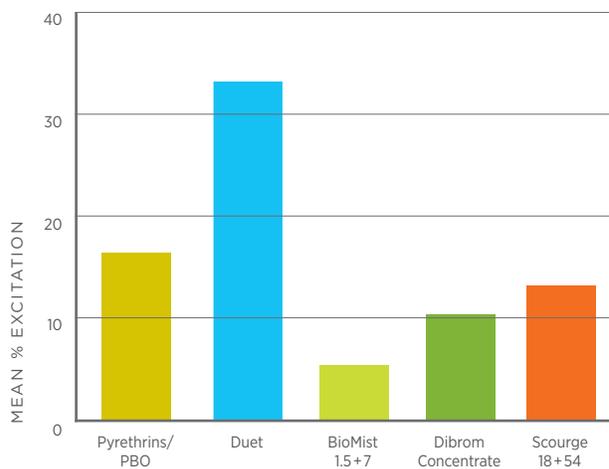
- Duet™
- Py / PBO
- Dibrom Concentrate
- Scourge
- BioMist

Excitation Over Time



Source: G. Benzon, Benzon Research, Carlisle, PA.

5 Minutes After Exposure



Source: Dr. Hajime Hirai, Sumi World, 1997

Comparative Insecticidal Activity

COMPOUND	LD50 (µG / INSECT) MOSQUITO ²
Prallethrin	0.0032
Pyrethrins	0.022

² *Culex pipiens pallens*, female adult

Prallethrin exhibits high killing activity against mosquitoes compared to pyrethrins.

We believe that an important part of being an environmental steward is product rotation. Product rotation maximizes the effectiveness of every program by preventing cross-resistance.

To help select products for rotation in your program, visit clarke.com/mosquitocontrolproducts to view our full line of product offerings.



PROFILE OF AN ADVANCED ADULTICIDE OPTION

Product Density

ACTIVE INGREDIENT	SUMITHRIN	PRALLETHRIN	DUET
Specific Gravity	1.060	1.03	.87
Molecular Weight	350.5	300.4	—
Viscosity	—	—	13.4CP @24 C
Vapor Pressure	1.4 x 10 ⁻⁷ mm/Hg @21.4°C	3.5 x 10 ⁻⁵ mm/Hg @21.4°C	—

Toxicology

STUDY	SUMITHRIN	PRALLETHRIN
96 Hr Acute Flow Through LC50 Rainbow Trout	17 µg/l	12 µg/l
96 Hr Acute Flow Through LC50 Bluegill	18 µg/l	22 µg/l
48 Hr Acute EC 50 <i>Daphnia magna</i>	4.3 µg/l	6.2 µg/l
Honey Bee 48 Hr Acute Contact LD50	0.064 µg/bee	0.028 µg/bee
Acute Oral LC50 Bobwhite Quail	2510 mg/kg	1171 mg/kg

Acute Toxicology

SPECIES	DUET
Oral LD50 (rats)	> 5000 mg/kg
Dermal LD50 (rats)	> 5000 mg/kg
Eye Irritation (rabbits)	Minimal irritation
Inhalation LC50 (rats)	> 2.04 mg/l
Skin Sensitization (guinea pig)	Negative

Environmental Toxicity

In Sunlight: The active ingredients in Duet™ are photolabile. The molecules easily decompose in the presence of sunlight. The half-lives of Sumithrin and prallethrin in water in the presence of light range from 9.1 to 13.9 hours. The degradation products of Sumithrin and prallethrin are non-persistent. Moderately rapid aerobic and anaerobic soil degradation was found in the absence of sunlight.

In Soil: Sumithrin and prallethrin are not readily transported from the site of application. Neither Sumithrin nor prallethrin bioaccumulates.

Eco-Tier™ Ranking:

The Clarke Eco-Tier™ Index offers three tiers of products, equipment and services ranked by their impact on the environment. Duet is ranked as an “Advanced” product.



CAGED TRIAL RESULTS SUPERIOR KNOCKDOWN AND CONTROL

Initial Field Research

Initial field research for Duet™ has demonstrated excellent results. Tests were conducted involving the following species:

Michigan: *An. punctipennis*, *Oc. trivittatus* and *Ae. vexans*

Florida: *Oc. taeniorhynchus*

Illinois: *Coq. perturbans*, *Oc. trivittatus* and *Culex restuans*

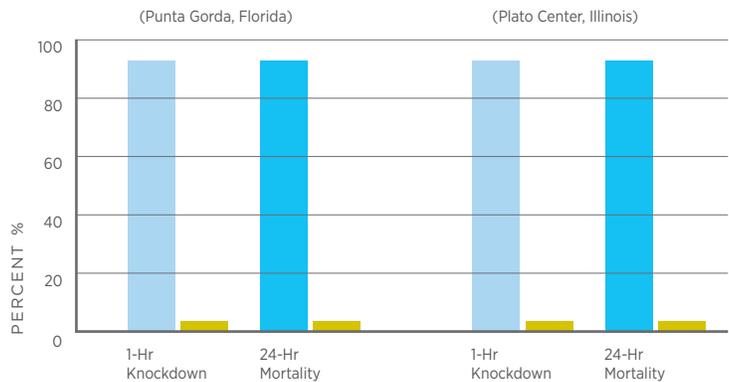
Protocols:

- » Mosquitoes collected via CO₂ baited ABC traps
- » Mouth-aspirate mosquitoes
- » Cages placed @100-200' intervals
- » 10 min. exposure then transferred to holding cages
- » Mosquitoes fed 10% sugar-water solution
- » Monitor knockdown @1-Hr, and 24-Hr mortality
- » Controls handled same as treated mosquitoes



Duet Ground ULV @150'

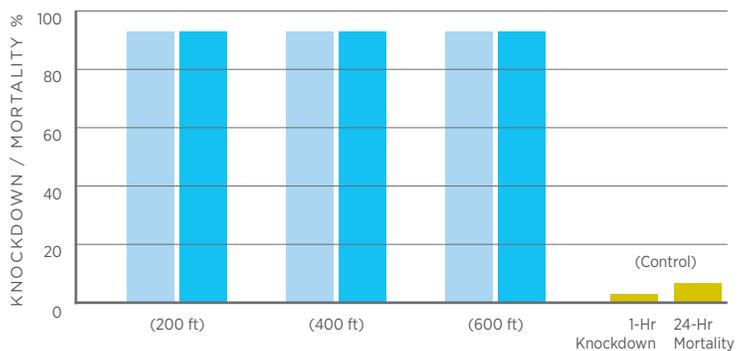
Rate: 0.41 oz/acre rate



Duet ULV at Long Distances

Location: Saginaw, MI – 9/1/06

Rate: 0.0012 ai/acre Sumithrin and 0.0003 lbs/acre prallethrin



Even at distances up to 600ft from the spray nozzle, Duet demonstrates superior knockdown and control.

APPLICATION METHODS OPTIMIZED FOR YOUR EQUIPMENT

Duet™ has been proven effective whether applied by air or ground (truck, ATV, backpack). Optimized for all standard ULV application equipment and nozzles, Duet is non-corroding to your application apparatus.

Applying Duet by Air

Aerial applications can be completed with fixed wing or rotary aircraft. Based on your program needs, Duet can be applied at a range of .41 to 1.23 fl. oz/acre. Droplet VMD (volume median diameter) should be optimized between 25–30 microns. In wind tunnel atomization studies, Duet has shown to effectively produce this droplet size range when sprayed through equipment that has been correctly calibrated.

To Optimize Your Aerial Application:



Select the Proper Nozzle

Refer to the table to achieve the optimized less-than-30-micron droplet VMD. Some of the best nozzles for Duet usage are rotary (e.g. Beecomist or Micronair). Note that flat fan nozzles require orientation 130 degrees into the wind, and may not produce droplets within the desired spectrum when aircraft travel below 170 mph.

AIRCRAFT TYPE	NOZZLE TYPE	SIZE	ANGLE
Fixed wing	Flat fan	80-110° small orifice 005-04	135° forward
Fixed wing	Micronair Nozzles** AU5000*	Standard cage mesh	Straight back
Fixed wing	Beecomist*	10, 20 or 40 µm screen	Straight back
Rotary wing	Micronair Nozzles** AU5000*	Standard cage mesh	Straight back
Rotary wing	Beecomist*	40 µm screen	Straight back

* Adjust RPM of nozzles to deliver the appropriate droplet spectrum required for your application.

** AU 4,000, AU 5,000, AU 6,600 brushless

Note: Data is for general information only. Actual droplet size will depend on the application conditions and factors such as nozzle and atomizer condition. Always calibrate sprayers to ensure required dosage rate and conditions are met. **As always, read and follow label directions.**

2



Calibration Process

To adjust your spray system for proper flow rate:

- » Determine the number of acres per minute your aircraft will treat by using the first formula shown.
- » Select the Duet™ labeled flow rate (in ounces per acre) required for your needs.
- » Using the second formula, multiply the figures derived from the two steps above to determine the proper Calibration Flow.

$$\frac{\text{Swath} \times \text{Speed}}{495} = \text{Acres} / \text{Min}$$

$$\left(\frac{\text{Acres}}{\text{Min}} \right) \left(\frac{\text{Oz}}{\text{Acre}} \right) = \frac{\text{Oz}}{\text{Min}}$$

↓
Calibration Flow

PRALLETHRIN	SUMITHRIN	PBO	FLOW RATES
0.00072 lbs. Al/acre	0.0036 lbs. Al/acre	0.0036 lbs. Al/acre	1.23 fl. oz/acre
0.00044 lbs. Al/acre	0.0022 lbs. Al/acre	0.0022 lbs. Al/acre	0.75 fl. oz/acre
0.00036 lbs. Al/acre	0.0018 lbs. Al/acre	0.0018 lbs. Al/acre	0.61 fl. oz/acre
0.00024 lbs. Al/acre	0.0012 lbs. Al/acre	0.0012 lbs. Al/acre	0.41 fl. oz/acre

3

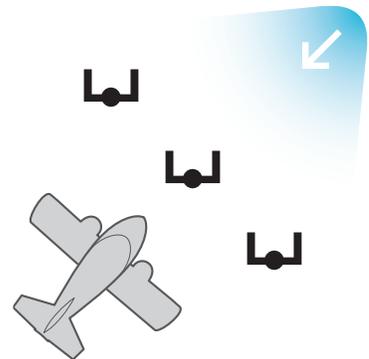


Droplet Dynamics

Droplet VMD should be optimized between 25-30 microns to achieve maximum performance. Confirm the droplet size by placing slide impingers with Teflon coated slides as described in the diagram. Droplets on slides can be measured using a compound microscope with a mechanical stage and an ocular micrometer. Starting at one end of the slide, measure each droplet as they pass through the eyepiece micrometer. The expected spread factor for Duet is 0.59 (minimum of 200 droplets collected). Use this factor until the actual spread factor is determined.

To Determine Appropriate Offset:

- » Place droplet collectors 50 ft apart and 90 degrees to the wind direction.
- » Fly directly into wind over slides at 75 ft. Spray for 15 seconds after passing over slide collectors.
- » Wait 10 minutes after application for upwind droplets to reach collectors.



Duet™ By Ground

Duet should be applied using ULV spray equipment capable of producing ULV spray droplets with a VMD of 8-30 microns.

Use the Following Guidelines, Assuming a 300ft Swath:

Fl. oz/acre	* Flow rates in fluid oz/min at truck speeds of:			
DUET	5 MPH	10 MPH	15 MPH	20 MPH
1.23 oz/acre	3.7 oz	7.4 oz	11.2 oz	14.9 oz
0.75 oz/acre	2.3 oz	4.6 oz	6.8 oz	9.1 oz
0.61 oz/acre	1.9 oz	3.7 oz	5.6 oz	7.4 oz
0.41 oz/acre	1.2 oz	2.5 oz	3.7 oz	5.0 oz

*Assumes a 300 ft spray swath

To Optimize Your Ground Application:

To achieve maximum performance, droplet VMD should be optimized between 10-20 microns. Droplet spectrum may be determined by using the hot-wire method using a DCIII (AIMS) unit that measures and calculates VMD or MMD for oil-based liquids. Application equipment must be tested at least annually to confirm that pressure at the nozzle and nozzle flow rate(s) are properly calibrated.

Standard Droplet Collection:

- » Use Teflon-coated microscope slide
- » Attach slide to 3'—4' rod
- » Stand 10'—25' downwind from nozzle
- » Distance is dependent on sprayer velocity
- » Higher velocity of sprayer = further distance from nozzle (not to exceed 25')
- » Swing rod (with coated slide facing the insecticide) once rapidly in a baseball swing/diagonal motion toward the sprayer, through the spray cloud

Standard Droplet Measurement:

- » Use a compound microscope equipped with a mechanical stage and an ocular micrometer placed in the eyepiece.
- » Starting at one end of the slide, measure each droplet as they pass through the eyepiece micrometer.
- » A minimum of 200 droplets should be measured to obtain an adequate sample.
- » Spread factor for Duet: 0.59.

ENVIRONMENTAL CONDITIONS FOR AIR AND GROUND APPLICATION

Duet should be applied when conditions are favorable for ULV applications. Favorable application conditions occur when the atmosphere at application height to immediately above ground level is stable. This condition is characteristic of an inversion, which occurs when temperatures increase with height. Stability is also influenced by solar radiation and heat exchange between air, soil and vegetation. As a result, favorable conditions for ULV applications usually occur prior to sunrise and after dusk. Duet has been shown to have a negative temperature coefficient. This means it is extremely effective, early and late season when temperatures are between 50°-65° F and most mosquitoes are active.

FREQUENTLY ASKED QUESTIONS

Q: What is prallethrin and how did it come into use as a mosquito adulticide?

A: Prallethrin was developed in the 1980s as an alternative to pyrethrins. It was first registered for use with the U.S. EPA in 1995. Since then, it has been in use in pest control products throughout the world.

Q: Does Duet™ pose a health risk to community residents?

A: All products involve a balance between risks and benefits. The active ingredients in Duet have been carefully tested. Duet is registered for ground and aerial applications in outdoor residential and recreational areas.

Q: Does the combination of prallethrin and Sumithrin in Duet increase toxicity?

A: No. Duet has the same toxicology profile as Anvil®.

Q: How does Duet break down in the environment?

A: Duet's active ingredients break down rapidly in sunlight into carbon dioxide and water vapor.

Q: What is Sumithrin, and how does it impact mosquitoes?

A: Sumithrin, best known in the Anvil formulation, is an active ingredient used for adult mosquito control. A synthetic pyrethroid, Sumithrin replicates the mosquito controlling properties of pyrethrin, derived from chrysanthemum plants. It has been widely used in mosquito control since 1975, and in the Anvil formulation has been used in every major mosquito control effort in the U.S. since 1999. Both prallethrin and Sumithrin interrupt the sodium channel complex in mosquito nerve axons.

Q: Is adult control effective?

A: Generally, spraying for adult mosquitoes is highly effective at killing adult mosquitoes on the wing. With Duet, the dual-active formulation provides excellent control among commonly controlled mosquitoes even at low application rates.

Q: How much Duet is typically applied?

A: Duet is applied in very low dosages, from less than half an ounce to a little more than one ounce of formulated product per acre (.41 to 1.23 fl oz/ac). In lay terms, approximately a teaspoon of formulated product treats an area the size of a football field.



Clarke

GLOBAL HEADQUARTERS

675 Sidwell Ct. St. Charles, IL 60174

Phone: 1.800.323.5727 Fax: 1.630.443.3070

www.clarke.com

Clarke is a global environmental products and services company. Each year, Clarke helps make communities around the world more livable, safe and comfortable by pioneering, developing and delivering environmentally responsible disease prevention and habitat management solutions. In 2008, Clarke founded The Clarke Cares Foundation, a non-profit created to provide disease prevention support for communities with critical needs.

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Duet® Adulticide FAQs

What is Duet?

Duet is the name of a public health mosquito control product. It has two active ingredients: Sumithrin and Prallethrin. They are formulated to mimic the insect-killing (insecticidal) properties of natural substances called “pyrethrins” in chrysanthemum flowers. Duet was registered by the U.S. EPA in 1995 to help control adult mosquito populations that may transmit disease.

Does Duet pose a health risk to humans?

When applied as indicated on the label for adult mosquito control, Duet does not endanger human health.

Prior to registering a product, the EPA evaluates products thoroughly to be sure there is a “reasonable certainty of no harm” to humans, animals and the environment from their use. Duet and its ingredients have passed rigorous tests required by the EPA and has been approved for use in ground and aerial application in outdoor residential and recreational areas and other similar areas.

Will application of this product harm my children and/or pets? Can they be outdoors during the application?

Duet is applied at extremely low dosage rates – less than an ounce per acre. An acre is equivalent to approximately a football field. Such low rates mean there is very low exposure even if present during or immediately after the application is made; this level of exposure is far less than the amount necessary to pose a health concern.

People and pets can be outdoors during the application; there are no re-entry restrictions or limitations for Duet. If you choose to remain indoors, the spray (mist) will dissipate quickly through the treatment area (in 5-30 minutes, depending on weather conditions). The low application rate and wide area dispersal of the spray ensure that exposures are minimal.

Will this chemical harm the finish on my car and/or house? Do I need to rinse off outdoor toys?

No. The ingredients of Duet are not corrosive or staining and therefore should cause no chemical harm to the finish of a car and/or house and there is no need to wash off outdoor toys.

Do I need to close my doors and windows during the applications?

No. It is not necessary to close doors or windows. The spray will dissipate from the treated area quickly (within 5-30 minutes).

I have an air conditioner. Should I turn it off if spraying is scheduled in my area?

No. There is no need to take any precautions with air conditioning systems.

Do vegetables and fruits need to be harvested before the spraying? Or is there a certain amount of time I need to wait? Is rinsing with water sufficient?

No. Duet will not deposit in significant amounts. Residues will degrade quickly on exposure to sunlight. It is good common sense to rinse all fruits and vegetables with water prior to eating as a precautionary measure.

Do I need to cover my fish pond prior to a spraying?

No. The spraying should not pose a risk for a healthy pond.

Do horses and livestock need to be sheltered during the application?

No. Horses and livestock should not be adversely affected by applications of Duet. This product has low mammalian toxicity and its ingredients are commonly used in livestock pest management products.

How does Duet affect non-target insects?

Because of the manner in which Duet is applied and the time of day it is applied, it should not affect beneficial insects, like bees and butterflies. Duet is applied in small droplets, which break down quickly in the environment. Since the product must hit a mosquito while it is in flight to have an effect, it is sprayed at night when mosquitoes are actively flying and when other insects, such as bees and butterflies, are not active.

However, Duet is an insecticide and may be toxic upon direct exposure to bees active outside the hive. Beekeepers can protect their bees by sheltering the hives during the spraying operations.

How does Duet affect the environment?

The U.S. EPA has determined that Duet can be applied by truck or aircraft in residential and recreational areas, including vegetation surrounding parks, woodlands, swamps, marshes, overgrown areas and golf courses without undue risk to the environment. Duet may be toxic to some aquatic organisms, including fish and invertebrates; however the small amount of product and the manner in which it is applied greatly reduces this risk.

How is Duet applied?

Generally, Duet is applied at an ultra low volume in an extremely fine mist of tiny drops, where the average droplet size is 17 microns – smaller than the size of a pinpoint. It can be applied via ground (truck or backpack) or from the air.

How much is typically applied?

Duet is applied in very low dosages, from less than half an ounce to a little more than one ounce of formulated product per acre (.43 to 1.28 fl oz/ac). This current application will use a dosage rate of .8 fl oz/ac. This is approximately a tablespoon of formulated product to treat an area the size of a football field.

Will this eliminate our mosquito population?

No, this will not completely eliminate all mosquitoes. Killing adult mosquitoes (adulticiding) – or spraying – helps to control the size of mosquito populations and prevent the spread of disease. Mosquito populations are constantly dying off and regenerating, and adulticiding will not eliminate all of the adult mosquitoes in the community. Adulticiding is needed because source reduction (reducing unnecessary standing water), surveillance and larviciding (killing the mosquito population at the larval stage) alone are not enough to control mosquito populations.

Duet is effective in controlling disease-spreading mosquitoes. A specific problem area is identified and treated, but the spraying in this targeted area is not reaching an entire habitat of mosquitoes. Sometimes mosquitoes move into the spray zone from outside of it after it is treated, which is called “reinfestation” (i.e., they drift in on wind currents from areas that have not been treated). When mosquito reinfestation occurs, additional sprayings may need to be considered to control the spread of mosquitoes that transmit West Nile Virus. Effectively controlling an adult mosquito population through spraying also depends on a number of external factors, including timing, the level of reinfestation, methodology used during the application and weather conditions.



Duet® Adulticida Preguntas Frecuentes

¿Qué es Duet?

Duet es el nombre de un producto de salud pública para controlar mosquitos. Tiene dos ingredientes activos: Fenotrina y Praletrina. Están formulados para imitar las propiedades para matar insectos (insecticidas) de sustancias naturales de los crisantemos llamadas "piretrinas". Duet fue registrado en Estados Unidos por la Agencia de Protección Ambiental (EPA por sus siglas en inglés) en 1995 para ayudar a controlar la población de mosquitos adultos que pudieran transmitir enfermedades.

¿Es Duet peligroso para humanos?

Cuando se aplica de acuerdo a las indicaciones en la etiqueta para controlar mosquitos adultos Duet no representa ningún peligro a la salud humana.

Antes de registrar un producto, la EPA hace evaluaciones estrictas para asegurar de que al usarse dicho producto exista una "certeza razonable de no ocasionar daño" a humanos, animales y el medio ambiente. Duet y sus ingredientes han pasado pruebas rigurosas requeridas por la EPA y ha sido aprobado para usarse tanto en tierra como en aire y para interiores de residencias, áreas recreativas y otras áreas similares.

¿El uso de este producto puede lastimar a mis hijos y/o mascotas? ¿Pueden ambos permanecer afuera durante la aplicación?

Duet se aplica en dosis extremadamente pequeñas - menos de una libra por acre. Un acre equivale a un campo de fútbol aproximadamente. Esta concentración tan baja significa que la exposición es mínima, aún durante o inmediatamente después de aplicado el producto; este nivel de exposición es mucho menor que la cantidad necesaria para ser un problema de salud.

La gente y sus mascotas pueden estar afuera durante la aplicación; Duet no tiene ninguna restricción o limitación para volver a entrar. Si desea permanecer fuera, el rocío (la neblina) se disipará rápidamente por toda el área tratada (en 5 a 30 minutos, dependiendo de las condiciones climatológicas). Por su baja concentración y el área de dispersión amplia del rocío, la exposición al producto es ínfima.

¿Este químico puede dañar el acabado de mi automóvil y/o casa? ¿Debo enjuagar los juguetes del patio o jardín?

No. Los ingredientes de Duet no son corrosivos ni manchan y por lo tanto no deben causar ningún daño químico al acabado de una automóvil y/o casa, y no hay necesidad de enjuagar juguetes del patio o jardín.

¿Necesito cerrar mis puertas y ventanas durante la aplicación?

No. No es necesario cerrar puertas o ventanas. El rocío se disipará rápidamente del área tratada (en 5 a 30 minutos).

Tengo aire acondicionado. ¿Debo apagarlo si hay una fumigación programada en mi área?

No. No es necesario tomar ninguna precaución con los sistemas de aire acondicionado.

¿Debo recolectar frutas y verduras antes de la fumigación? ¿O debo esperar por algún tiempo específico? ¿Es suficiente enjuagar con agua?

No. Duet dejará una cantidad de residuos mínima. Los residuos se degradarán rápidamente al estar expuestos a la luz del sol. Es recomendable enjuagar frutas y verduras con agua antes de consumirlas como medida de precaución.

¿Debo de cubrir mi estanque de peces antes de la fumigación?

No. La fumigación no representa ningún riesgo a la salud del estanque.

¿Debo de resguardar caballos y ganados durante la aplicación?

No. No habrá ningún efecto adverso en caballos y ganado por la aplicación de Duet. Este producto es de baja toxicidad para mamíferos, y sus ingredientes se encuentran comúnmente en productos de control de pestes para ganado.

¿Cómo afecta Duet a insectos que están fuera de su rango?

Por la forma en que Duet se aplica y la hora del día, no debería afectar a insectos benéficos, como abejas y mariposas. Duet se aplica en gotas pequeñas, las cuales se descomponen rápidamente en el ambiente. Para surtir efecto, este producto debe hacer contacto con el mosquito mientras vuela por lo que se rocía por la noche cuando los mosquitos están activamente volando y cuando otros insectos, como abejas y mariposas, no están activos.

Sin embargo, Duet es un insecticida y puede ser tóxico si existe una exposición directa con las abejas que estén fuera de sus colmenas. Los apicultores pueden proteger a sus abejas resguardando las colmenas durante las operaciones de fumigación.

¿Cómo afecta Duet al medio ambiente?

La EPA de los Estados Unidos ha determinado que Duet puede ser aplicado usando un camión o por aeroplano en áreas residenciales y recreativas, incluyendo vegetación alrededor de parques, bosques, pantanos, marismas, zonas de maleza y campos de golf sin causar ningún riesgo indebido al medio ambiente. Duet puede ser tóxico para ciertos organismos acuáticos, incluyendo peces e invertebrados; sin embargo, por ser muy pequeña la cantidad de producto que se aplica, el riesgo se reduce enormemente.

¿Cómo se aplica Duet?

Generalmente, Duet se aplica en un volumen ultra-bajo, como una neblina de gotas extremadamente finas donde el tamaño de una gota promedio es de 17 micras - mas pequeño que la punta de un alfiler. Puede ser aplicado por tierra (con un camión o una mochila) o desde el aire.

¿Qué cantidad de aplica típicamente?

Duet se aplica en dosis muy bajas, desde menos de media onza hasta un poco más de una onza de producto formulado por acre (.43 a 1.28 fl oz/ac). La aplicación actual utilizará una dosis de destino de .8 fl oz/ac. Este es aproximadamente una cucharada de producto formulado para dar tratamiento a una área de el tamaño de un campo de fútbol.

¿Esto eliminará la población de mosquitos?

No, esto no eliminará por completo a los mosquitos. Matar mosquitos adultos (adulticidio) - o fumigación - ayuda a controlar el tamaño de la población de mosquitos y previene la propagación de enfermedades. La población de mosquitos está muriendo y regenerándose constantemente, y el adulticidio no elimina a todos los mosquitos de la comunidad. El adulticidio es necesario por que la reducción de fuentes (reducción de agua estancada innecesaria), vigilancia y larvicidio (matar a la población de mosquitos es un estado larvario) por si solo no es suficiente para controlar la población de mosquitos.

Duet es efectivo para controlar mosquitos que propagan enfermedades. Se identifica una zona problemática y se trata, pero la fumigación en esta zona objetivo no llega a todo el hábitat de los mosquitos. Algunas veces los mosquitos se mueven dentro de una zona de fumigación desde otra área, lo cual se conoce como "reinfestación" (e.g., son traídos por corrientes de viento desde otras áreas que no han sido tratadas). Es posible que sea necesario considerar aplicar otra fumigación cuando ocurre una reinfestación de mosquitos para controlar la propagación de mosquitos que transmiten el virus West Nile. Controlar la población de mosquitos de forma efectiva a través de fumigación también depende de un número de factores externos, incluyendo el momento de la aplicación, el nivel de reinfestación, la metodología usada durante la aplicación y las condiciones climatológicas.



Sản phẩm diệt muỗi Duet® Những câu hỏi thường gặp

Duet là gì?

Duet là tên của một tổ chức về sản phẩm kiểm soát muỗi. Có hai thành phần chính: Sumithrin và Prallethrin. Chúng được xây dựng để bắt chước tính chất diệt côn trùng của các hợp chất tự nhiên gọi là “pyrethrins” trong hoa cúc. Duet được đăng ký bởi Cục Quản Lý Môi Trường của Mỹ vào năm 1995 để giúp Việt kiểm soát số lượng muỗi trưởng thành có thể truyền bệnh.

Duet gây ra những rủi ro về sức khỏe gì ở con người?

Khi sử dụng giống như được ghi trên nhãn sản của phẩm kiểm soát muỗi trưởng thành, Duet không gây nguy hiểm cho sức khỏe con người.

Trước khi đăng ký một sản phẩm, Cục Quản Lý Môi Trường tính toán một cách đầy đủ để đảm bảo sản phẩm ở một mức hợp lý không gây hại cho con người, động vật và môi trường sống từ những lần sử dụng. Duet và các thành phần của nó đã vượt qua được bài kiểm tra nghiêm ngặt của Cục Quản Lý Môi Trường và được phê duyệt để sử dụng trên mặt đất cũng như trên không tại khu dân cư, khu vực giải trí ngoài trời và các vùng tương tự.

Sản phẩm này có gây hại cho trẻ em hay thú nuôi hay không? Họ có thể ra ngoài khi sản phẩm được sử dụng hay không?

Duet được dùng ở mức liều lượng cực kỳ thấp – ít hơn một ounce mỗi héc-tac. Một héc-ta tương đương với gần một sân bóng đá. Liều lượng thấp như vậy nghĩa là chúng ta tiếp xúc rất ít, thậm chí nếu có mặt trong hoặc ngay sau khi sản phẩm được sử dụng; mức độ phơi nhiễm là ít hơn so với số lượng sản phẩm cần thiết để có thể gây ra nhưng vấn đề về sức khỏe.

Con người và vật nuôi có thể ở ngoài trong khi sản phẩm được sử dụng; không có sự giới hạn về việc này hay hạn chế dành cho Duet. Nếu bạn chọn ở lại trong nhà, bộ phun(sương mù) sẽ tiêu tan một cách nhanh chóng thông qua các khu vực điều trị (từ 5-30 phút, tùy thuộc vào điều kiện thời tiết). Liều lượng thấp và sự phân tán trên diện rộng đảm bảo tối thiểu hóa khả năng phơi nhiễm.

Những chất hóa học này có gây hại cho xe hay nhà của tôi không? Tôi có cần rửa sạch những đồ ngoài trời không?

Không. Các thành phần của Duet không ăn mòn hoặc nhuộm màu do đó không gây hại về phương diện hóa học cho xe và nhà và chúng ta không cần phải rửa sạch những đồ ngoài trời này.

Tôi có cần phải đóng cửa ra vào cũng như cửa sổ khi sản phẩm được sử dụng hay không?

Không. Không cần thiết phải đóng cửa ra vào hoặc cửa sổ. Sản phẩm sẽ tiêu tan nhanh chóng (trong vòng 5-30 phút) từ khu vực được điều trị.

Tôi có một cái máy lạnh. Tôi có cần phải tắt nó khi việc phun được thực hiện trong khu vực của tôi không?

Không. Không cần phải làm bất cứ biện pháp phòng ngừa nào với hệ thống điều hòa không khí.

Rau và hoa quả có cần phải thu hoạch trước khi phun không? Hay tôi phải chờ một khoảng thời gian? Rửa bằng nước thôi đã đủ chưa?

Không. Duet sẽ không lắng cặn nhiều. Chất cặn sẽ giảm nhanh khi tiếp xúc với ánh sáng mặt trời. Tốt nhất là nên rửa sạch rau và hoa quả trước khi ăn như là một biện pháp phòng ngừa.

Tôi có cần đậy hồ cá lại khi phun hay không?

Không. Việc phun không gây ra nguy hại nào đến hồ cá.

Ngựa và gia súc có nên được che lại trong suốt tiến trình không?

Không. Ngựa và gia súc không bị tác động xấu bởi các sản phẩm của Duet. Sản phẩm này có độc tính thấp đối với động vật có vú và thành phần của nó thường được sử dụng trong các sản phẩm quản lý dịch hại vật nuôi

Duet tác động đến các côn trùng khác như thế nào?

Bởi vì cách thức mà Duet được áp dụng và thời gian trong ngày nó được áp dụng, nó không ảnh hưởng đến côn trùng có ích, như ong và bướm. Duet được phun bằng các giọt nước nhỏ, nó vỡ tan một cách nhanh chóng trong môi trường. Vì sản phẩm phải chạm vào một con muỗi trong khi nó đang bay để có hiệu lực, sản phẩm được phun vào ban đêm khi con muỗi đang tích cực bay và khi côn trùng khác, như ong, bướm, không hoạt động.

Tuy nhiên, Duet là một loại thuốc trừ sâu và có thể gây độc khi tiếp xúc trực tiếp với loài ong hoạt động bên ngoài tổ. Những người nuôi ong có thể bảo vệ những con ong của họ bằng cách che đậy cho các tổ ong trong suốt giai đoạn phun.

Duet ảnh hưởng đến môi trường như thế nào?

Cục quản lý môi trường của Mỹ (EPA) đã quyết định rằng Duet có thể được áp dụng bằng xe tải hoặc máy bay trong các khu vực dân cư và những khu vui chơi giải trí, bao gồm cả thảm thực vật xung quanh công viên, rừng rậm, đầm lầy, khu vực phát triển quá mức và sân golf mà gây rủi ro không đáng kể đối với môi trường. Duet có thể gây độc cho một số sinh vật dưới nước, bao gồm cả cá và động vật không xương; Tuy nhiên số lượng nhỏ sản phẩm và cách thức mà nó được áp dụng làm giảm đáng kể nguy cơ này.

Duet được dùng như thế nào?

Nói chung, Duet được áp dụng tại một khối lượng cực thấp trong một lần phun sương cực nhỏ, nơi có kích thước các giọt nước trung bình là 17 micron - nhỏ hơn so với kích thước của một pinpoint. Nó có thể được áp dụng thông qua mặt đất (xe tải hoặc ba lô) hoặc từ không khí.

Sử dụng một cách thông thường thì cần bao nhiêu ?

Duet được dùng ở liều lượng rất thấp, từ ít hơn một nửa ounce một chút đến nhiều hơn một ounce một chút của sản phẩm cho mỗi héc-ta (0,43-1,28 fl oz / ac). Ứng dụng hiện tại này sẽ sử dụng một liều lượng là 0,8 fl oz / héc-ta. Đây là khoảng một muỗng canh sản phẩm bào chế để sử dụng cho một khu vực có kích thước của một sân bóng đá.

Liệu sản phẩm này có diệt được quần thể muỗi không?

Không, sản phẩm này sẽ không hoàn toàn loại bỏ tất cả muỗi. Giết muỗi trưởng thành (adulticiding) - hoặc phun - giúp kiểm soát kích thước của quần thể muỗi và ngăn chặn sự lây lan của bệnh. Quần thể muỗi được liên tục chết đi và tái sinh, và việc này sẽ không loại bỏ tất cả những con muỗi trưởng thành trong cộng đồng. Giết muỗi trưởng thành là cần thiết vì việc cắt giảm nguồn phát sinh (giảm những vũng nước đọng không cần thiết), giám sát và "larviciding" (giết chết quần thể muỗi ở giai đoạn ấu trùng) một cách đơn lẻ là không đủ để kiểm soát quần thể muỗi.

Duet có hiệu quả trong việc kiểm soát những con muỗi gây bệnh. Một khu vực cụ thể có vấn đề được xác định và điều trị, nhưng việc phun rải ở khu vực mục tiêu này không đạt đến toàn bộ môi trường sống của muỗi. Đôi khi muỗi di chuyển vào khu vực phun từ bên ngoài sau khi khu vực được xử lý, được gọi là "tái xâm chiếm" (tức là, muỗi bay vào từ luồng gió ở các khu vực chưa được xử lý). Khi hiện tượng này xảy ra, những đợt phun bổ sung có thể cần phải được xem xét để kiểm soát sự lây lan của muỗi có mang virus West Nile. Kiểm soát một cách có hiệu quả một số lượng muỗi trưởng thành thông qua việc phun thuốc cũng phụ thuộc vào một số yếu tố bên ngoài, bao gồm cả thời gian, mức độ "tái xâm chiếm", phương pháp được sử dụng trong các lần phun và điều kiện thời tiết.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 8B

TITLE

Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2016-2017 (FY2017) on the agenda of a future meeting and schedule two public hearings.

STAFF REPRESENTATIVE

Kim Wilson, Chief Financial Officer
Terri Doby, Budget Officer

SUMMARY

Truth-in-taxation is a concept embodied in the Texas Constitution and the Tax Code that requires local taxing units to make taxpayers aware of tax rate proposals. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. This vote must be recorded. The proposal must specify the desired rate. A taxing unit cannot vote to adopt a proposal to increase taxes by an unspecified amount. If the motion passes, the governing body must schedule two public hearings on the proposal.

BACKGROUND INFORMATION

There are four principles to truth-in-taxation:

- Property owners have the right to know about increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value.
- A taxing unit must publish its effective and rollback tax rates before adopting an actual tax rate.
- A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the rollback rate or the effective tax rate.
- If a taxing unit adopts a rate that exceeds the rollback rate, voters may petition for an election to limit the rate to the rollback rate.

The effective rate is a calculated rate that would provide the taxing unit with about the same amount of revenue it received in the year before on properties taxed in both years. If property values rise, the effective tax rate will go down and vice versa. The rollback rate provides the taxing unit with about the same amount of tax revenue it spent the previous year for day-to-day operations, plus an extra eight percent increase for those operations, in addition to sufficient funds to pay debt service in the coming year.

DISCUSSION

For the purposes of this staff report, City staff is considering a tax rate of up to \$0.787173, including an operations and maintenance (O&M) tax rate of \$0.551169 and a debt service (I&S) tax rate of \$0.236004 per \$100 in taxable value.

The effective tax rate, which shows the relation between prior year's revenue and the current year's value, has been calculated by the Dallas County Tax Assessor-Collector to be \$0.751682. The rollback rate, which is the maximum rate that can be applied and not be subjected to a rollback petition, has been calculated by the Dallas County Tax Assessor-Collector to be \$0.831990. These rates will be published in the local newspaper, the City's website, and the government access cable channel as required by State law.

Description	FY 2015-2016 Adopted	FY 2016-2017 Proposed	FY 2016-2017 Effective	FY 2016-2017 Rollback
Operations (O & M)	\$0.577919	\$0.551169	\$0.515678	\$0.595986
Debt (I&S)	\$0.209254	\$0.236004	\$0.236004	\$0.236004
Total	\$0.787173	\$0.787173	\$0.751682	\$0.831990

The tax rate being considered by City staff is up to \$0.787173, which is more than the effective tax rate. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. If the motion passes, the governing body must schedule two public hearings on the proposal. City staff proposes that these two public hearings be held on Tuesday, August 16, 2016 and Tuesday, September 6, 2016 at 7:30 pm. These public hearings will be held in the City Council Chambers, located in City Hall at 4000 Main Street, Rowlett, Texas.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Move to approve a resolution to place a proposal to adopt the FY2017 tax rate on the agenda of a future meeting as an action item and scheduling two public hearings on the proposal.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, TO PLACE A PROPOSAL TO ADOPT THE FY2016-2017 TAX RATE ON THE AGENDA OF A FUTURE MEETING AS AN ACTION ITEM; SCHEDULING TWO PUBLIC HEARINGS ON THE PROPOSAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council deems it advisable to give notice of its intent to propose a tax rate for the City of Rowlett, Texas as hereinafter provided; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the meeting was given, all as required by Chapter 551, Texas Government Code.

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

Section 1: That the City Council of the City of Rowlett, Texas, does hereby order that two public hearings be scheduled in the future to consider a proposal to adopt a tax rate for Fiscal Year 2016-2017, and that notice of an effective tax rate and a rollback tax rate for the City for Fiscal Year 2016-2017 is hereby authorized to be published as required by law.

Section 2: That notices of public hearings on tax increases for the City of Rowlett, Texas for Fiscal Year 2016-2017 is hereby authorized to be published as required by law.

Section 3 That the City Secretary shall cause said notices to be published in a newspaper of general circulation in the area of said City, as required by Section 26.05(d), Texas Tax Code, for at least 7 days prior to the date of the two public hearings.

Section 4: That this resolution shall become effective immediately upon its passage.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 8C

TITLE

Present the Community Development Block Grant Program – 2016-2020 Consolidated Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016-2020 Community Development Block Grant Consolidated Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development.

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

The City of Rowlett is eligible to receive annual Community Development Block Grant (CDBG) funding from the United States Department of Housing and Urban Development (HUD). In order to remain eligible for funding the City is required to update its Consolidated Plan every five years. This planning document includes background information about the community and also proposed targeted projects for the upcoming five years.

This item is a companion item to the 2016 Annual Plan also being considered on this agenda.

BACKGROUND INFORMATION

The City Council last adopted its 2011-2015 Consolidated Plan on August 2, 2011. This Consolidated Plan allowed for the implementation of five annual plans (2011, 2012, 2013, 2014, and 2015). The proposed Consolidated Plan will allow for implementation of annual plans for the upcoming five years.

DISCUSSION

The City of Rowlett is an annual recipient of CDBG funding. The adoption of a Consolidated Plan simply permits Rowlett to be eligible to receive funding for the next five years, provided funds are available and an Annual Plan is satisfactorily submitted to HUD.

HUD offers a succinct description outlining the purpose of the Consolidated Plan on its website:

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and

focus funding from the CPD formula block grant programs...The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

(http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan)

As stated above, this document is necessary in order to continue to receive CDBG funding from HUD.

FINANCIAL/BUDGET IMPLICATIONS

The only financial budget implications for this program are the \$30,000 in funds allocated for the preparation of this document. The budget for this item is contained with the Planning Administration Professional Consulting line item (101-6010-6400), and was included in the FY2016 Adopted Budget. There are no associated recurring costs.

RECOMMENDED ACTION

Staff recommends that City Council approve a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016-2020 Consolidated Plan and authorizing the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, ADOPTING THE 2016-2020 CONSOLIDATED PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT ALL DOCUMENTATION AND CERTIFICATIONS TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN ORDER TO RECEIVE FUNDING THROUGH THE PROGRAMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Rowlett has the goal of providing a safe, healthy, and quality environment for all residents in the City; and

WHEREAS, the City of Rowlett has requested funding from the United States Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program to be used to further the achievement of goals, delivery of services, and increase opportunities for residents with low-income or special needs in the City of Rowlett; and

WHEREAS, the City of Rowlett has obtained extensive statistical demographic and research information, conducted a public hearing, solicited citizen input, and developed a 2016-

2020 Consolidated Plan to address identified community needs for low-income citizens and those with special needs; and

WHEREAS, the City of Rowlett has been successful in obtaining Community Development Block Grant Program funding to accomplish community goals and strategies; and

WHEREAS, the City of Rowlett is in need of executing and submitting documentation to the U. S. Department of Housing and Urban Development to receive the federal CDBG Program funds.

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

Section 1: That the City of Rowlett hereby adopts the 2016-2020 Consolidated Plan, a copy of which is attached hereto as Exhibit A.

Section 2: That the City of Rowlett hereby grants, designates and delegates to the City Manager the authority to execute and submit all documentation and certifications necessary to the United States Department of Housing and Urban Development (HUD) in order to receive Community Development Block Grant (CDBG) Program funding to provide and facilitate eligible services and programs for low-income and special needs residents in the City.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – 2016-2020 Consolidated Plan

CITY OF ROWLETT

2016-2020 CONSOLIDATED PLAN

For the use of
Community Development Block Grant (CDBG) Funds

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Rowlett is located north of Interstate Highway 30, twenty miles northeast of Dallas in northeastern Dallas County and western Rockwall County. Rowlett Creek and the City of Garland border the city on the west, with more than 30 miles of shoreline on Lake Ray Hubbard forming the border on the east and south. The Cities of Wylie and Sachse adjoin the northern limits. Other cities surrounding Rowlett are Heath, Murphy, Rockwall, St. Paul and Sunnyvale. Rowlett was incorporated in 1952 with a population of 250 and only 10 businesses; and cotton was the main industry. Rowlett is considered part of the Dallas-Fort Worth Metroplex, the fourth-largest metropolitan area in the United States by population. According to the U.S. Census Bureau, the City of Rowlett has a total area of approximately 20.2 miles. Population growth substantially increased after the completion of Lake Ray Hubbard in 1971. The City's population has dramatically risen from 1,015 in 1960 to 44,503 in 2000, and an estimated 2005 count of 53,664. ***The 2010 Census indicated a revised estimated population of 56,199, a 5% increase over the previous 5 years, with the latest estimate from the City's website showing a current population of 58,073.***

In 2014 the City of Rowlett was ranked #30 of "Best Dallas Suburbs", according to *D Magazine*, based on consideration of the City's safety, public education system, housing market and ambience. In 2013, Rowlett was recognized by being ranked #1 in "Best Small Cities" in the U.S. by *Movoto*. Rankings were based on cost of living, crime rate, median household income, unemployment rate, median home price and homes per sale per capita.

Rowlett's citizens have easy access to the Metroplex, with endless shopping, dining and entertainment just a short drive or DART Blue Line ride away. However, the close proximity to the Metroplex is also in some ways a double-edged sword - the surrounding Dallas County's economic influence and population size does affect the availability and affordability of housing inside of the Rowlett city limits due to the number of workers that commute to the Metroplex for the more profitable employment opportunities.

The City has been very active in recent years in planning for continued growth and development. In 2011 the City Council adopted the Comprehensive Plan associated with Realize Rowlett 2020, a development strategy begun in 2010. A Downtown Strategic Plan was approved by City Council in 2012 and in 2015, the City and developers broke ground on the Village of Rowlett, a \$30M project in the downtown area. Work continues in Rowlett's downtown district with tremendous revitalization, including new commercial, residential, and retail projects. Other recent planning activity includes the North Shore Master Plan, authorized by the City Council in November 2013. Downtown and nearby growth is spurred by the December 2012 extension of the DART Blue Line to the Downtown Rowlett DART Station, now the northern terminus of DART. Rail service to Rowlett creates many development opportunities along Main Street, State Highway 66 and the Bush Turnpike. Air transportation needs are met through airports in neighboring communities and DFW Airport, which offers international flights. In 2015 Rowlett counted some \$500M in private investment underway within the City. The Rowlett Chamber of Commerce now represents approximately 400 businesses in the Rowlett Community.

Educational institutions of higher learning are located nearby to Rowlett, within 25 miles are: Eastfield College in Mesquite, Richland College in Dallas, The University of Texas at Dallas in Richardson, Southern Methodist University in Dallas, El Centro College in Dallas, Brookhaven College in Farmers Branch, and Collin County Community College-Central Park in McKinney.

For decades, the surrounding urbanized areas and cities in the north central region of Texas commonly referred to as the “Metroplex” have struggled with the overwhelming issues of providing a suitable living environment and decent, safe, and affordable housing for their citizens. The region’s widespread substandard and aging housing stock combined with the lack of adequate funding to address the need has resulted in serious housing conditions now being experienced by many low income families in the central urban areas.

Although the numbers in need are far lower and the severity of the housing conditions are far less, the City of Rowlett is no exception to this situation, with 1,565 (63%) of the 2,482 low-income homeowner households reporting critical housing needs, and 287 (65.53%) of the 438 low income rental households reporting critical housing needs.

The source of census data contained in this document will include the U.S. Census (1990, 2000, and 2010) and estimates from the U.S. Census 2007-2011 American Community Surveys (ACS). When 2015-2016 information is not available, the most current and available estimates will be utilized.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Based on the research and data gathered during the development of this plan, needs assessments, consultations, and input from local residents, city and county officials, public service providers, and professionals in the affordable housing field, the **2016-2020 Consolidated Plan** and the **2016 Annual Action Plan**, a one-year implementation plan, have been developed. The Consolidated Plan provides detailed information regarding the City’s housing market, local housing and non-housing community development needs, and available resources. It also provides a list of general housing and non-housing priorities and a long-term strategy to address those priorities. The Annual Plan describes the specific projects and activities to be accomplished in the City of Rowlett during the next year, in accordance with the 5-year long-term strategies contained in the City’s Consolidated Plan.

The Consolidated Plan addresses identified priority needs and objectives developed through a city-wide public process initiated by the City’s Development Services Department, with a series of public hearings, surveys, data gathering, research, and consultations with other governmental entities and providers. This information has been combined, analyzed, and formulated into a single Consolidated Plan that serves as the strategic planning document for the City of Rowlett’s expenditure of federal funds for community development and neighborhood improvements.

The objectives developed in response to the City’s identified needs and priorities for the 2016-2020 five-year period and the 2016 Annual Plan are as follows: *(objectives are not ranked)*

These objectives will be attained by the implementation of proposed strategies through the provision of funding and/or technical assistance accomplished with partnerships with other organizations, developers, and agencies. The strategies include the continuation of existing local programs as well as the development and implementation of new programs by the City and other organizations in response to the City's changing needs.

Objective 1: Decent Housing	
<i>Preserve and Expand Housing Quality, Affordability and Accessibility for Low and Moderate Income Households</i>	
Availability/Accessibility of Decent Housing (DH-1)	
DH-1.1	Fair Housing Information - educate and provide information regarding Fair Housing to increase accessibility to rental and purchased housing
Affordability of Decent Housing (DH-2)	
DH-2.1	Encourage affordable housing opportunities for low-income homebuyers or renters
Sustainability of Decent Housing (DH-3)	
DH-3.1	Support efforts to meet code, health, and safety standards in owner-occupied housing
Objective 2: A Suitable Living Environment	
<i>Encourage reinvestment in low and moderate income neighborhoods, the delivery of health and human services that encourage self-sufficiency and reduce poverty, and public facilities that provide safe, secure, and healthy environments for low-income, homeless, and populations with special needs</i>	
Availability/Accessibility of Suitable Living Environment (SL-1)	
SL-1.1	Increase accessibility to health and human services that improve the quality of life and assist low-income persons, elderly, homeless, victims of domestic violence, and other populations with special needs
Sustainability of Suitable Living Environment (SL-3)	
SL-3.1	Improvements to streets, parks, water, sewer, drainage, sidewalks, infrastructure, or community centers located in low-income areas or that provide services primarily to low income households
Objective 3: Expanded Economic Opportunities	
<i>Encourage the development and delivery of activities that maintain or increase economic and employment stability, educational and job training opportunities, and reduce poverty</i>	
Availability/Accessibility of Expanded Economic Opportunities (EO-1)	
EO-1.1	Increase access to employment opportunities for low-income households

3. Evaluation of past performance

The City elected to amend its 2011-2015 Consolidated Plan in 2013 to provide funds for subrecipients providing health and human services and to provide assistance to low-income homeowners needing assistance with minor housing repairs. Since then, the City has expanded its role in public service funding by assisting additional subrecipient organizations and has kicked off its Housing Rehabilitation Program.

Administrative Accomplishments:

- Completion of the recent Annual Plans included the funding of public services, parks, and housing repair
- Refinement of program policies to guide the identification and selection of CDBG-eligible housing and public services projects
- Provided on-going reports regarding the progress of the CDBG Program to HUD, the Rowlett City Council and management staff
- Conducted public hearings to gain citizen input and to provide additional information regarding the availability of CDBG Program funds
- Conducted public hearings to gain citizen input and to provide additional information regarding fair housing issues, lead paint, homeownership, and other issues and concerns of low-income residents
- Distributed information regarding fair housing, lead paint, and homeownership to numerous residents
- Participated in public hearings and discussions in conjunction with other entities to determine the public facility, housing, and social service needs of low-income families

2015 Project Accomplishments:

- Completion of the Life Message project, which provided food pantry services to more than 3,000 low income households
- Completed development of program guidelines, policies, and procedures for the Housing Rehabilitation Program and assisted homeowners with basic housing repairs
- Completed park improvements for Isaac Scruggs Park

With regards to non-housing issues, the City was fortunate to benefit from the combined efforts of numerous non-profit organizations that provided direct services to families for basic human needs. These organizations were able to assist hundreds of low-income individuals with other funding sources. The City was also able to accomplish its goals of providing supportive and technical assistance.

The planned park improvement project increased neighborhood appearance and accessibility, in addition to increasing the quality of life for low-income residents.

The City was able to successfully meet its timely expenditure requirements for the CDBG program in the program year.

The City has assessed the effectiveness of its performance in the achievement of its overall five-year strategies, objectives, and priorities, and has concluded that the City is currently meeting its expected annual performance measures.

4. Summary of citizen participation process and consultation process

The development phase of the Consolidated Plan began with the consulting of community service organizations and other public agencies regarding the City's housing and non-housing needs, reviewing of existing needs assessments, and gathering input from City staff, elected officials, and residents. Information on homeless and special needs was obtained from the Metro Dallas Homeless Alliance, local churches, the Rowlett Police Department, and various service providers. Historical

information was also available from the series of public hearings held by the Texas Department of Housing and Community Affairs regarding the regional affordable housing needs and proposed priorities. The process also included the gathering of more detailed data and input regarding the City's housing market, types of housing needs, target populations, distribution of funding, and potential projects. Other region-wide needs assessments, existing surveys, and market research studies were reviewed, *with the general finding that, across the North Texas region and the state, obtaining affordable and decent housing is an on-going issue confronted by households of all income levels, and particularly for those households with lower incomes.*

Two public hearings were held during the initial development phase. The meetings were publicized in local newspapers and public notices. In accordance with HUD's initiative to increase the involvement of citizens, especially those of lower-income, in the planning and development stages of the Consolidated Plan, one of the public hearings was held jointly with scheduled activities for senior citizens at the Rowlett City Hall. The second public hearing was held at the centrally located Rowlett Community Centre. Attendance at the meetings included interested residents, senior citizens, elected officials, and management staff from the City of Rowlett. The meetings were held at accessible and convenient locations and during daytime and nighttime hours in order to accommodate and encourage attendance, in addition to being broadcast on the local community service channel.

The public hearings were opened with an explanation of the need and purpose of the public hearings and the required 5-year Consolidated Plan and 1-year Annual Plans. Information was provided regarding CDBG-eligible activities and the availability of funding for affordable housing programs, public facilities, and public services. A brief review was given regarding the proposed goals and objectives to be included in the 5-year plan and the 2016 Annual Plan.

The meetings were then opened to a general discussion to receive comments about the Consolidated Plan and Annual Plan processes, community needs, and eligible projects and activities. The public hearings were closed after all comments were received and the meetings adjourned.

Surveys regarding affordable housing and public services needs were distributed at the public hearings in order to encourage participation and comments in addition to being distributed at the Community Centre. Information regarding non-profit organizations was obtained directly from specific providers and gleaned from reviewing existing surveys and reports containing comments from numerous health and human services providers regarding their service levels, resources, and anticipated needs.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ROWLETT	Development Services

Table 1 – Responsible Agencies

Narrative

The City of Rowlett is the responsible Lead Entity to oversee the development of the 2016-2020 Consolidated Plan. Through the submittal of this document, the City of Rowlett is officially adopting this 2016-2020 Consolidated Plan as its official strategic plan for the receipt of federal Community Development Block Grant (CDBG) funds and other funds subject to this requirement. The City of Rowlett will retain full and sole responsibility for the appropriate use and expenditure of CDBG funds, and other funds that the City receives through either formula allocation or through competitive grant applications.

The 2016-2020 Consolidated Plan for the City of Rowlett is the third 5-year Consolidated Plan developed for the City under the guidelines set forth by HUD, the National Affordable Housing Act of 1990, and the Housing and Community Development Act of 1992.

Consolidated Plan Public Contact Information

The City's Development Services Department (DSD) is responsible for the daily administrative and management responsibilities, project implementation, fiscal oversight, contract monitoring, and the development and implementation of this Consolidated Plan, upon the review and adoption by the City Council of the City of Rowlett. As needed, the DSD may utilize citizen advisory committees for various duties, including the annual review and selection of Subrecipients seeking federal funds. The City Manager of the City of Rowlett is the designated Certification Officer for all program documents necessary for submittal to HUD. The Development Services Department is located at 3901 Main Street, Rowlett, Texas, and the telephone number is 972-412-6114. The required certifications for the 2016-2020 Consolidated Plan and 2016 Annual Plan are included in this document as **Appendix A**.

PR-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The City of Rowlett is an active participant with contact or membership in several local, regional, state, and national organizations. City staff and leaders participate in community forums and meetings to share ideas and formulate solutions to regional issues. Information from multiple local and state agencies and organizations was either directly obtained or reviewed during the development phase of the 2016-2020 Consolidated Plan and 2016 Annual Action Plan:

- AIDS Services of North Texas
- Board of Realtors
- Churches
- Cities of Allen, Denton, Garland, Mesquite, Rockwall, Sachse, Wylie
- Dallas AIDS Services
- Dallas County
- Dallas County Appraisal District, Health Dept, and Indigent Care
- DART
- Habitat for Humanity
- Homeless Coalition Agencies
- HUD CPD, FHEO, and HOME Program staff
- Life Message
- New Beginnings
- North Central Texas Council of Governments -NCTCOG
- North Texas Workforce Development Board
- Rockwall County Health Dept
- Rowlett Building Dept
- Rowlett Chamber of Commerce
- Rowlett Community Centre
- Rowlett GIS, Parks, Police, Public Works, and Development Services Departments
- Salvation Army
- Section 8 Housing Choice Voucher Program
- TDHCA
- Texas Dept of Criminal Justice
- Texas Department of Health
- Texas General Land Office
- Texas Health & Human Services Dept
- Texas State Data Center
- Texas Workforce Commission
- United Way

The following information and data was gathered and analyzed during the reviews completed for the Consolidated and Annual Plans:

Analysis of the housing stock	Poverty rates and trends
Existing zoning and building code practices	Private lending practices
Fair Housing Ordinances/Planning Guides	Property Tax policies
Lead-based paint hazards	Racial Projections
Minority and low-income concentrations	
Population Projections	

PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The development phase of the Consolidated Plan began with the consulting of community service organizations and other public agencies regarding the City's housing and non-housing needs, reviewing of existing needs assessments, and gathering input from City staff, elected officials, and residents. Information on homeless and special needs was obtained from the Metro Dallas Homeless Alliance, local churches, the Rowlett Police Department, and various service providers. Historical information was also available from the series of public hearings held by the Texas Department of Housing and Community Affairs regarding the regional affordable housing needs and proposed priorities. The process also included the gathering of more detailed data and input regarding the City's housing market, types of housing needs, target populations, distribution of funding, and potential projects. Other region-wide needs assessments, existing surveys, and market research studies were reviewed, *with the general finding that, across the North Texas region and the state, obtaining affordable and decent housing is an on-going issue confronted by households of all income levels, and particularly for those households with lower incomes.*

Two public hearings were held during the initial development phase. The meetings were publicized in local newspapers and public notices. In accordance with HUD's initiative to increase the involvement of citizens, especially those of lower-income, in the planning and development stages of the Consolidated Plan, one of the public hearings was held jointly with scheduled activities for senior citizens at the Rowlett City Hall. The second public hearing was held at the centrally located Rowlett Community Centre. Attendance at the meetings included interested residents, senior citizens, elected officials, and management staff from the City of Rowlett. The meetings were held at accessible and convenient locations and during daytime and nighttime hours in order to accommodate and encourage attendance, in addition to being broadcast on the local community service channel.

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The meetings were then opened to a general discussion to receive comments about the Consolidated Plan and Annual Plan processes, community needs, and eligible projects and activities. The public hearings were closed after all comments were received and the meetings adjourned.

Surveys regarding affordable housing and public services needs were distributed at the public hearings in order to encourage participation and comments in addition to being distributed at the Community Centre. Information regarding non-profit organizations was obtained directly from specific providers

and gleaned from reviewing existing surveys and reports containing comments from numerous health and human services providers regarding their service levels, resources, and anticipated needs.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Demographics	Base Year: 2000	Most Recent Year: 2012	% Change
Population	44,503	55,970	26%
Households	14,580	18,135	24%
Median Income	\$70,947.00	\$83,153.00	17%

Table 2 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2008-2012 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	670	945	2,015	1,760	12,745
Small Family Households *	350	450	1,010	935	8,445
Large Family Households *	25	45	230	475	1,450
Household contains at least one person 62-74 years of age	65	110	385	250	1,775
Household contains at least one person age 75 or older	124	225	305	90	459
Households with one or more children 6 years old or younger *	200	180	365	480	2,055
* the highest income category for these family types is >80% HAMFI					

Table 3 - Total Households Table

Data Source: 2008-2012 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	10	0	0	0	10	10	0	0	0	10
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	0	0	0	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	14	45	0	0	59	0	0	10	0	10
Housing cost burden greater than 50% of income (and none of the above problems)	240	70	65	0	375	115	455	465	85	1,120
Housing cost burden greater than 30% of income (and none of the above problems)	55	15	490	45	605	39	190	450	775	1,454
Zero/negative Income (and none of the above problems)	35	0	0	0	35	45	0	0	0	45

Table 4 – Housing Problems Table

Data 2008-2012 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	270	110	65	0	445	140	270	480	85	975
Having none of four housing problems	100	45	555	245	945	84	330	915	1,425	2,754
Household has negative income, but none of the other housing problems	35	0	0	0	35	45	0	0	0	45

Table 5 – Housing Problems 2

Data 2008-2012 CHAS
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	190	35	375	600	60	390	525	975
Large Related	25	45	100	170	0	0	75	75
Elderly	90	25	40	155	49	159	215	423
Other	10	20	35	65	70	95	110	275
Total need by income	315	125	550	990	179	644	925	1,748

Table 6 – Cost Burden > 30%

Data 2008-2012 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	135	35	50	220	25	290	290	605
Large Related	25	45	0	70	0	0	15	15
Elderly	90	10	15	115	45	75	130	250
Other	10	20	0	30	45	95	30	170
Total need by income	260	110	65	435	115	460	465	1,040

Table 7 – Cost Burden > 50%

Data 2008-2012 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	14	45	0	0	59	0	0	10	0	10
Multiple, unrelated family households	0	0	0	0	0	0	0	0	0	0
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	14	45	0	0	59	0	0	10	0	10

Table 8 – Crowding Information – 1/2

Data 2008-2012 CHAS
Source:

What are the most common housing problems?

The lack of affordable rental units and homes for homeownership for lower income households appears to be the most common housing problem in Rowlett. There is a gap between the affordability of monthly income amounts and the mortgages and rental rates required for the homes currently for rent or sale in Rowlett.

Are any populations/household types more affected than others by these problems?

Single households (particularly female-head households) and elderly households on fixed income may be more affected by these problems than others due to their tendency to be lower income.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

There is no data regarding households who are currently housed, but who are at risk of becoming unsheltered; and no data for those that are formerly homeless. The service organizations that assist these households are not located in Rowlett, and thus these households seek services outside of Rowlett.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

No estimate was provided.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

There is no significant reported incidence of homelessness within the Rowlett city limits by service providers, law enforcement officials, or city staff.

Discussion

There is no significant reported incidence of homelessness within the Rowlett city limits by service providers, law enforcement officials, or city staff. There are no available “point in time” counts or surveys for homeless. Local religious organizations report occasional transient individuals that request funds for bus-fare or an overnight motel stay. The estimated incidence is about 5 requests each year.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	504	90	80
White	324	15	65
Black / African American	44	0	0
Asian	15	0	20
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	120	75	0

Table 9 - Disproportionally Greater Need 0 - 30% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	765	175	0
White	435	120	0
Black / African American	50	15	0
Asian	40	25	0
American Indian, Alaska Native	20	0	0
Pacific Islander	0	0	0
Hispanic	225	15	0

Table 10 - Disproportionally Greater Need 30 - 50% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,480	530	0
White	1,050	365	0
Black / African American	164	25	0
Asian	30	50	0
American Indian, Alaska Native	0	0	0
Pacific Islander	20	0	0
Hispanic	210	95	0

Table 11 - Disproportionally Greater Need 50 - 80% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	905	850	0
White	525	490	0
Black / African American	85	185	0
Asian	30	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	270	165	0

Table 12 - Disproportionally Greater Need 80 - 100% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

For households with 0-30% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems, and White and Asian Households have a disproportionate greater need due to having no or negative income.

For households with 30-50% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems.

For households with 50-80% of Area Median Income, White Households have a disproportionate greater need due to having one or more housing problems.

For households with 80-100% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems.

**NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205
(b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	410	184	80
White	285	54	65
Black / African American	44	0	0
Asian	15	0	20
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	65	130	0

Table 13 – Severe Housing Problems 0 - 30% AMI

Data 2008-2012 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	565	375	0
White	295	255	0
Black / African American	50	15	0
Asian	15	50	0
American Indian, Alaska Native	20	0	0
Pacific Islander	0	0	0
Hispanic	185	55	0

Table 14 – Severe Housing Problems 30 - 50% AMI

Data 2008-2012 CHAS
 Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	545	1,470	0
White	375	1,045	0
Black / African American	4	185	0
Asian	20	60	0
American Indian, Alaska Native	0	0	0
Pacific Islander	20	0	0
Hispanic	125	180	0

Table 15 – Severe Housing Problems 50 - 80% AMI

Data 2008-2012 CHAS
 Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	85	1,670	0
White	45	965	0
Black / African American	10	260	0
Asian	0	45	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	30	400	0

Table 16 – Severe Housing Problems 80 - 100% AMI

Data 2008-2012 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

For households with 0-30% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems, and White and Asian Households have a disproportionate greater need due to having no or negative income.

For households with 30-50% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems.

For households with 50-80% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems.

For households with 80-100% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having one or more housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	13,140	3,244	1,674	80
White	9,300	2,045	1,045	65
Black / African American	1,765	420	135	0
Asian	529	185	50	20
American Indian, Alaska Native	15	0	24	0
Pacific Islander	0	0	20	0
Hispanic	1,480	580	405	0

Table 17 – Greater Need: Housing Cost Burdens AMI

Data 2008-2012 CHAS
Source:

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

For households with 0-30% of Area Median Income, White, Black, and Hispanic Households have a disproportionate greater need due to having a Housing Cost Burden.

For households with 30-50% of Area Median Income, White, Black, and Hispanic Households have a disproportionate greater need due to having a Housing Cost Burden.

For households with 50-80% of Area Median Income, White and Hispanic Households have a disproportionate greater need due to having a Housing Cost Burden.

If they have needs not identified above, what are those needs?

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

These racial groups are located in the low-income census tracts that are identified as eligible CDBG neighborhoods.

NA-35 Public Housing – 91.205(b)

Introduction

The City of Rowlett does not have public housing within its jurisdictional boundaries. The vouchers shown below are those available to the Dallas County Public Housing Authority for use in the entire Dallas County area.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	0	3,662	0	3,613	0	0	0

Table 18 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	0	11,834	0	11,696	0	0	0
Average length of stay	0	0	0	6	0	6	0	0	0

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Household size	0	0	0	2	0	2	0	0
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	0	567	0	564	0	0
# of Disabled Families	0	0	0	778	0	765	0	0
# of Families requesting accessibility features	0	0	0	3,662	0	3,613	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 19 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	0	309	0	305	0	0	0
Black/African American	0	0	0	3,326	0	3,282	0	0	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Asian	0	0	0	18	0	17	0	0	0
American Indian/Alaska Native	0	0	0	7	0	7	0	0	0
Pacific Islander	0	0	0	2	0	2	0	0	0
Other	0	0	0	0	0	0	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 20 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	0	127	0	125	0	0	0
Not Hispanic	0	0	0	3,535	0	3,488	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 21 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

How do these needs compare to the housing needs of the population at large

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

There is no significant reported incidence of homelessness within the Rowlett city limits by service providers, law enforcement officials, or city staff. There are no available “point in time” counts or surveys for homeless. Local religious organizations report occasional transient individuals that request funds for bus-fare or an overnight motel stay. The estimated incidence is about 5 requests each year.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
Ethnicity:	Sheltered:	Unsheltered (optional)

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Discussion:

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Consolidated Plan requirements include examining the needs of special populations. These groups may experience special challenges in obtaining adequate housing specifically suited to meet their needs. Additional and/or specialized supportive services may also be necessary in order for these households to maintain their independence. Housing needs may vary depending on the type of disability and may vary throughout an individual's life depending on the degree of the disability. Information was gathered regarding the following populations in Rowlett to determine specialized housing and service needs:

- Elderly and Frail Elderly
- Persons with Disabilities
- Persons with HIV/AIDS
- Persons with Alcohol/Drug Addictions
- Victims of Domestic Violence
- Single Persons
- Large Families
- Public Housing Residents and those on the PHA Waiting List

Describe the characteristics of special needs populations in your community:

1. Elderly and Frail Elderly: The 2010 census indicated that 4.5% of the population was 60-64 years, 7.6% was age 65 and over. The 2012 ACS estimated 6.2% of those in this age group have incomes below the poverty level. In 2010, 36% of those over age 65 report some type of disability. When a person has one or more limitations of Activities of Daily Living (ADL), they can be considered "frail". Applying the national prevalence statistics for proportion of elderly over age 65 requiring assistance (14.4%) to Rowlett's number of elderly individuals results in 608 frail elderly individuals requiring housing with supportive services.

2. Persons with Disabilities: The most recent data available is the 2010 Census, which indicated that 6% of the population aged 5-20 years had a disability. Disabled populations include those with mental disabilities (mental illness and mental retardation), cognitive disabilities (acquired brain injuries), and physical or sensory disabilities (mobility impaired, blind, deaf). For ages 21-64, the percentage doubled to 11%. Of this number, 73% were employed. For the population aged 65 years and over, 36% were disabled. *In 2000, this totaled to 4,314 disabled individuals of all ages, and if the same percentages are applied to the 2010 age distributions, the total of disabled individuals in Rowlett would be 6,117.*

3. Persons with HIV/AIDS: Specific current information on the incidence of HIV and AIDS in the City of Rowlett was not available.

4. **Persons with Alcohol/Drug Addictions:** The data on the incidence of substance abuse is fragmented, with no clear indication of the actual number or percentages of individuals and families affected by alcohol and/or drug abuse.
5. **Victims of Domestic Violence:** Local service organizations report a consistent need for services and shelter for victims of domestic violence in Rowlett. Information gleaned from Rowlett Police Department reports indicates that assaults resulting from incidents of family violence are the most frequent type of assaultive crimes that are reported each year to the police department.
6. **Single Persons:** More than 55.4% (615) of rental households were small 1-4 member households and 83 (7.5%) were elderly households. The majority of homeowner households (63% or 8,873 households) were small 1-4 member households and 1,262 (9% were elderly). ACS data indicates that 5% of individuals and 13.4% of female-headed households had annual incomes below the poverty line, compared to the Dallas County individual rate of 17.2% and 30.7% for female-headed households.
7. **Large Families:** For rental households, 20% (219) were large families with 5 or more related members, compared to 12% (1,759) homeowner households.
8. **Public Housing Residents and those on the PHA Waiting List:** There are no public housing units in Rowlett.

What are the housing and supportive service needs of these populations and how are these needs determined?

1. **Elderly and Frail Elderly:** Elderly persons may need housing assistance for two reasons: financial and supportive. Information from the public hearing held at the Rowlett Community Centre indicated that seniors experience difficulties in maintaining their homes in safe and accessible condition and locating affordable and safe places to live. An obvious need for seniors was the access to information regarding available resources. Identified senior needs necessary in order to assist seniors maintain their independence were Transportation, Home Repairs, Prescription Drug Assistance, Utility Assistance, and Assistance with Affordable Rent. Identified supportive housing needs would include financial assistance with home repairs, utilities, and rent, as well as the access to safe and secure housing; prescription drug assistance; transportation; socialization; and other programs designed to assist the senior maintain their independence.
2. **Persons with Disabilities:** Although no specific information is available to indicate the actual number of persons with disabilities that have supportive housing needs, HUD eligibility requirements for Public Service funding recognizes that it can be assumed that this population is primarily low income, and would thus experience needs similar to other low-income households.

Supportive housing needs would include financial assistance with accessible housing, in-home support to ensure continued independent living, home repairs, utilities, and rent, as well as the access to safe and secure housing. Additional needs would include job training, expanded employment opportunities, child care, prescription drug assistance, and transportation. These populations also traditionally experience great difficulties in locating and affording specialized housing suited to meet their individualized accessibility needs.

3. Persons with HIV/AIDS: The impact on the individual's ability to live independently is significant as the disease progresses, with supportive housing and services being vital to continued self-sufficiency. Supportive housing needs would include permanent housing facilities that provide case management; prescription drug and medical assistance; financial assistance with rent, utilities, and home repairs to meet increased accessibility demands; socialization; employment opportunities; and transportation.

4. Persons with Alcohol/Drug Addictions: Supportive housing needs would include access to emergency and transitional housing; counseling and case management services; financial assistance with home repairs, utilities, and rent; transportation; job training; employment; education; and child care.

5. Victims of Domestic Violence: Since there are no local shelters located in the City, families are seeking services in neighboring communities. Two non-profit providers in Garland, New Beginnings and The Galaxy Counseling Center, report that females and children from Rowlett receive counseling and supportive services.

6. Single Persons: There is a mismatch between the number of small households and small housing units in Rowlett. Only 8% of the housing units are 0-2 bedrooms, while 86% of the households have 1-4 members, thereby forcing smaller households and individuals (including lower income ones) to rent and purchase larger size homes.

7. Large Families: Larger families of lower income may have difficulties in locating suitable housing since the price of new construction housing is not affordable.

8. Public Housing Residents and those on the PHA Waiting List: There are no public housing units in Rowlett.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

Specific current information on the incidence of HIV and AIDS in the City of Rowlett was not available.

Discussion:

Based on the review of information gathered on special need populations in Rowlett, a Medium priority need was determined for Elderly households and Victims of Domestic Violence. A Low priority need was

determined appropriate for the Frail Elderly, Persons with Disabilities, Persons with Alcohol/Drug Addictions, Persons with HIV/AIDS, Single Persons, and Large Families.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction’s need for Public Facilities:

The City identified a continued need for assistance in improving access and availability of Public Facilities in low-income neighborhoods to improve the quality of life for community residents. The City realizes the need for leveraging federal funds with local resources and possible other state and federal grants, and will make every effort to plan the use of funds to obtain the maximum value possible.

How were these needs determined?

The list of non-housing community development needs and priorities were identified through a collaborative process that involved the various departments of the City of Rowlett, including Development Services, Public Works, Parks, Engineering, Planning, Water, the City Manager’s Office, and participation by City residents in a series of public hearings and surveys. Information from past public hearings, City Council directives, and Capital Improvement plans were considered. This information was evaluated and compared to determine the greatest benefit to low-income households in eligible low-income neighborhoods.

Describe the jurisdiction’s need for Public Improvements:

There were other eligible community needs that were identified during the development phase. These included the continued need for:

- Special Neighborhood Clean-Up Campaigns
- Historic Preservation
- Commercial Rehabilitation
- Economic Development Activities that promote living wage employment opportunities

How were these needs determined?

The City of Rowlett has a desire and commitment to see the living and social environment of its citizens improved. Because of the limited funding for such projects available from other resources, this plan has been developed to not only plan for the usage of the City’s federal grant funding, but also to encourage and facilitate the efforts of other organizations to the greatest extent possible. These other organizations would include non-profit organizations, non-profit and for-profit housing developers, economic development, health professionals, and other agencies and organizations desiring to provide assistance. Another focus would be to collaborate as effectively as possible with other neighboring governing entities to alleviate common needs that cross jurisdictional boundaries. These needs were identified in consultations with community organizations and city leadership.

Describe the jurisdiction’s need for Public Services:

The City has identified the need for active support for funding and leveraging the funding of health and human services (public services) for low income households and special need populations. Due to the limited amount of the City's annual federal grant, the City's non-housing goals were developed with an emphasis on increasing accessibility to health and human services by reviewing and evaluating existing systems and processes, and encouraging and facilitating improvements to those delivery systems. It is the intent of the City to be an active partner in leveraging the efforts of other providers whenever feasible, and also to utilize the leveraging from others to increase the capacity and delivery of its projects.

It is important to note that the achievement of these goals can be accomplished through indirect means, rather than direct funding of activities targeted toward certain populations or certain areas. For example, the continued support by the City of the development of economic opportunities in the community will indirectly influence and assist those residents that this Consolidated Plan addresses. Continued collaboration for regional planning of health care, drainage and water improvements, emergency services, transportation, and other region-wide initiatives will provide a more cost-effective and comprehensive approach to addressing these types of issues.

How were these needs determined?

Identification of these needs were developed through a review of the data gleaned and obtained from non-profit organizations, service providers, census data, community surveys, and public hearings.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

Several factors or indicators are used to identify, describe, and analyze a community’s housing market. This section of the Consolidated Plan includes more detailed information on Housing Development; Housing Tenure, Vacancy Rates, and Affordability; Rental Housing; Owner Housing; Physical Condition of Housing Stock; Special Needs Housing; and Vacant Housing.

The City of Rowlett’s housing stock is quite young, with only 14.8% of the housing being built prior to 1980. Combined with the lack of older housing that is typically more affordable (but also more likely to have substandard conditions), the high cost of new single-family dwellings has contributed to a low supply of affordable housing in the City in comparison to the household size and income composition of the population.

Unit type	Rowlett	Rowlett units	Dallas County	Texas
Single-Family detached	94.7%	16,837	55%	65.2%
Single-Family attached	2%	356	4%	2.6%
Duplex	.3%	55	1.4%	2.1%
3-4 Units	.7%	118	4.2%	3.3%
5-9 Units	.4%	76	9.8%	5.1%
10-19 Units	.6%	108	10.7%	6.7%
20 or more Units	.1%	16	13.2%	7.1%
Mobile Homes	1.2%	220	1.7%	7.6%

Housing tenure is generally a leading indicator in communities, with the level of owner/renter occupied housing being indicative of the level of financial and social commitment that residents have in their neighborhood and in the community. Neighborhoods that are predominantly owner-occupied typically appear more stable and less inclined to show signs of deterioration. Generally, these neighborhoods reflect signs of private reinvestment and the value of the housing is maintained or increased over time. Rowlett is fortunate to have a higher than normal homeownership rate – more than 88% of households in Rowlett own their home.

While the City obviously benefits from a stable resident base, *unfortunately*, this situation contributes to the limited number of homeownership opportunities for homebuyers of all income levels, but particularly for those families with lower incomes.

A low 1.4% vacancy rate for owner-occupied housing indicates a very tight market for homebuyers, especially first-time homebuyers and those in lower income levels, and would typically indicate the need for additional development. The 5.1% rental vacancy rate also indicates a tight market for renters and first-time homebuyers.

Housing costs, occupancy rates, and mobility are also a reflection of supply and demand of housing. The demand for decent and affordable rental housing in the City continues to be high. To date, it appears that new construction of affordable rental units has not kept pace with the demand.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The City of Rowlett’s housing stock is quite young, with only 14.8% of the housing being built prior to 1980, a significant factor to be considered when developing affordable housing goals and objectives. The reported low 1.4% vacancy rate for owner-occupied housing indicates a very tight market for homebuyers, especially first-time homebuyers and those in lower income levels, and would typically indicate the need for additional development. The 5.1% rental vacancy rate also indicates a tight market for renters and first-time homebuyers. Rowlett has a very high rate of homeownership (88.2%) compared to the Texas rate of 63.7%, leading to an even more difficult time for those families seeking rental units. Housing costs, occupancy rates, and mobility are also a reflection of supply and demand of housing. The demand for decent and affordable rental housing in the City continues to be high. To date, it appears that new construction of affordable rental units has not kept pace with the demand.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	18,428	95%
1-unit, attached structure	316	2%
2-4 units	59	0%
5-19 units	234	1%
20 or more units	113	1%
Mobile Home, boat, RV, van, etc	260	1%
Total	19,410	100%

Table 22 – Residential Properties by Unit Number

Data Source: 2008-2012 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	9	0%	0	0%
1 bedroom	39	0%	57	2%
2 bedrooms	632	4%	545	22%
3 or more bedrooms	15,017	96%	1,836	75%
Total	15,697	100%	2,438	99%

Table 23 – Unit Size by Tenure

Data Source: 2008-2012 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

In recent years, the City has utilized its small allocation of CDBG funds to assist low-income homeowners with minor and urgent repairs. Typically, these repairs have consisted of plumbing, electrical, HVAC repairs/replacements, roofing, and addressing other health/safety concerns. The City has assisted 5-7 homeowners each year, and the majority of the families have been extremely low income, elderly households.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

There are no units expected to be lost from the expiration of Section 8 contracts.

Does the availability of housing units meet the needs of the population?

Based on a review of the data, it appears that the new construction and availability of affordable rental and homeownership housing has not kept pace with the demand. The price of the existing housing stock continues to remain unaffordable for many of Rowlett's low income citizens. Much of the new construction of housing continues to be in the \$250,000+ sales price range, with a shortage of new low-priced housing being evident. The increase in sales price continued to outpace the increase in annual income and thus the purchasing power of Rowlett households, especially that of low-income households.

Describe the need for specific types of housing:

It appears that the greatest barrier to homeownership opportunity is the noticeable lack of sustained affordable new single-family construction over the last decade, compared to the composition of the City's population. The general consensus is that the new construction that is occurring are more expensive, executive-style custom homes, and are not smaller, more modest "spec" homes offered for sale by developers.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Cost of Housing

	Base Year: 2000	Most Recent Year: 2012	% Change
Median Home Value	116,800	162,000	39%
Median Contract Rent	736	1,047	42%

Table 24 – Cost of Housing

Data Source: 2000 Census (Base Year), 2008-2012 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	271	11.1%
\$500-999	807	33.1%
\$1,000-1,499	1,075	44.1%
\$1,500-1,999	215	8.8%
\$2,000 or more	70	2.9%
Total	2,438	100.0%

Table 25 - Rent Paid

Data Source: 2008-2012 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	0	No Data
50% HAMFI	140	130
80% HAMFI	405	183
100% HAMFI	No Data	228
Total	545	541

Table 26 – Housing Affordability

Data Source: 2008-2012 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$950	\$1,140	\$1,410	\$1,910	\$2,420
High HOME Rent	0	0	0	0	0

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Low HOME Rent	0	0	0	0	0

Table 27 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

Analysis of the CHAS and census data indicates that low income households (households with incomes below 80% AMI) will be challenged to locate affordable housing in Rowlett.

How is affordability of housing likely to change considering changes to home values and/or rents?

The relatively young age of the housing will continue to impact the affordability of the housing for a period of time, keeping the rents and sales prices high. New construction costs continue to rise, as they have historically for the past 10 years. The rate of construction has not kept pace with demand in recent years.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

HUD’s Fair Market Rent is comparable to the observed Area Median Rent, plus utilities. This would indicate that low income households who hold Vouchers should be able to compete in the housing market to locate suitable housing units that meet HUD’s quality standards for the rental subsidy programs.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The 2009 ACS indicated that 2,622 housing units in the City were built prior to 1980, representing 14.8% of the City’s housing stock. The median age of housing is now 26 years – median year built is 1990. Housing units built prior to 1980 typically have a higher incidence of substandard features due to original and inadequate design and materials that were acceptable under the applicable building codes at the time. Units that are deteriorating and have defective paint surfaces pose an even higher risk because of the possibility of contact with dust containing lead. These units could now be expected to be occupied by elderly, minority, or low-income homeowners or renters.

Definitions

Substandard Condition Housing Unit: A substandard unit is one that is in violation of any specific requirement or prohibition applicable to such a building in relation to the locally adopted building codes and HUD’s Housing Quality Standards (HQS). Substandard units have several major defects which would prevent the structure from providing a safe, sanitary, and adequate shelter. Such a unit may lack complete plumbing, complete kitchen facilities, and/or a safe and reliable heating system, or is not part of a public or well water system.

Substandard Housing Unit Not Suitable for Rehabilitation: A substandard unit not suitable for rehabilitation is deemed as one where the cost of bringing the unit into compliance with HUD’s HQS and the applicable residential housing code would exceed 50% of the replacement cost of a dwelling unit that is of comparable size and similar amenities.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	3,875	25%	1,022	42%
With two selected Conditions	36	0%	57	2%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	11,786	75%	1,359	56%
Total	15,697	100%	2,438	100%

Table 28 - Condition of Units

Data Source: 2008-2012 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	3,783	24%	465	19%
1980-1999	10,046	64%	1,342	55%
1950-1979	1,828	12%	619	25%
Before 1950	40	0%	12	0%
Total	15,697	100%	2,438	99%

Table 29 – Year Unit Built

Data Source: 2008-2012 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	1,868	12%	631	26%
Housing Units build before 1980 with children present	2,495	16%	460	19%

Table 30 – Risk of Lead-Based Paint

Data Source: 2008-2012 ACS (Total Units) 2008-2012 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 31 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

The City of Rowlett's housing stock is relatively new compared to the regional housing stock. The median age of housing is now 26 years – the median year built is 1990. Housing units built prior to 1980 typically have a higher incidence of substandard features due to original and inadequate design and materials that were acceptable under the applicable building codes at the time. Due to these factors, most of Rowlett's housing stock is in good condition and not subject to the need for rehabilitation and the need for influx of federal grant funding. Further, most of Rowlett's citizenry is financially able to maintain their properties as the need arises. This fact is further enhanced by the high rate of homeownership (86%) that is evidenced in Rowlett. However, there is a need for some households that do experience hardships in maintaining their properties due to limited and fixed incomes. These

households do express and seek assistance from the City for rehabilitation and repair costs. The City has been able in recent years to assist a limited number in recent years with minor repairs and urgent needs. By program design and based on identified priority needs, the assistance has been limited to homeowners and has not been made available to landlord (or renter occupied) properties. It is anticipated that this trend for funding will continue in this Consolidated Plan.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

It is estimated that more than 2,622 units (14.8%) of the City's residential properties could have some interior or exterior lead paint present. A smaller undetermined percentage of these may have deteriorated paint that could pose health risks for occupants. *Worst case scenario - considering the age of the City's housing combined with the percentage of low-income residents, more than 526 houses (20% of the estimated number of pre-1979) of the estimated number of housing units containing lead paint could be occupied by low-income residents.*

*Houses built prior to 1950 pose the greatest risk for children since the permitted concentration of lead in paint was higher. Often the current structural conditions of these homes, such as peeling paint, increase the risk for lead exposure. Communities with high percentages of pre-1950 housing present a higher risk to children than those with lower percentages of pre-1950 housing. **Less than 1% of Rowlett's housing stock is built prior to 1950.***

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The City of Rowlett does not have any public housing units within its jurisdiction.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available				3,813			0	0	0
# of accessible units									

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 32 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The City of Rowlett does not have any public housing units within its jurisdiction.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 33 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The City of Rowlett does not have any public housing units within its jurisdiction.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The City of Rowlett does not have any public housing units within its jurisdiction.

Discussion:

The City of Rowlett does not have any public housing units within its jurisdiction.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

There is not an identified homeless population in Rowlett. There are no emergency, transitional, or permanent housing units or facilities located in the City of Rowlett. Some of the community’s churches will provide emergency and temporary assistance for occasional transients needing bus fare or an overnight motel stay, but this is on a limited basis. The reported incidence of these requests for assistance is very low – no more than 3-5 each year. There are a variety of agencies in the Metroplex that provide temporary housing for homeless persons and families. Each facility is distinguished by the specific population-type of resident for eligibility (i.e., family, individual, children, battered women, etc.).

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	0	0	0	0	0
Households with Only Adults	0	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 34 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

There are currently no organizations in the City of Rowlett targeting their services toward persons leaving mental/physical health facilities (homeless and non-homeless), although most of the shelter providers in the Metroplex do make their services available for this population as needed. Providers also indicated that this population often require even more extensive case management and supportive services, since they typically continue to have increased medical and health needs, as well as employment and transportation issues.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

There are currently no organizations in the City of Rowlett targeting their services toward persons leaving mental/physical health facilities (homeless and non-homeless), although most of the shelter providers in the Metroplex do make their services available for this population as needed. Providers also indicated that this population often require even more extensive case management and supportive services, since they typically continue to have increased medical and health needs, as well as employment and transportation issues.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Organization or Service	Type of Housing Assistance	Other Services	Target Population	# of Units	# Served Annually
<i>Elderly and Frail Elderly, Persons with Disabilities</i>					
Mercer House	Permanent Supported	Assisted living facility for elderly	100% elderly or disabled	36	50
Rowlett Health and Rehabilitation Center	Permanent Supported	Skilled nursing care and rehabilitation	100% elderly or disabled	171	250
Beacon Harbor Rehabilitation Center	Permanent Supported	Skilled nursing facility	100% elderly or disabled	142	175
Beacon Harbor @ Senior Cat Lake Pointe	Permanent Supported	Rehabilitation therapy and care	100% elderly or disabled	44	75
<i>Persons with Alcohol/Drug Addictions</i>					
There are no special housing facilities in Rowlett for persons with alcohol or drug addictions. Rental assistance is provided through the Dallas County Housing Authority and various non-profit organizations, but no data is available as to the actual number of persons with alcohol or drug addictions that reside in Rowlett with subsidized housing assistance.					
<i>Persons with AIDS/HIV</i>					
There are no special housing facilities in Rowlett for persons with HIV or AIDS. Rental assistance is provided through the Dallas County Housing Authority and various non-profit organizations, but no data is available as to the actual number of persons with HIV or AIDS that reside in Rowlett with subsidized housing assistance.					

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Supportive housing needs would include financial assistance with accessible housing, in-home support to ensure continued independent living, home repairs, utilities, and rent, as well as the access to safe and secure housing. Additional needs would include job training, expanded employment opportunities, child care, prescription drug assistance, and transportation. These populations also traditionally experience great difficulties in locating and affording specialized housing suited to meet their individualized accessibility needs.

Mobility or Self Care Limitations includes all households where one or more persons has: 1) a long-lasting condition that substantially limits one or more basic physical activity, such as walking, climbing stairs, reaching, lifting, or carrying and/or 2) a physical, mental, or emotional condition lasting more than 6 months that creates difficulty with dressing, bathing, or getting around inside the home.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

There are currently no organizations in the City targeting their services toward persons leaving mental/physical health facilities (homeless and non-homeless), although most of the shelter providers in the Metroplex do make their services available for this population as needed. Providers also indicated that this population often require even more extensive case management and supportive services, since they typically continue to have increased medical and health needs, as well as employment and transportation issues.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City will continue to support Public Service activities that provide services and assistance to low income households and households with special needs. The City will provide funding for Life Message, a local non-profit organization that manages a food pantry providing basic necessities including food and other necessary items.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The Fair Housing Act of 1968, as amended in 1974 and 1988, prohibits housing discrimination. The U.S. Department of Housing and Urban Development has served an instrumental role in ensuring compliance with the Act, in addition to encouraging local jurisdictions to adopt local strategies and action plans to alleviate identified barriers to the accessibility of housing choice. Jurisdictions receiving federal funding are required to complete an “Analysis of Impediments” to identify impediments or barriers to fair housing choice. Impediments are defined as “any actions, omissions, or decisions taken or which have the effect of restricting housing choices or the availability of housing choices because of race, color, religion, sex, disability, familial status, or national origin.” An Analysis of Impediments (AI) is a comprehensive review of a jurisdiction’s laws, regulations, administrative policies, procedures, and practices. It requires an assessment of how those laws, etc., affect the location, availability, and accessibility of housing; and an assessment of public and private conditions affecting fair housing choice. In the development of this plan, governmental entities were contacted to indicate public policies that might add to the cost or deter the development of affordable housing activities within their jurisdictions.

The purpose of development regulations is to protect the health, safety, and welfare of the community. In determining strategies for reducing housing affordability and accessibility conflicts, an effective balance must be established between protecting other societal and environmental goals, while achieving housing affordability. This can result in a real challenge for municipalities.

The following issues listed below were reviewed, with an analysis indicating Rowlett, similar to many suburban fast-growing cities has been in the midst of a rapid growth vs. municipal capacity to provide services to an exploding population, while retaining an affordable cost for those services. No significant barriers to affordable housing were found to exist in the available public policies, however, information provided below indicates a need for a continuous review of development processes and costs. Instead, the single most influential factor in the price of new housing development appears to be market-driven. As determined by the City Council in the annual budget and planning process, the City can influence this factor through an active program for homebuyers assistance that provides financial assistance for Downpayment and closing costs, or by providing information regarding other state/federal resources to citizens that may be interested in obtaining assistance.

There are no public policies that limit or affect the return on residential investments. However, although there does not appear to be any overt public policy barriers to affordable housing, regular reviews of taxes, fees, building codes, and zoning regulations continue to be necessary to ensure that unanticipated barriers do not develop. Additionally, a regular Analysis of Impediments is necessary to gauge what impact any future changes might have on accessibility to housing.

Zoning and Site Selection: There are no restrictive policies regarding zoning, site use, minimum lot size, minimum square footage, setback requirements, or other related zoning issues in the areas of the city most likely to receive federal funding assistance. The City has made adjustments to allow for smaller-sized lots in order to facilitate new infill housing. There are subdivisions within the City that do contain restrictions (minimum square footage, minimum lot sizes, etc.) that would be cost prohibitive to the development of affordable housing, however the most obvious barrier to affordable housing in these areas is the market rate of the lot acquisition, an issue that is beyond the control of public policy makers.

Fair Housing Ordinance and Informational Programs: Entities within the City typically respond to any complaint by referring the individual to the U.S. Department of Housing and Urban Development – Fair

Housing. The City has adopted goals within this Consolidated Plan to further Fair Housing information and will ensure that community leaders receive information and are educated regarding referral of fair housing issues to the proper site for assistance.

The City of Rowlett is dedicated to ensuring the provision of services and programs, which prohibit discrimination in the sale or rental of housing, and discrimination in the provision of brokerage services. The City is committed to ensuring the implementation of appropriate procedures regarding complaints, investigation, cumulative legal effect, unlawful intimidation, education and public information and penalty. The City is not under any court order or decree regarding Fair Housing. The City does not have a rental control ordinance.

Citizens residing throughout the City will be considered eligible for the City's programs. It is the intention of the City to provide opportunities outside of low-income neighborhoods in an effort to provide maximum ownership opportunities and to encourage mixed-income and integrated neighborhoods. Information regarding programs will be made available to the public through the use of public hearings and ads in the classified section of local newspapers and on the City of Rowlett's website at www.ci.rowlett.tx.us. Press releases will be given to the local papers; one of which is free to the public and will reach individuals who cannot afford to subscribe to the local paper. Additionally, program information will be made available to local newspapers that are targeted for minority and non-English speaking populations. Information and applications will be provided to local agencies that deal with low-moderate income people including the Section 8 Housing Voucher Program and other HUD rental assistance programs. Local churches and community organizations in low-income areas will be contacted regarding distributing information and city staff will be available to speak to organizations or groups of interested individuals.

PHA and Other Assisted/Insured Housing Provider Tenant Selection Procedures; Housing Choices for Certificate and Voucher Holders: There are no Public Housing units in Rowlett. Section 8 Housing Voucher assistance is provided through Dallas County Housing Authority.

Property Tax Policies: The Dallas County Appraisal District is governed by Texas Appraisal Laws. The typical policy is to appraise taxable properties at least once every 3 years. However, it can be reappraised as often as every year if the market is active in that area. All appraisals can be appealed and must follow the Fair Housing Law.

Building Code Requirements, Impact and Other Fees, and Land Use Controls:

Any federally funded housing development must comply with state and federal guidelines regarding construction requirements in addition to the locally adopted building codes. Currently, all construction within the City must comply with the City's currently adopted editions and supplements of the International Code Council's International Residential Codes and the locally adopted amendments to these codes (available at www.ci.rowlett.tx.us), including:

- International Building Code
- International Residential Code
- International Fuel Gas Code
- International Mechanical Code
- International Plumbing Code Electrical Code
- Handicap Access Code – Tx Accessibility Code
- Texas Residential Energy Code

These codes are commonly used by municipalities of similar size to Rowlett. A review of the local amendments does not reveal any obvious issues that would discourage the development of affordable housing.

Rowlett's sales tax is 8.25%. That includes:

- 6.25% for the State of Texas
- 1% for the City of Rowlett general fund
- 1% for Dallas County

Cities often identify special districts to maintain and preserve historically and architecturally significant structures. Regulations governing the preservation of historic buildings within a district could possibly have a negative effect with regards to affordable housing. This may come in the form of delays due to the State's review process and to the added material and construction costs involved in restoring a structure to its original appearance. Rowlett does have some scattered historic preservation sites or structures located throughout the City. However, it would not be expected that the presence of these areas would affect significantly the development of affordable housing.

The City may consider, on a project-by-project basis, the waiver of certain fees associated with the development of affordable housing projects or activities.

Environmental Problems: The annual environmental review process conducted by the City for the use of federal funds does not indicate any severe or unusual environmental issues that regularly affect the ability to develop affordable housing. However, recent increases imposed by federal regulatory agencies in the level of environmental review required for larger housing developments may increase the pre-development costs needed to determine project feasibility for the for-profit developers.

Public Safety: Neighborhood safety is a concern that is being addressed by the City through Crime Watch Programs and Neighborhood Policing. The City also accomplishes crime reduction and prevention through alley closures, gates, landscaping, and traffic calming devices.

Lending Policies and Practices: The Community Reinvestment Act, enacted in 1977, is intended to encourage depository institutions to help meet the credit needs of the communities in which they operate, including low and moderate income neighborhoods. The CRA requires that an evaluation be periodically completed on each institution. Rating levels include *Outstanding*, *Satisfactory*, *Needs to Improve*, and *Substantial Noncompliance*. There are separate systems for evaluating banks based on their amount of assets (small banks, large banks, etc.). Banks are evaluated based on five factors:

- Loan-to-deposit ratios
- Percentage of loans made within a bank's lending territory (called assessment areas)
- Geographic distribution of a bank's loans
- Distribution of a bank's loans among borrowers with different income levels and businesses of different sizes
- Records of response to written complaints about its CRA performance

A sampling review of local lenders indicated Satisfactory CRA ratings.

The CRA has prompted local lenders to implement affordable housing programs, with the result that these programs have significantly increased the percentage of low-income and minority households qualifying

for loans. Many of the local financial institutions are partnering with other non-profit organizations to provide assistance to first-time homebuyers in the Metroplex area.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The City of Rowlett does have a desire and commitment to see the living and social environment of its citizens improved. Because of the limited funding for such projects available from other resources, this plan has been developed to not only plan for the usage of the City’s federal grant funding, but also to encourage and facilitate the efforts of other organizations to the greatest extent possible.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	352	26	1	0	-1
Arts, Entertainment, Accommodations	3,176	1,455	12	16	4
Construction	1,680	1,275	7	14	7
Education and Health Care Services	4,199	2,292	16	25	9
Finance, Insurance, and Real Estate	2,617	247	10	3	-7
Information	879	16	3	0	-3
Manufacturing	2,775	602	11	7	-4
Other Services	836	548	3	6	3
Professional, Scientific, Management Services	2,804	489	11	5	-6
Public Administration	0	0	0	0	0
Retail Trade	3,535	1,578	14	17	3
Transportation and Warehousing	1,074	202	4	2	-2
Wholesale Trade	1,815	332	7	4	-3
Total	25,742	9,062	--	--	--

Table 35 - Business Activity

Data Source: 2008-2012 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	31,199
Civilian Employed Population 16 years and over	28,849
Unemployment Rate	7.53
Unemployment Rate for Ages 16-24	16.03
Unemployment Rate for Ages 25-65	5.06

Table 36 - Labor Force

Data Source: 2008-2012 ACS

Occupations by Sector	Number of People
Management, business and financial	8,147
Farming, fisheries and forestry occupations	1,053
Service	1,606
Sales and office	8,228
Construction, extraction, maintenance and repair	2,483
Production, transportation and material moving	1,834

Table 37 – Occupations by Sector

Data Source: 2008-2012 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	11,427	42%
30-59 Minutes	13,351	49%
60 or More Minutes	2,440	9%
Total	27,218	100%

Table 38 - Travel Time

Data Source: 2008-2012 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,600	138	954

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	4,893	538	1,468
Some college or Associate's degree	9,556	582	1,317
Bachelor's degree or higher	9,021	327	950

Table 39 - Educational Attainment by Employment Status

Data Source: 2008-2012 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	19	48	194	476	500
9th to 12th grade, no diploma	833	412	634	928	387
High school graduate, GED, or alternative	1,416	1,072	1,911	3,916	1,468
Some college, no degree	2,379	1,892	2,707	3,999	846
Associate's degree	315	693	878	1,286	178
Bachelor's degree	153	1,291	2,320	4,038	556
Graduate or professional degree	40	440	848	1,361	513

Table 40 - Educational Attainment by Age

Data Source: 2008-2012 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	25,455
High school graduate (includes equivalency)	38,817
Some college or Associate's degree	46,892
Bachelor's degree	59,013
Graduate or professional degree	56,155

Table 41 – Median Earnings in the Past 12 Months

Data Source: 2008-2012 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Of the 23,351 workers employed in the City, 8,228 (@%) are employed in Sales and Office occupations and 8,147 (@%) are in Management, Business, and Financial occupations. The most workers are in

Education and Health Care Services (4,199); Retail Trade (3,535); Arts, Entertainment, and Accommodations (3,176); Professional, Scientific, and Management Services (2,804); Manufacturing (2,775); and Finance, Insurance, and Real Estate (2,617).

Describe the workforce and infrastructure needs of the business community:

There are 31,199 Rowlett citizens in the workforce, with 28,849 over the age of 16. The overall unemployment rate is 7.53%, with the unemployment rate for ages 16-25 being 16.03% and for ages 25-65, it is 5.06%. The overall comparable rate for Dallas County is 3.6% and for the State of Texas is 4.8%.

A Downtown Strategic Plan was approved by City Council in 2012 and in 2015, the City and developers broke ground on the Village of Rowlett, a \$30M project in the downtown area. Work continues in Rowlett's downtown district with tremendous revitalization, including new commercial, residential, and retail projects. Other recent planning activity includes the North Shore Master Plan, authorized by the City Council in November 2013. Downtown and nearby growth is spurred by the December 2012 extension of the DART Blue Line to the Downtown Rowlett DART Station, now the northern terminus of DART. Rail service to Rowlett creates many development opportunities along Main Street, State Highway 66 and the Bush Turnpike.

Transportation continues to be a priority need for businesses, as well extensions of community infrastructure to project sites, including water, wastewater, drainage and road improvements.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The Village of Rowlett project has been initiated in downtown and is anticipated to have an impact on the area's revitalization efforts on commercial, residential, and retail projects. The recent completion of the DART lines expands the transportation opportunities along Main Street, SH 66, and the Bush Turnpike, and can be expected to affect business growth opportunities over the next five years. These changes may impact future infrastructure needs in these areas as business opportunities are developed.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

More than 9,000 residents have Bachelor's Degree or higher, and more than 9,500 have some college coursework. This education level and skillset seem to match with the type of employment opportunities and occupations that are existent in Rowlett currently and can be expected to develop in Rowlett in the future.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The City of Rowlett Economic Development Department was formed to help the City's existing companies grow, recruit new business and diversify the tax base. The Economic Development Department works with site selectors, brokers, developers and business owners to create jobs and broaden the commercial tax base.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

CT 181.16.3 – Near Main Street and downtown Rowlett is an older area of town that has the highest concentration of low income households (46.6%), some of the older housing in the city, and some of the oldest infrastructure also. The area also has a higher percentage of renters (25.2%) than the city as a whole. The average rental rates and housing values are lower in this area as compared to the city.

CT 181.17.2 – in southeast Rowlett with Dalrock on the east, with 41.8% low income households and 27% rental properties. Rents are \$250 higher, but housing values are identical to those of the downtown area.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

CT 181.16.3 – Near Main Street and downtown Rowlett is an older area of town that has the highest concentration of low income households (46.6%), some of the older housing in the city, and some of the oldest infrastructure also. The area also has a higher percentage of renters (25.2%) than the city as a whole. The area is 17% Hispanic, 5% Black, and 78% White.

CT 181.17.2 – in southeast Rowlett with Dalrock on the east, with 41.8% low income households and 27% rental properties. Rents are \$250 higher, but housing values are identical to those of the downtown area. The area is 9% Black, 13% Hispanic, and 77% White.

CT 181.17.1 – in southeast Rowlett with Lake Ray Hubbard on the west and south, Miller Road on the north, and Chiesa Road on the east, this area is 29.3% low income, with 66% White, 20% Black, 5% Hispanic, and 9% Other. There are 15% renters and 85% homeowners in the area.

What are the characteristics of the market in these areas/neighborhoods?

As discussed elsewhere, as the percentage of homeownership rises, the market value of the housing and the rental rates in the area rises. As the percentage of low income households rises, the values of the homes and the rental rates decreases.

Are there any community assets in these areas/neighborhoods?

There are multiple community assets in these neighborhoods, including the City's downtown area, which is undergoing extensive revitalization efforts, multiple parks and public facilities projects, waterfront properties, businesses, frontage on major thoroughfares, and major residential developments.

Are there other strategic opportunities in any of these areas?

There are undeveloped areas and lots located in these areas that would be available for development for future uses.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

Information from the Housing Market Analysis has been combined with data obtained from citizens, city staff, and elected officials to develop Priority Needs and to evaluate the local allocation of available resources.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 42 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Based on the information gained during the development of the Consolidated Plan, the City will make any funds budgeted for affordable housing activities each year available throughout the City, with no geographic preference. However, every effort will be made to distribute the funds in a manner that addresses the priorities of needs identified in this plan. This includes distributing the funding throughout a variety of projects and activities that serve the maximum number of low-income, elderly, and special need households.

All eligible projects and activities will be available on a city-wide basis unless they are required by HUD regulations to be limited to specific identified low-income areas.

Due to the small size of the federal grant, the City is limited in the types of eligible activities it chooses to undertake each year. In an effort to expend as much of the funds on project costs, the City opts to leverage the CDBG funds with local funds to complete needed infrastructure improvements in low-income neighborhoods. This strategy allows for a targeted approach to making improvements in low-income neighborhoods in an effort to revitalize and stabilize the areas, while sustaining decent and affordable housing in those areas. These areas contain the oldest and most fragile of the City's infrastructure system, including water, drainage, and other utility improvements.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 43 – Priority Needs Summary

The City has established the following levels of priority needs. An assignment of “High” need generally indicates that the City will plan on utilizing resources and expects other funding sources or community stakeholders to address “Medium” or “Low” priorities.

Priority Level	Activity
Affordable Housing	
Medium	Rental Assistance
Medium	Production of New Units
High	Rehabilitation of Existing Units
Low	Acquisition of Existing Units
Homelessness	
Low	Outreach
Low	Emergency Shelter and Transitional Housing
Low	Rapid Re-housing
Low	Prevention
Non-housing Community Development	
High	Public Facilities
High	Public Improvements and Infrastructure
High	Public Services
Medium	Economic Development

- A Medium Priority Ranking was provided for Rental Assistance since the City does not have a PHA within its jurisdictional boundaries. These services are provided by the Dallas County PHA.
- A Medium Priority Ranking was provided for the Production of New Units as the activity is better suited for private housing developers based on market demand, especially in consideration of the City’s low federal grant award.
- A High Priority Ranking was provided for Rehabilitation of Existing Units in response to the need to assist low-income homeowners in need of repairs on aging properties.
- A Low Priority Ranking was provided to Acquisition of Existing Units as the City does not foresee the need to acquire properties for use in its programs.
- A Low Priority Ranking was provided for all services related to Homelessness due to the very low reported incidence of unsheltered homeless in the City. Organizations serving the homeless are located outside of Rowlett.
- A High Priority Ranking was provided for Public Facilities and Public Improvements and Infrastructure due to the continued need for improvements in low-income neighborhoods. Additionally, these projects benefit large numbers of citizens and have been greatly appreciated in the neighborhoods. They have spurred re-development and renewed interest in the residents and a sense of pride.
- A Medium Priority Ranking was provided for Economic Development as this activity is actively supported by the City and other organizations’ efforts to encourage economic interests and employment opportunities in the City.

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City of Rowlett is an entitlement city for Community Development Block Grant (CDBG) funds, but does not receive entitlement funds for any other HUD grant programs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	187,701	0	0	187,701	0	

Table 44 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Rowlett does not anticipate other state or federal resources, such as the HOME Program funds, McKinney-Vento Homeless Assistance Programs, Low Income Housing Tax Credit (LIHTC), Emergency Shelter Grant (ESG), Shelter Plus Care, or FEMA. However, the City does anticipate that Rowlett residents may continue to benefit from HUD Housing Choice Voucher Program funds and other State funds, local funding, private lender financing, private foundation funds, non-profit organizations, for-profit developers, and local contributors.

The City does not anticipate the receipt of program income, Section 108 funds or program income, surplus funds from urban renewal projects, or income from float-funded activities. Any return of grant funds will be budgeted back to the original project or activity, or to another planned and approved eligible project or activity. The City does not anticipate funding any “urgent need” projects or activities.

Development and planning of programs eligible to receive federal funding will be approached with the concept of maximizing the extent of the federal dollar commitment with the least actual dollar commitment required to make the project feasible. Leveraging will also be accomplished through the infusion of local funds and the coordination of programs with non-profit organizations, faith-based groups, for-profit partners, and volunteer work groups providing labor and assistance.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not retain public land to be used to address the needs identified in the plan.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Rowlett	Government Agency	Lead Entity	Jurisdiction

Table 45 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Strengths	Weaknesses
Providing documented decision-making support for legislators and policy-makers	Failure to direct available resources and funds toward the highest priority health and human service needs
Strong commitment of elected officials to improve community and neighborhoods	Shortage of development resources
Regional coordination of activities/projects	Limited space and inadequate resources
Recognized need for additional affordable housing	Limited affordable housing and an aging, deteriorating housing stock
Experience in wide variety of supportive services	Inadequate financial resources to meet needs
Experienced loan servicing and underwriting	Fear of HUD interference in local community issues

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	0	0	0
Legal Assistance	0	0	0
Mortgage Assistance	0	0	0
Rental Assistance	0	0	0
Utilities Assistance	0	0	0
Street Outreach Services			
Law Enforcement	0	0	0
Mobile Clinics	0	0	0
Other Street Outreach Services	0	0	0
Supportive Services			
Alcohol & Drug Abuse	0	0	0
Child Care	0	0	0

Education	0	0	0
Employment and Employment Training	0	0	0
Healthcare	0	0	0
HIV/AIDS	0	0	0
Life Skills	0	0	0
Mental Health Counseling	0	0	0
Transportation	0	0	0
Other			

Table 46 - Homeless Prevention Services Summary

The service organizations that provide services to individual with HIV/AIDS are located primarily in the Metroplex Rowlett

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Activities to Increase Resident Involvements

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Is the public housing agency designated as troubled under 24 CFR part 902?

N/A

Plan to remove the ‘troubled’ designation

The City of Rowlett does not have public housing within its jurisdictional boundaries.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The following issues listed below were reviewed, *with an analysis indicating Rowlett, similar to many suburban fast-growing cities is in the midst of a rapid growth vs. municipal capacity to provide services to an exploding population, while retaining an affordable cost for those services. Issues that were reviewed included: Zoning and Site Selection, Fair Housing Ordinance and Information, PHA Selection Procedures, Property Tax Policies, Building Code Requirements, Impact and Other Fees, Land Use Controls, Environmental Problems, Public Safety, Lending Policies and Practices, and Rental Programs.*

No significant barriers to affordable housing were found to exist in the available public policies, however, information provided below indicates a need for a review of development processes and costs. Instead, the single most influential factor in the price of new housing development appears to be market-driven.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

There are no public policies that limit or affect the return on residential investments. However, although there does not appear to be any overt public policy barriers to affordable housing, regular reviews of taxes, fees, building codes, and zoning regulations continue to be necessary to ensure that unanticipated barriers do not develop. Additionally, a regular Analysis of Impediments is necessary to gauge what impact any future changes might have on accessibility to housing.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The following actions will be undertaken:

- Provide public information and education regarding lead-based paint as public hearings
- Provide information regarding lead hazards to homeowners participating in housing programs
- Integrate lead hazard evaluation and reduction activities into housing activities when applicable
- Monitor regular reports from the County Health Department and Texas Department of State Health Services to monitor the level of reported lead poisoning issues
- Encourage local construction contractors to become certified as lead paint inspectors, removers, and abaters
- Develop technical capacity within the City to manage lead-paint impacted projects

How are the actions listed above related to the extent of lead poisoning and hazards?

Only 14.8% of the City's housing stock (about 2,622 units) were built prior to 1979. The actions listed above will impact homeowners who may reside in housing built prior to 1978 who may have LBP hazards in their homes and may participate in the City's housing repair program. These homeowners will benefit by having those LBP hazards addressed in compliance with HUD's requirements.. Other Rowlett residents will benefit by receiving educational knowledge about LBP hazards by participating in public hearings.

Rowlett Housing Inventory based on Year Built (2010 Census)

How are the actions listed above integrated into housing policies and procedures?

The housing program policies and procedures will be in compliance with HUD's Lead Safe Housing Rule and will address lead paint hazards as required by HUD and the State of Texas requirements.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

In an effort to promote and encourage economic and social self-sufficiency, the City has undertaken the following actions:

- Support the efforts of the Dallas County Housing Choice Voucher Homeownership Program that is designed to provide supportive and educational services leading to a decreased dependence on subsidy programs.
- Support the efforts of existing affordable housing programs to reduce the economic impact of rent and homeownership burdens on low-income households.
- Continue to provide economic development incentives utilizing local funds to encourage the retainment and creation of employment opportunities available to low income residents.
- Continue to include and enforce requirements of Section 3 in applicable contracts utilizing federal funds.
- Support the efforts of non-profit organizations that enhance the quality of life of low-income residents, provide educational courses, budgeting, nutrition, parenting, and other health and human services.
- Continue to support public service activities that allow youth to meet their maximum potential and ultimately leave the poverty environment.
- Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The City's Development Services staff, which oversees the daily administration of the City's CDBG Program, coordinates the City's efforts with those of other organizations as appropriate and when needed to further these goals and policies. Each year during the Annual Plan process, the City considers funding non-profit organizations that provide health and human services and public service activities that are supportive of these goals.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Measurable accomplishments, including number/percentage of number and percent of assisted households, property tax values, minority business outreach and use, public facility improvements, etc. will be documented in project files, with annual reports made available to the public and to HUD through the CAPER.

The City will provide effective monitoring focusing on the following areas:

1) Financial – Staff will review requests for expenditures to ensure that all funded requests are for authorized activities on approved projects. Activity agreements, expense documentation, and beneficiary reports must be provided for funds to be expended. As part of the contract agreement, each subrecipient that receives CDBG funding must submit either an independent audit or financial reviews to ensure fiscal accountability. Annually, the City is subject to single audits conducted by an independent accounting firm.

2) Environmental – All projects and individual activities requiring environmental reviews per HUD regulations will be reviewed for clearance prior to funding approval. Remediation of impacts will be implemented where required. Projects or activities unable to meet environmental requirements will be reviewed to determine alternative acceptable solutions, and if no alternatives are identified, the project will not be funded with federal funds.

3) Programmatic – Measurable results are expected on all funded projects, and will be evaluated through the monitoring process. Progress toward project goals will be reviewed on a regular basis. The City's reimbursement of funds for project expenditures is directly correlated with the reporting of accomplishments.

On-site inspections will be completed on all construction projects by trained city staff to ensure completion of the funded items included in the work write-ups. Inspection visits will be documented on an Inspection Log form in each project file. City Building Inspection staff will conduct interim and final inspections on all construction projects to ensure compliance with applicable local, state, and federal building and housing codes.

4) Subrecipient Monitoring - All agencies who are subrecipients of the City's CDBG funds must enter into a contract with the City which defines very specifically the following: the funding amount, the services to be provided, the time frame in which the services will be provided, compliance responsibilities, reimbursement procedures, and recipient reporting requirements. Each recipient of funds must submit a monthly (or as needed) performance report, containing beneficiary information. Each subrecipient will be monitored a minimum of once annually for each program year, with all organizations receiving a desk review as needed and at least one site visit.

5) Labor Standards – Compliance with labor standards on eligible construction sites will be monitored by City staff through on-site interviews and desk reviews of bid documents, payrolls, and reports.

CITY OF ROWLETT
2016 ANNUAL PLAN

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Rowlett is an entitlement city for Community Development Block Grant (CDBG) funds, but does not receive entitlement funds for any other HUD grant programs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	187,701	0	0	187,701	0	

Table 47 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Rowlett does not anticipate other state or federal resources, such as the HOME Program funds, McKinney-Vento Homeless Assistance Programs, Low Income Housing Tax Credit (LIHTC), Emergency Shelter Grant (ESG), Shelter Plus Care, or FEMA. However, the City

does anticipate that Rowlett residents may continue to benefit from HUD Housing Choice Voucher Program funds and other State funds, local funding, private lender financing, private foundation funds, non-profit organizations, for-profit developers, and local contributors.

The City does not anticipate the receipt of program income, Section 108 funds or program income, surplus funds from urban renewal projects, or income from float-funded activities. Any return of grant funds will be budgeted back to the original project or activity, or to another planned and approved eligible project or activity. The City does not anticipate funding any “urgent need” projects or activities.

Development and planning of programs eligible to receive federal funding will be approached with the concept of maximizing the extent of the federal dollar commitment with the least actual dollar commitment required to make the project feasible. Leveraging will also be accomplished through the infusion of local funds and the coordination of programs with non-profit organizations, faith-based groups, for-profit partners, and volunteer work groups providing labor and assistance.



City of Rowlett Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/02/16

AGENDA ITEM: 8D

TITLE

Present the Community Development Block Grant Program – 2016 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services

SUMMARY

The City of Rowlett will be receiving \$187,701 in Community Development Block Grant (CDBG) funds for the 2016 Plan year (October 1, 2016 – September 30, 2017). The purpose of this item is to conduct a required public hearing and provide authorization to the City Manager to transmit the 2016 Annual Plan to HUD. The Annual Plan contains the allocation of funds by program for the 2016 Plan year.

BACKGROUND INFORMATION

On August 2, 2016, the City Council will have considered approval of the 2016-2020 Community Development Block Grant Consolidated Plan. The 2016-2020 Consolidated Plan is the comprehensive planning document that details how the City will spend its federal funds during the upcoming five-year period. Concurrent with the adoption of the Consolidated Plan and each successive year, the City will adopt an Annual Plan. This will be the first year for consideration of an Annual Plan with the new 2016-2020 Consolidated Plan. The 2016 Annual Plan will detail the proposed usage of the CDBG funds for the next year starting October 1, 2016 and concluding September 30, 2017.

A City Council Strategic Planning Session was conducted on July 8, 2016, to discuss the allocation of funds by program. The allocation of funds included in the 2016 Annual Plan to be transmitted represents the consensus reached by City Council at this public meeting. However, the program targeted by public facilities funds is listed as Isaac Scruggs Park. In order to modify the programmed funds within public facilities, a substantial amendment will be required at a later date. This amendment will include allocation of funding to a potential eligible capital improvement project. Once the capital project is identified and eligibility verified, staff can move forward with the amendment for City Council consideration.

DISCUSSION

The City of Rowlett will be receiving \$187,701 in Community Development Block Grant (CDBG) funds for the fiscal year beginning October 1, 2016. As required by federal regulations, CDBG funds may be used to support projects that assist low-income citizens, remove slum and blight, or for urgent needs (disaster relief). Eligible activities include affordable housing projects, such as housing rehabilitation, homebuyers' assistance and acquisition; public services; code enforcement; demolition; and, improvements to public facilities, such as parks, streets, and community centers.

As required by HUD, two public hearings were held on April 18, 2016 at 9:00 a.m. and 6:00 p.m. In addition, a public hearing will be conducted this evening (August 2, 2016). The purpose of these public hearings is to obtain citizen comments regarding community needs and priorities for eligible programs prior to the City submitting the 2016 Annual Plan to HUD by August 14, 2016. The hearings provide information regarding the amount of assistance the City expects to receive (including anticipated program income) for the next fiscal year, the range of activities that are expected to be undertaken, the estimated amount of the anticipated funds that will be utilized to benefit low-moderate income persons, and the City's policy on minimizing displacement of any person.

The public was encouraged to attend the public hearings to provide citizen comment and input regarding the proposed priorities, funding, projects and activities. Following the public hearings and the Council's final approval on August 2, 2016, the proposed Annual Plan will be submitted to HUD by August 14, 2016. At the 9:00 a.m. meeting on April 18, 2016, there were eight attendees present. There was one attendee at the 6:00 p.m. meeting. The majority of the discussion at the morning session focused on some requests for programs related to senior citizen activity. The focus of this discussion was partly due to the meeting time being held prior to the Senior Advisory Board meeting at City Hall.

Consistent with the consensus received by City Council at the July 8, 2016 strategic planning session, the proposed budget for the 2016 Plan year will be transmitted as follows:

Project Description	2016 Plan Proposed Allocation	
	Amt (%)	Amt (\$)
Housing Rehabilitation Program	0%	\$0
Public Facilities – Improvements to Isaac Scruggs Park	65%	\$122,006
Public Services – Funding for Life Message, and Honor Academy	15%	\$28,155
Administration – Administrative and management costs	20%	\$37,540
Total Grant		\$187,701

As stated in the Background section, the exact project for the public facilities portion of the grant may be modified at a future date via a substantial amendment. This would match City Council's direction from their annual strategy planning session.

FINANCIAL/BUDGET IMPLICATIONS

The program grant funds pay for the direct costs, including administration of the program. The administrative expenses will be as much as 20% (approximately \$37,540) of the approximately \$187,701 total grant amount, contingent on the programs chosen, revisions to annual plan, revisions to the 5-Year Consolidation Plan, leaving the balance for the program funding.

The total grant amount from HUD has been increased from prior year funding by approximately 4.7% (or \$8,454), from \$179,247 to \$187,701.

RECOMMENDED ACTION

Staff recommends that City Council approve a resolution supporting participation in the Community Development Block Grant programs, adopting the 2016 Community Development Block Grant Annual Plan; and authorizing the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, ADOPTING THE 2016 ANNUAL PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT ALL DOCUMENTATION AND CERTIFICATIONS TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN ORDER TO RECEIVE FUNDING THROUGH THE PROGRAMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Rowlett has the goal of providing a safe, healthy, and quality environment for all residents in the City; and

WHEREAS, the City of Rowlett has requested funding from the United States Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program to be used to further the achievement of goals, delivery of services, and increase opportunities for residents with low-income or special needs in the City of Rowlett; and

WHEREAS, the City of Rowlett has obtained extensive statistical demographic and research information, conducted a public hearing, solicited citizen input, and a 2016 Annual Plan to address identified community needs for low-income citizens and those with special needs; and

WHEREAS, the City of Rowlett has been successful in obtaining Community Development Block Grant Program funding to accomplish community goals and strategies; and

WHEREAS, the City of Rowlett is in need of executing and submitting documentation to the U. S. Department of Housing and Urban Development to receive the federal CDBG Program funds.

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

Section 1: That the City of Rowlett hereby adopts the 2016 Annual Plan, a copy of which is attached hereto as Exhibit A.

Section 2: That the City of Rowlett hereby grants, designates and delegates to the City Manager the authority to execute and submit all documentation and certifications necessary to the United States Department of Housing and Urban Development (HUD) in order to receive Community Development Block Grant (CDBG) Program funding to provide and facilitate eligible services and programs for low-income and special need residents in the City.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – 2016 Annual Plan

CITY OF ROWLETT
2016 ANNUAL PLAN

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Rowlett is an entitlement city for Community Development Block Grant (CDBG) funds, but does not receive entitlement funds for any other HUD grant programs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description
			Annual Allocation: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	187,701	0	187,701	Expected Amount Available Remainder of ConPlan \$ 0

Table 47 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Rowlett does not anticipate other state or federal resources, such as the HOME Program funds, McKinney-Vento Homeless Assistance Programs, Low Income Housing Tax Credit (LIHTC), Emergency Shelter Grant (ESG), Shelter Plus Care, or FEMA. However, the City

does anticipate that Rowlett residents may continue to benefit from HUD Housing Choice Voucher Program funds and other State funds, local funding, private lender financing, private foundation funds, non-profit organizations, for-profit developers, and local contributors.

The City does not anticipate the receipt of program income, Section 108 funds or program income, surplus funds from urban renewal projects, or income from float-funded activities. Any return of grant funds will be budgeted back to the original project or activity, or to another planned and approved eligible project or activity. The City does not anticipate funding any “urgent need” projects or activities.

Development and planning of programs eligible to receive federal funding will be approached with the concept of maximizing the extent of the federal dollar commitment with the least actual dollar commitment required to make the project feasible. Leveraging will also be accomplished through the infusion of local funds and the coordination of programs with non-profit organizations, faith-based groups, for-profit partners, and volunteer work groups providing labor and assistance.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not retain public land to be used to address the needs identified in the plan

CONSOLIDATED PLAN GOALS

Objective 1: Decent Housing	
<i>Preserve and Expand Housing Quality, Affordability and Accessibility for Low and Moderate Income Households</i>	
Availability/Accessibility of Decent Housing (DH-1)	
DH-1.1	Fair Housing Information - educate and provide information regarding Fair Housing to increase accessibility to rental and purchased housing
Affordability of Decent Housing (DH-2)	
DH-2.1	Encourage affordable housing opportunities for low-income homebuyers or renters
Sustainability of Decent Housing (DH-3)	
DH-3.1	Support efforts to meet code, health, and safety standards in owner-occupied housing
Objective 2: A Suitable Living Environment	
<i>Encourage reinvestment in low and moderate income neighborhoods, the delivery of health and human services that encourage self-sufficiency and reduce poverty, and public facilities that provide safe, secure, and healthy environments for low-income, homeless, and populations with special needs</i>	
Availability/Accessibility of Suitable Living Environment (SL-1)	
SL-1.1	Increase accessibility to health and human services that improve the quality of life and assist low-income persons, elderly, homeless, victims of domestic violence, and other populations with special needs
Sustainability of Suitable Living Environment (SL-3)	
SL-3.1	Improvements to streets, parks, water, sewer, drainage, sidewalks, infrastructure, or community centers located in low-income areas or that provide services primarily to low income households
Objective 3: Expanded Economic Opportunities	
<i>Encourage the development and delivery of activities that maintain or increase economic and employment stability, educational and job training opportunities, and reduce poverty</i>	
Availability/Accessibility of Expanded Economic Opportunities (EO-1)	
EO-1.1	Increase access to employment opportunities for low-income households

Projects

CONSOLIDATED PLAN LISTING OF PROJECTS

PROJECT #1

Priority Need: *General Administration*

Project Title: *Administration*

Description:

Reasonable costs of overall program management, coordination, monitoring, and evaluation of the CDBG Program and other eligible activities that benefit low-income citizens, with services provided by staff, contractors, and/or consultants.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Rowlett Development Services Department
4310 Industrial Boulevard, Rowlett, Texas

Objective Number: NA	Project ID: 1	Funding Sources	Amounts
HUD Matrix Code: 21A - Planning/Administration	CDBG Citation: 570.206	CDBG	\$37,540.00
Type of Recipient: Local Government	CDBG National Objective: NA	ESG/HOME/HOPWA	0
Start Date: 10-1-2016	Completion Date: 9-30-2017	Total Formula	\$37,540.00
Performance Indicator: NA	Annual Units: NA	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$37,540.00

The primary purpose of the project is to help:

the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

CONSOLIDATED PLAN LISTING OF PROJECTS

PROJECT #2

Priority Need: *Support Public Services to increase health and human services*

Project Title: *Public Services*

Description:

Provide funding to Life Message, a non-profit organization, that provides a food pantry serving low-income, elderly, disabled, and special need populations. Services include providing food products and basic living necessities and are available city-wide.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City-wide

Objective Number: SL-1.1	Project ID: 2	Funding Sources	Amounts
HUD Matrix Code: 05 – Public Services (General)	CDBG Citation: 570.201(e)	CDBG	\$16,577.00
Type of Recipient: Local Government	CDBG National Objective: LMC	ESG/HOME/HOPWA	0
Start Date: 10-1-2016	Completion Date: 9-30-2017	Total Formula	\$16,577.00
Performance Indicator: 1 - People	Annual Units: 40	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$16,577.00

The primary purpose of the project is to help:

the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

CONSOLIDATED PLAN LISTING OF PROJECTS

PROJECT #3

Priority Need: *Support Public Services to increase health and human services*

Project Title: *Public Services*

Description:

Provide funding to Honor Academy, a non-profit organization, that provides mentoring and character education program services for at-risk youth. Services are available city-wide.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City-wide

Objective Number: SL-1.1	Project ID: 2	Funding Sources	Amounts
HUD Matrix Code: 05D – Youth Services	CDBG Citation: 570.201(e)	CDBG	\$11,578.00
Type of Recipient: Local Government	CDBG National Objective: LMC	ESG/HOME/HOPWA	0
Start Date: 10-1-2016	Completion Date: 9-30-2017	Total Formula	\$11,578.00
Performance Indicator: 1 - People	Annual Units: 300	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$11,578.00

The primary purpose of the project is to help:

the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

CONSOLIDATED PLAN LISTING OF PROJECTS

PROJECT #4

Priority Need: *Support Public Facility Improvements/Infrastructure and Other Projects and Activities to provide safe, secure, and healthy environments*

Project Title: *Park Improvements*

Description:

Park improvements – Includes improvements to parks located in low income neighborhoods. The Isaac Scuggs Park in Census Tract 181.35 will receive a basketball court, shade structures, playground equipment, and other related amenities.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: CT 181.35 – low income neighborhood (Block Groups 1 and 2)

Objective Number: SL-3.1	Project ID: 4	Funding Sources	Amounts
HUD Matrix Code: 03F – Park Improvements	CDBG Citation: 570.201(c)	CDBG	\$122,006.00
Type of Recipient: Local Government	CDBG National Objective: LMA	ESG/HOME/HOPWA	0
Start Date: 10-1-2016	Completion Date: 9-30-2017	Total Formula	\$122,006.00
Performance Indicator: 11 – Public Facility	Annual Units: 1	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$122,006.00

The primary purpose of the project is to help:

the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Based on the information gained during the development of the Consolidated Plan, the City will make any funds budgeted for affordable housing activities each year available throughout the City, with no geographic preference. However, every effort will be made to distribute the funds in a manner that addresses the priorities of needs identified in this plan. This includes distributing the funding throughout a variety of projects and activities that serve the maximum number of low-income, elderly, and special need households.

All eligible projects and activities will be available on a city-wide basis unless they are required by HUD regulations to be limited to specific identified low-income areas.

Due to the small size of the federal grant, the City is limited in the types of eligible activities it chooses to undertake each year. In an effort to expend as much of the funds on project costs, the City opts to leverage the CDBG funds with local funds to complete needed infrastructure improvements in low-income neighborhoods. This strategy allows for a targeted approach to making improvements in low-income neighborhoods in an effort to revitalize and stabilize the areas, while sustaining decent and affordable housing in those areas. These areas contain the oldest and most fragile of the City’s infrastructure system, including water, drainage, and other utility improvements.

Geographic Distribution

Target Area	Percentage of Funds

Table 48 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

There will be no priorities for allocating funds geographically.

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Actions planned during the next year to address the needs to public housing

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Rowlett does not have public housing within its jurisdictional boundaries.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The City of Rowlett does not have public housing within its jurisdictional boundaries.

Discussion

The City of Rowlett does not have public housing within its jurisdictional boundaries.

AP-85 Other Actions – 91.220(k)

Introduction:

This section will describes the City's plans for the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City of Rowlett, through the implementation of the 2016-2020 Consolidated Plan and the 2016 Annual Plan, will continue its efforts to addressing identified obstacles to meeting underserved needs and barriers to affordable housing. The City will provide relevant information regarding the availability of homebuyer's assistance, rental assistance, and lead based paint issues to residents by posting the referral information on the City's website, and at public locations at the Rowlett Community Centre and the Rowlett Development Services Department. The information provided will include a listing of providers of each service, including the state and federal programs for homebuyers' assistance, a listing of subsidized housing providers available for Rowlett residents (e.g., Dallas County Housing Voucher Program), and lead-paint education materials and contact information for the Dallas County Health and Human Services Department and Rockwall County Environmental Health Coordinator.

Identified obstacles and actions to address these obstacles include:

- *The lack of adequate and sustained financial resources* - The data gathered during the Consolidated Plan and Annual Plan process will be made available to organizations seeking state and federal grant funds to assist in their provision of services. The City has made a concerted effort to identify community issues, thereby establishing a data-base that will be useful to establish the housing and public service needs of low-income and special need populations. The City will also consider seeking additional state and federal grant funds, including HOME Program funds, in addition to encouraging other organizations to actively seek external funding resources.
- *Ability to provide current and relevant information to citizens in an effective and timely manner regarding community resources and issues* - The City will place information regarding community development issues on the city's website. City staff will also actively participate in community forums, community meetings, and special focus groups related to issues and needs identified in the City's Consolidated Plan, such as homelessness, domestic violence, and elderly.
- *The lack of a coordinated intake and referral system* - City staff will actively participate in local and regional groups and organizations to facilitate coordination and collaboration amongst service-providers, non-profit organizations, and faith-based groups. A focus will be the sharing

of information and resources to increase efficiency and effectiveness.

Actions planned to foster and maintain affordable housing

The City of Rowlett, through the implementation of the 2016-2020 Consolidated Plan and the 2016 Annual Plan, will continue its efforts to foster decent housing for residents. Specifically, the City will:

- Facilitate the efforts of other entities and non-profit organizations providing affordable and standard housing
- Make available technical assistance and funding, if available, in support of other projects and activities that remove health and safety hazards
- Make available technical assistance and funding, if available, in support of public facility and infrastructure improvements in low income neighborhoods in order to encourage the redevelopment and new development of new affordable and decent housing opportunities and to improve the overall quality of life for low income residents

Actions planned to reduce lead-based paint hazards

The 2009 ACS indicated that 13% of the housing in the City was built prior to 1980, and 3% were built prior to 1970. HUD recommended methods that consider the age and condition of the properties were used in estimating the number of dwellings potentially impacted. A significant percentage of pre-1979 housing typically contains lead-based paint, which presents some special issues regarding the health of occupants and construction abatement procedures. It is estimated that more than 1,539 (10.56%) of the City's residential properties may have some interior or exterior lead paint present. A smaller undetermined percentage of these may have deteriorated paint that could pose health risks for occupants. *Considering the age of the City's housing combined with the percentage of low-income residents, it is estimated 321 (20.84% of the estimated number of pre-1979 houses with lead) of the estimated number of housing units containing lead paint could be occupied by low-income residents.*

According to the most recent estimates, approximately 3.2% of children aged 1-5 years in Texas had elevated lead levels. A blood lead level greater or equal to 10 mg/dL is considered to be an elevated blood lead level by the federal government. The highest blood lead levels are found in 1-2 year old children who are poor and who live in older housing that is in poor condition.

Utilizing the health data as described above regarding potential hazards to 3.2% of children aged 1-5 years, it is noted that approximately 30-35 children in Rowlett may be impacted by elevated blood lead levels. However, it should be noted that the age of Rowlett's housing is significantly younger than the state-wide average, leading to an even lower number of young children in Rowlett that may be exposed to lead paint.

The City is aware of the possible dangers of lead poisoning and will continue to monitor available health data to identify the incidence of the problem. The City will distribute information to the public

regarding the hazards of lead.

The following actions will be undertaken:

- Provide public information and education regarding lead-based paint
- Monitor regular reports from the County Health Department and Texas Department of Health to monitor the level of reported lead poisoning issues
- Encourage local construction contractors to become certified as lead paint inspectors, removers, and abaters

Actions planned to reduce the number of poverty-level families

In an effort to promote and encourage economic and social self-sufficiency, the City will undertake the following actions:

- Support the efforts of the Housing Choice Voucher Homeownership Program that is designed to provide supportive and educational services leading to a decreased dependence on subsidy programs.
- Support the efforts of existing affordable housing programs to reduce the economic impact of rent and homeownership burdens on low-income households.
- Continue to provide economic development incentives utilizing local funds to encourage the retainment and creation of employment opportunities available to low income residents.
- Continue to include and enforce requirements of Section 3 in applicable contracts utilizing federal funds.
- Support the efforts of non-profit organizations that provide educational courses in homebuyer and homeowner responsibilities, home maintenance, budgeting, nutrition, parenting, affordable rental units, and other health and human services.
- Support the efforts of public service activities that enhance the quality of life of low-income residents.
- Continue to support public service activities that allow youth to meet their maximum potential and ultimately leave the poverty environment.
- Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers.

Actions planned to develop institutional structure

It has been and remains a priority for the City to develop and enhance an effective and efficient program delivery system for the use of federal funds. Even though the system has been streamlined and improved in recent years, the City continues to monitor, assess, and seek ways to further improve its performance. Solid relationships have been built with public institutions, private and nonprofit partners, to implement activities and projects that require multiple funding sources. All partners are encouraged

to share their thoughts on how the delivery system and programs could be made better.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Rowlett will coordinate and administer the identified goals, objectives, and strategies discussed in this document through its Development Services Department. The City will utilize and administer its CDBG and other local, state, and federally-funded programs (as available) to support affordable housing programs and other community development activities to assist low-income citizens and revitalize declining neighborhoods. The City will also consider and offer letters of support when appropriate to other organizations and agencies seeking grant or state/federal funding. In addition, the City will provide technical assistance and funding of health and public services as funds are available, as well as actively seeking to enhance coordination of services amongst service providers. A more detailed listing of potential partners that are committed to work cooperatively with the City to improve the quality of life for its citizens is contained in the 2016-2020 Consolidated Plan.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

This section will describe activities planned with respect to all CDBG funds expected to be available during the program year (including program income that will have been received before the start of the next program year), except that an amount generally not to exceed ten percent of such total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified for the contingency of cost overruns.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%