



CITY OF ROWLETT CITY COUNCIL SPECIAL MEETING

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Wednesday, June 24, 2020

5:30 P.M.

Municipal Building – 4000 Main

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.

Due to the public health emergency and to conform with the social distancing requirements, the City Council meetings will be held via teleconferencing. The public can view live on the City’s website (<https://www.ci.rowlett.tx.us/397/Streaming-Video>) or via RTN16.

To listen to the meeting live, call 877-853-5247 and enter Meeting #: 872 0702 7856

To provide comment for the meeting, please send an email to CitizenInput@rowlett.com by 3:30 p.m. the day of the meeting. Please state whether your comment is regarding a specific agenda item or a general comment to the Council. Your comment will be read into the record during the meeting (must be within the 3-minute time limit). There will be no comments taken during the meeting.

City Council may receive public input on any of the following items:

1. **Call To Order**
2. **Discuss status of the Residences at Merritt Hill development and proposed General Certificate submitted by the HFC. (45 minutes)**
3. **Discuss the COVID-19 event and take any necessary action. (45 minutes)**
4. **Discuss and consider appointment of a primary and alternate member to the Regional Transportation Council (RTC). (15 minutes)**
5. **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 19th day of June 2020, by 5:30 p.m.

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.



CITY OF ROWLETT COUNCIL AGENDA ITEM

AGENDA DATE: 06/24/2020

AGENDA ITEM: 2

TITLE

Update the City Council on the Residences at Merritt Hill, a proposed multi-family development at Merritt Road and Castle Drive using a 4% housing tax credit through the Texas Department of Housing and Community Affairs. (45 minutes)

STAFF REPRESENTATIVE

Munal Mauladad, Director of Community Development

EXECUTIVE SUMMARY

As part of an overall strategic priority to govern transparently and inclusively, the City Council has adopted a goal to effectively leverage community, civic, faith-based, and other strategic partnerships. Leveraging the City’s strategic partnership with the Rowlett Housing Finance Corporation to develop projects that benefit the entire community is one way to promote the priority. The purpose of this item is to discuss the proposed development at Merritt Road and Castle Drive known as the Residences at Merritt Hill (see [Figure 1](#) below).

STRATEGIC PRIORITY AND GOAL(S)

Strategic Priority	Strategic Goal
 <p>GOVERN TRANSPARENTLY & INCLUSIVELY</p>	<p>1.3 Effectively leverage community, civic, faith-based, and other strategic partnerships.</p>

BACKGROUND

Merritt Housing Partners originally discussed its desire to develop a multi-family housing community in Rowlett with the City Council on February 4, 2020. The developer communicated its intent to finance the project through a partnership with the Rowlett Housing Finance Corporation (HFC) and using a 4% housing tax credit through the Texas Department of Housing and Community Affairs (TDHCA). TDHCA’s Housing Tax Credit program is one of the primary means of directing private capital toward the development and preservation of affordable rental housing for low-income households. Typical projects include apartment complexes, rental townhomes, mixed-income and mixed-use properties, supportive housing for those with special needs and independent living facilities for seniors.

On March 27, 2020, Governor Greg Abbott granted a waiver to Texas Government Code §2306.67071 relating to applications for non-competitive housing tax credits (4% tax credits) to

TDHCA, effectively suspending the requirement to include a resolution of no objection from the governing body with a housing tax credit application. As a result, Merritt Housing Partners was not required to secure a resolution of no objection from the Rowlett City Council for its application for housing tax credits for the Residences at Merritt Hill.



Figure 1

DISCUSSION

As the project is being developed in partnership with the Rowlett HFC, it is exempt from paying property taxes. The City has negotiated a Payment in Lieu of Taxes (PILOT) agreement with another HFC development, which helps cover the costs of providing essential City services at the subject property.

Instead of a traditional PILOT agreement involving annual payments that approximate the ad valorem taxes that might otherwise be due, an agreement is proposed whereby the developer will

construct certain infrastructure improvements and will structure the transaction such that the project construction will not be exempt from sales taxes.

This discussion will review the merits of a similar agreement with the HFC for the Residences at Merritt Hill project, which will require essential City services once construction begins.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

For discussion purposes.



CITY OF ROWLETT COUNCIL AGENDA ITEM

AGENDA DATE: 06/16/2020

AGENDA ITEM: 3

TITLE

Discuss the COVID-19 event and take any necessary action. (45 minutes)

STAFF REPRESENTATIVE

Paul Stevens, Deputy City Manager

EXECUTIVE SUMMARY

As part of an overall strategic priority of ensuring a safe community, the City Council has adopted a goal to emphasize planning, preparedness, and prevention in emergency management. Since the onset of the international outbreak of COVID-19, City staff has monitored the situation and coordinated with external partners to ensure the City takes appropriate actions to safeguard staff and the public. The purpose of this item is to brief City Council on the ever-evolving situation and take any necessary action based on Federal, State and/or County declarations or orders.

Until this crisis is over, the Rowlett City Council will have a regularly scheduled weekly meeting to receive updates on the COVID-19 event and take any necessary action.

STRATEGIC PRIORITY AND GOAL(S)

Strategic Priority	Strategic Goal
 <p>ENSURE A SAFE COMMUNITY</p>	<p>2.1 Emphasize planning, preparedness, and prevention in emergency management.</p>

BACKGROUND INFORMATION

Since the World Health Organization (WHO) identified the international risk of the Coronavirus, governmental and non-governmental agencies have been actively monitoring and coordinating preparedness, prevention, and response efforts. On March 11, 2020, the World Health Organization announced that the COVID-19 outbreak can be characterized as a pandemic. Since that time, every level of government has declared the outbreak as an emergency or disaster. On March 12, 2020, Dallas County Judge Clay Jenkins issued a Declaration of Local Disaster for Public Health Emergency. On March 13, 2020, Mayor Tammy Dana-Bashian issued a proclamation declaring a local disaster for the City of Rowlett.

These orders have been amended on several occasions for clarity and based on new information to help combat the COVID-19 virus.

DISCUSSION

The following actions have been taken by governmental entities that currently affect the City of Rowlett:

1. Presidential Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, issued March 13, 2020.
2. Executive Order by the Governor of the State of Texas Relating to the COVID-19 Preparedness and Mitigation, issued March 19, 2020 and as amended.
3. Declaration of a Public Health Disaster in the State of Texas by the Commissioner of the Department of State Health Services, issued March 19, 2020.
4. Declaration of Local Disaster for Public Health Emergency by Dallas County Judge Clay Jenkins extending the original declaration to April 30, 2020 by the Dallas County Commissioners Court, issued March 13, 2020 and as amended.
5. Declaration of a Local Disaster for Public Health Emergency by Mayor Tammy Dana-Bashian extending the original declaration to April 30, 2020 by the Rowlett City Council on March 13, 2020 and as amended.

The Mayor and staff are communicating several times a day with various governmental entities and receiving updates on the COVID-19 outbreak.

With a focus on the recovery phase of the ongoing disaster, the City Council has established a Reopen Rowlett Responsibly steering committee to inform and guide the community on how to reopen Rowlett from the COVID-19 pandemic responsibly and gradually while protecting our most vulnerable populations and maintaining a fully functioning health care system. The committee was convened on April 20, 2020 and will work with industry representatives across the city to develop and implement plans to reopen Rowlett. The steering committee has adjusted its meeting schedule to coincide with the milestones established by the Governor's reopening plan.

Governor Abbott unveiled a phased plan to reopen the Texas economy on April 27, 2020. The details of the plan are contained in *Texans Helping Texans: The Governor's Report to Open Texas*. The full report is available on the City's COVID-19 website at: <https://www.ci.rowlett.tx.us/1780/2019-Novel-Coronavirus-COVID-19>

On June 19, Dallas County Judge Clay Jenkins issued an order requiring all commercial entities in Dallas County providing goods or services directly to the public must develop and implement a health and safety policy. At a minimum, this policy requires that all employees or visitors to the commercial entity's business premises or other facilities wear face coverings in an area or while performing an activity which will necessarily involve close contact or proximity to co-workers or the public where six feet of separation is not feasible. This order is effective as of 11:59 p.m. on June 19 and continues until 11:59 p.m. on August 4, unless extended, modified or terminated early.

The order can be extended to cover the portion of the City of Rowlett in Rockwall County with appropriate action.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

No action. For information purposes only.

ATTACHMENTS

Supplemental Order of County Judge Clay Jenkins on Continuing Requirements after Expiration of Stay Home, Stay Safe June 19, 2020

Current versions of the orders referenced above may be found on the City's COVID-19 website at:

<https://www.ci.rowlett.tx.us/1780/2019-Novel-Coronavirus-COVID-19>



DALLAS COUNTY

SUPPLEMENTAL ORDER OF COUNTY JUDGE CLAY JENKINS ON CONTINUING REQUIREMENTS AFTER EXPIRATION OF STAY HOME, STAY SAFE DATE ORDER ISSUED: June 19, 2020

WHEREAS, pursuant to Texas Government Code Section 418.108, Dallas County Judge Clay Jenkins issued a Declaration of Local Disaster for Public Health Emergency on March 12, 2020, due to a novel coronavirus now designated SARS-CoV2 which causes the disease COVID-19;

WHEREAS, on March 12, 2020, Judge Jenkins issued an Order in furtherance of his authority to protect the safety and welfare of the public by slowing the spread of the virus;

WHEREAS, on March 16, 2020, President Trump acknowledged the gravity of the COVID-19 pandemic, releasing strict new guidelines to limit people's interactions, including that Americans should avoid groups of more than 10 people;

WHEREAS, the Declaration of Local Disaster for Public Health Emergency has been continued several times with the consent of the Dallas County Commissioners Court, most recently by Court Order No. 2020-0643 that extends the Declaration of Local Disaster until 11:59 p.m. on August 4, 2020, unless rescinded by order of the Commissioners Court.

WHEREAS, on March 24, 2020, the World Health Organization indicated that the United States has the potential to become the center of the COVID-19 pandemic;

WHEREAS, on April 27, 2020, Governor Abbott issued an Executive Order reopening certain businesses in Texas for in-person services so long as certain workplace safety rules are followed;

WHEREAS, the transmission of COVID-19 has not dissipated but remains a significant threat to the health and safety of the Dallas County community and rates of infection are increasing at an alarming exponential rate and the number of people ending up in the hospital, ICU, or on ventilators is also dramatically rising despite efforts by local authorities to control the spread;

WHEREAS, on June 16, 2020, Dallas County Judge Clay Jenkins issued a Supplemental Order on Continuing Requirements After Expiration of Stay Home, Stay Safe;

WHEREAS, this Supplemental Order is necessary to protect the lives, health, welfare, and safety of the County's residents from the devastating impacts of this pandemic;

THEREFORE, County Judge Clay Jenkins hereby ISSUES the following Order as a supplement to his Order of June 16, 2020, as follows:

**PURSUANT TO THE TEXAS DISASTER ACT OF 1975, DALLAS COUNTY JUDGE
CLAY JENKINS HEREBY ISSUES THIS EXECUTIVE ORDER AS FOLLOWS:**



DALLAS COUNTY

1. Effective as of 11:59 p.m. on June 19, 2020, (“Effective Date”) and continuing until 11:59 p.m. on August 4, 2020, unless extended, modified, or terminated early by Dallas County Judge Clay Jenkins:
 - a. From the Effective Date of this Order, all commercial entities in Dallas County providing goods or services directly to the public must develop and implement a health and safety policy (“Health and Safety Policy”). The Health and Safety Policy must require, at a minimum, that all employees or visitors to the commercial entity’s business premises or other facilities wear face coverings in an area or while performing an activity which will necessarily involve close contact or proximity to co-workers or the public where six feet of separation is not feasible. The Health and Safety Policy required to be developed and implemented by this Order may also include the implementation of other mitigating measures designed to control or reduce the transmission of COVID-19 such as temperature checks or health screenings. Commercial entities must post the Health and Safety Policy required by this Order in a conspicuous location sufficient to provide notice to employees and visitors of all health and safety requirements. Failure to develop and implement the Health and Safety Policy required by this Order within five (5) calendar days following the Effective Date of this Order may result in a fine not to exceed \$500 for each violation.
 - b. All people 10 years or older shall wear a face covering over their nose and mouth when in a public place where it is difficult to keep six feet away from other people or working in areas that involve close proximity with other coworkers. The CDC advises face coverings for people 2 years or older. Face coverings may include homemade masks, scarfs, bandanas, or a handkerchief. Dallas County residents should continue to maintain social distancing of at least six feet while outside their home. Dallas County employees are also required to wear face coverings under the same circumstances as the general public. **IT IS STRONGLY RECOMMENDED THAT YOU NOT OBTAIN OR WEAR MEDICAL MASKS OR N-95 RESPIRATORS AS THEY ARE A NEEDED RESOURCE FOR HEALTH CARE PROVIDERS AND FIRST RESPONDERS.** Our healthcare workers and first responders on the front-line combating COVID-19 must have priority access to medical masks or other personal protective equipment. Face coverings do not need to be worn in the following circumstances:
 - i. When exercising outside or engaging in physical activity outside
 - ii. While driving alone or with passengers who are party of the same household as the driver
 - iii. When doing so poses a greater mental or physical health, safety, or security risk
 - iv. While pumping gas or operating outdoor equipment
 - v. While in a building or activity that requires security surveillance or screening, for example, banks
 - vi. When consuming food or drink



DALLAS COUNTY

Please note that face coverings are a secondary strategy to other mitigation efforts. Face coverings are not a replacement for social distancing, frequent handwashing, and self-isolation when sick. All people should follow CDC recommendations for how to wear and take off a mask. Residents should keep up the following habits while in public:

- i. Washing hand before you leave home and when you return
- ii. Staying at least six feet away from others
- iii. Avoiding touching nose or face
- iv. Not using disposable masks more than three times, and
- v. Washing reusable cloth masks regularly to prevent the spread of the virus.

Consistent with Executive Order GA-26 issued by Governor Greg Abbott, no civil or criminal penalty will be imposed on individuals for failure to wear a face covering.

IT IS SO ORDERED

**CLAY JENKINS
DALLAS COUNTY JUDGE**



CITY OF ROWLETT COUNCIL AGENDA ITEM

AGENDA DATE: 06/24/2020

AGENDA ITEM: 4

TITLE

Discuss and consider appointment of a primary and alternate member to the Regional Transportation Council (RTC). (15 minutes)

STAFF REPRESENTATIVE

Paul Stevens, Deputy City Manager

EXECUTIVE SUMMARY

The North Central Texas Council of Governments (NCTCOG) is the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan Area. The Regional Transportation Council (RTC), is the transportation policy body for the MPO. The Cities of Allen, Sachse, Wylie, Murphy, Lucas and Rowlett share a seat on the RTC. The current primary seat is vacant and the alternate representative is Eric Hogue, Mayor, City of Wylie. All appointments or reappointments must be made by June 30, 2020.

STRATEGIC PRIORITY AND GOAL(S)

Strategic Priority	Strategic Goal
 <p>INVEST IN TRANSPORTATION & INFRASTRUCTURE</p>	<p>6.5 Collaborate with DART and other transportation partners to enhance regional connectivity.</p>

BACKGROUND INFORMATION

The term of the members of the RTC is two years, beginning in July. Members are selected using a weighted vote of the maximum population or employment of cities represented. The Bylaws state the cities should strongly consider rotation of the seat among the entities.

DISCUSSION

Members are generally elected officials. If the primary member is an elected official, then the alternate member must also be an elected official. A best practice for city-only clusters may be to appoint the alternate member from an eligible entity within the cluster that is not providing the primary member. Once the appointments have been determined by weighted vote, confirmation of the members will be provided to the group.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Approve a resolution to appoint members to the Regional Transportation Council (RTC).
(Resolution will be provided at meeting.)



The Transportation Policy Body for the North Central Texas Council of Governments
(Metropolitan Planning Organization for the Dallas-Fort Worth Region)

April 23, 2020

The Honorable Dorothy Stout
Mayor
City of Allen
305 Century Parkway
Allen, TX 75013

The Honorable Tammy Dana-Bashian
Mayor
City of Rowlett
4000 Main St.
Rowlett, TX 75088

The Honorable Mike Felix
Mayor
City of Sachse
3815 Sachse Rd., Bldg. B
Sachse, TX 75048

The Honorable Eric Hogue
Mayor
City of Wylie
300 Country Club Rd., Bldg. 100
Wylie, TX 75098

The Honorable Scott Bradley
Mayor
City of Murphy
206 North Murphy Rd.
Murphy, TX 75094

The Honorable Jim Olk
Mayor
City of Lucas
665 Country Club Rd.
Lucas, TX 75002-7651

Dear Mayors Stout, Dana-Bashian, Felix, Hogue, Bradley and Olk:

The North Central Texas Council of Governments (NCTCOG) is the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan Area. The Regional Transportation Council (RTC), composed primarily of local elected officials, is the transportation policy body for the MPO. The RTC is responsible for direction and approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, and the Unified Planning Work Program, and for satisfying and implementing federal and state laws and regulations pertaining to the regional transportation planning process.

Membership on the Regional Transportation Council is either by direct membership or group representation. Each seat on the Regional Transportation Council will be provided a primary member and permitted an alternate member. The Cities of Allen, Rowlett, Sachse, Wylie, Murphy, and Lucas share a seat on the Regional Transportation Council. The RTC's Bylaws and Operating Procedures state that the person representing a group of several cities shall be selected by the mayors using a weighted vote of the maximum population or employment of the cities represented, and the person selected shall serve a two-year term beginning in July of even-numbered years and shall be serving on one of the governing bodies they represent. A table containing population and employment figures is enclosed. The Bylaws further state that in the spirit of integrated transportation planning, all cities within a city-only cluster are eligible to hold the RTC membership seat for the cluster, and the cities should strongly consider rotation of the seat among the entities within the respective cluster. Items to consider when contemplating seat rotation may include: 1) a natural break in a member's government service, such as the conclusion of an elected term, 2) a member's potential to gain an officer position or advance through the officer ranks, 3) a member's strong performance and commitment to transportation planning, or 4) the critical nature of a particular issue or project and its impact on an entity within the cluster.

An alternate member is the individual appointed to represent an entity or group of entities on the Regional Transportation Council in the absence of the primary member. The alternate member must be predetermined in advance of a meeting and will have voting rights in the absence of the primary member. An entity or group of entities may elect to appoint its alternate member(s) from a pool of eligible nominees. The same requirements apply to alternate members as to primary members. If a primary member is an elected official, then the alternate member must also be an elected official; if a primary member is a non-elected individual, then the alternate member can be either a non-elected individual or an elected official. A best practice for city-only clusters may be to appoint the alternate member from an eligible entity within the cluster that is not providing the primary member.

Your current primary seat is vacant. Your current alternate representative is Eric Hogue, Mayor, City of Wylie. You may choose to appoint a new primary representative and/or alternate representative. **All appointments, whether a reappointment or new appointment, must be received by June 30, 2020.** Per the RTC Bylaws, the new two-year terms begin in July. Please email (VPruitt-Jenkins@nctcog.org), mail (P.O. Box 5888, Arlington, TX 76005-5888), or fax (817/640-3028) your correspondence to Vercie Pruitt-Jenkins of NCTCOG. Please note that your designations must be confirmed in writing by all entities included in this group. Once the appointments have been determined by weighted vote, confirmation of the primary and/or alternate member(s) will be provided to your group.

In addition, the Regional Transportation Council has established an Ethics Policy in accordance with Section 472.034 of the Texas Transportation Code. This policy applies to both primary and alternate RTC members, whether elected or non-elected. All RTC members must also adhere to Chapter 171 of the Local Government Code and to the Code of Ethics from their respective local governments and public agencies. Please remind your representatives to be cognizant of these policies and codes.

We understand that each of you are currently dealing with guidelines and restrictions related to the Coronavirus or COVID-19 pandemic, we are transmitting this request in advance with the hope that it will help you to provide your designations by the **June 30, 2020**, deadline. Entities that have not responded by the end of May will be reminded to provide their designation. Due to Regional Transportation Council Chair Andy Eads' current focus on responsibilities related to COVID-19, this correspondence is being transmitted on the Chair's behalf.

Please contact Vercie Pruitt-Jenkins at VPruitt-Jenkins@nctcog.org or 817/608-2325 if you have any questions. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Michael Morris". The signature is written in a cursive style with a large, sweeping "M" and "M" at the end.

Michael Morris, P.E.
Director of Transportation

VPJ
Enclosure

cc: Mr. Mike Castro, City Manager, City of Murphy
Ms. Joni Clarke, City Manager, City of Lucas
Mr. Eric Ellwanger, City Manager, City of Allen
Mr. Brian Funderburk, City Manager, City of Rowlett
Mr. Chris Holsted, City Manager, City of Wylie
Ms. Gina Nash, City Manager, City of Sachse