



# City of Rowlett

## Special Meeting Agenda

### City Council

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

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

**THURSDAY**

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**Tuesday, June 1, 2017**

**5:30 P.M.**

**Municipal Building – 4000 Main Street**

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

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

**1. CALL TO ORDER**

**2. WORK SESSION**

- 2A.** Discuss implementation of a housing rehabilitation program with Garland Area Habitat for Humanity. (60 minutes)

**3. EXECUTIVE SESSION**

- 3A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) to discuss commercial or financial information and the offer of incentives to business prospects that the City may seek to have locate, stay or expand in Rowlett and with which the City is conducting economic development negotiations, and to receive an update on pending economic development projects. (60 minutes)

- 3B.** The City shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Legal Advice) to consult with the City Attorney and receive legal advice regarding the project scope and extent of an evaluation and investigation into the construction and placement of the public safety radio tower. (45 minutes)

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

**4. ADJOURNMENT**

*Laura Hallmark*

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Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website (www.rowlett.com) on the 26<sup>th</sup> day of May 2017, 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:** 06/01/17

**AGENDA ITEM:** 2A

**TITLE**

Discuss implementation of a housing rehabilitation program with Garland Area Habitat for Humanity. (60 minutes)

**STAFF REPRESENTATIVE**

Marc Kurbansade, Director of Development Services

**SUMMARY**

City Council has previously directed staff to provide the framework for the operation of a housing rehabilitation program using funds from the General Fund. This Work Session will provide the framework as requested. As part of this Work Session, staff is presenting a potential partnership with Habitat for Humanity for operation of this program. If directed, staff will prepare an item for future consideration by City Council that would formalize an agreement with Habitat for Humanity.

**BACKGROUND INFORMATION**

The City of Rowlett previously operated a Housing Rehabilitation program through the use of Community Development Block Grant (CDBG) funds. For the years 2014-2016, the following allocations were made specifically for Housing Rehabilitation:

- 2014 - \$60,518
- 2015 - \$58,314
- 2016 - \$0

On May 3, 2016, City staff submitted a presentation to City Council at a Work Session showing the costs to implement a housing rehabilitation program. There was consensus at this meeting to suspend the program until another more cost-effective use of the funds could be identified. At a strategy planning session on July 8, 2016, City Council provided feedback to staff regarding more efficient use of CDBG funds. Further discussions regarding the reallocation of funds were held during the November 8, 2016, and November 15, 2016 City Council Work Sessions. Ultimately this culminated in a Substantial Amendment to the CDBG Annual Plan on February 21, 2017.

The Substantial Amendment moved \$106,468 of remaining 2015 housing rehabilitation funds to Public Facilities for alley projects. This was combined with \$122,006 of 2016 public facilities originally slated for Isaac Scruggs Park, but reallocated to alley projects as well. This resulted in a total of \$241,928 to be used for alley projects with CDBG funds. Since these alley projects were already scheduled to be performed using funds from the General Fund, City Council elected instead to use the \$241,928 for donations to several non-profit entities (Rebuild Rowlett, Salvation Army, Life Message, and ReTreet in the amount of \$97,000), and to administer a City-run housing rehabilitation program (in the remaining amount of \$144,928).

In exploring options to administer the City-run housing rehabilitation program, on May 25, 2017, City staff met with representatives from the Garland Area Habitat for Humanity (H4H). H4H has a current agreement with the City of Garland to implement parts of their Housing Rehabilitation program at a cost of 10% of the grant.

## **DISCUSSION**

Staff is proposing a partnership with Habitat for Humanity to use the reallocated \$144,928 in funds to administer a housing rehabilitation program. These funds are currently available in the General Fund. It is reasonable to expect similar overhead costs of 10% for this partnership; however, only preliminary discussions have been held and contract negotiations would not be performed unless directed by City Council. Should City Council elect to proceed with this H4H partnership, it is staff's expectation to have a contract for City Council consideration on July 11, 2017.

Administration of the new program would follow previously identified parameters for the previously-run CDBG program. This would include such items as applicant eligibility, background checks, work assessments/write-ups, inspections, contractor coordination, and others. The prior program provided up to \$24,999.00 in assistance in the form of an eighteen (18) month forgivable loan. Grants were awarded for projects under \$2,000.00. Families that meet the low to moderate income criteria as established annually by the U.S. Department of Housing and Urban Development would continue to be eligible.

Staff will request City Council to provide consensus whether the prior criteria should remain in place as part of an agreement with H4H. The changes, if proposed, would be at City Council discretion.

## **FINANCIAL/BUDGET IMPLICATIONS**

The City would use \$144,928 in funds within the General Fund Capital Maintenance (formerly the Cash CIP). A budget amendment was previously approved on May 16, 2017, in order to establish the project line item for housing rehabilitation.

## **RECOMMENDED ACTION**

Provide direction to staff as follows:

Is there consensus from Council to proceed with a partnership with the Garland Area Habitat for Humanity to manage the City of Rowlett's housing rehabilitation program?

If yes, is there consensus from Council to utilize the same criteria included in the current program?



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**AGENDA DATE:** 06/01/17

**AGENDA ITEM:** 3A

**TITLE**

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**AGENDA DATE:** 06/01/17

**AGENDA ITEM:** 3B

**TITLE**

The City shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Legal Advice) to consult with the City Attorney and receive legal advice regarding the project scope and extent of an evaluation and investigation into the construction and placement of the public safety radio tower. (45 minutes)