AGENDA
CITY OF ALLEN
CITY COUNCIL REGULAR MEETING
JULY 14, 2015 – 7:00 P.M.
COUNCIL CHAMBERS
ALLEN CITY HALL
305 CENTURY PARKWAY
ALLEN, TEXAS 75013

Call to Order and Announce a Quorum is Present.

Pledge of Allegiance.

Public Recognition.

1. Citizens' Comments. *[The City Council invites citizens to speak to the Council on any topic not on the agenda or not already scheduled for Public Hearing. Prior to the meeting, please complete a "Public Meeting Appearance Card" and present it to the City Secretary. The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.]*

2. Presentation of a Proclamation by the Office of the Mayor:

   Presentation of a Proclamation to Representatives of the Allen Americans Professional Hockey Team Proclaiming 2015 as *"Allen Americans Year."*

Consent Agenda. *[Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.]*

3. Approve Minutes of the June 23, 2015, Regular Meeting.

4. Accept the Resignation of Susan Frierott and Catherine Hawkins and Declare Vacancies in Place No. 2 and Place No. 6 on the Keep Allen Beautiful Board.

5. Award Bid and Authorize the City Manager to Execute a Contract with Ark Contracting Services, LLC, in the Amount of $562,391 for the Cottonwood Creek Trail and Bank Restoration Project and Establish a Construction Budget in the Amount of $650,000.

6. Authorize the City Manager to Execute a Professional Service Contract with BW2 Engineers, Inc., in the Amount of $344,490 for Design of the Alma Drive Widening

Project and Establish an Initial Project Budget in the Amount of $430,000.

7. Authorize the City Manager to Renew Year Three of a Three-Year Agreement with Microsoft Corporation through SHI Government Solutions, Inc., to Provide Current Microsoft Network and Desktop Software in the Amount of $87,564.

Regular Agenda.

8. Conduct a Public Hearing and Adopt an Ordinance to Amend Specific Use Permit No. 129 Relating to the Identity of the Owner/Operator of the Business Authorized to Operate Under this Specific Use Permit for the Property Located at 909 W. Stacy Road for Emler Swim School.

9. Conduct a Second Public Hearing and Adopt a Resolution Approving the Community Development Block Grant (CDBG) Five Year Consolidated Plan.

Other Business.

10. Calendar.

11. Items of Interest. *[Council announcements regarding local civic and charitable events, meetings, fundraisers, and awards.]*

Executive Session. *(As needed)*

Legal, Section 551.071.
As authorized by Section 551.071(2) of the Texas Government Code, the Workshop Meeting and/or the Regular Agenda may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the City Attorney on any Agenda Item Listed Herein.
(Closed to Public as Provided in the Texas Government Code.)

12. Reconvene and Consider Action on Items Discussed During Executive Session.

Adjournment.

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, July 10, 2015, at 5:00 p.m.

_____
Shelley B. George, City Secretary

Allen City Hall is wheelchair accessible. Access to the building and special parking are available at the entrance facing Century Parkway. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214.509.4105.

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Presentation of a Proclamation by the Office of the Mayor:

Presentation of a Proclamation to Representatives of the Allen Americans Professional Hockey Team Proclaiming 2015 as *"Allen Americans Year.*

STAFF RESOURCE: Shelley George, City Secretary

ATTACHMENT

Proclamation

Office of the Mayor
City of Allen

Proclamation

WHEREAS, the East Coast Hockey League Patrick J. Kelly Cup Finals matched the #1 Allen Americans against the #2 South Carolina Stingrays at the Allen Event Center; and,

WHEREAS, led by Head Coach Steve Martinson, the Allen Americans demonstrated extraordinary determination, skill, and perseverance on their way to be the first to advance to the Kelly Cup Finals in their inaugural ECHL season; and,

WHEREAS, the Allen Americans prevailed with great effort to defeat the South Carolina Stingrays in the Best of 7 Series with a game 7 ending score of 6-1 to win their third back-to-back-to-back Cup championship; and,

WHEREAS, the Allen Americans bring to the community a spirit of sportsmanship and serve as a source of great pride for all people in the City of Allen.

NOW, THEREFORE, I, STEPHEN TERRELL, MAYOR OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, do hereby proclaim 2015 as the year of the:

"ALLEN AMERICANS"

in Allen, Texas, and I urge all citizens to take cognizance of this event and participate in all the events related thereto in this community.

_____

Stephen Terrell, MAYOR

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Approve Minutes of the June 23, 2015, Regular Meeting.

STAFF RESOURCE: Shelley B. George, City Secretary

ATTACHMENT

Minutes

ALLEN CITY COUNCIL

REGULAR MEETING

JUNE 23, 2015

Present:

Stephen Terrell, Mayor

Councilmembers:

Gary L. Caplinger, Mayor Pro Tem
Kurt Kizer
Ross Obermeyer
Joey Herald
Robin L. Sedlacek
Baine Brooks

City Staff:

Peter H. Vargas, City Manager
Shelli Siemer, Assistant City Manager
Eric Ellwanger, Assistant City Manager
Shelley B. George, City Secretary
Teresa Warren, Director, Public and Media Relations Office
Pete Smith, City Attorney

Workshop Session

With a quorum of the Councilmembers present, the Workshop Session of the Allen City Council was called to order by Mayor Terrell at 6:25 p.m. on Tuesday, June 23, 2015, in the Council Conference Room of the Allen City Hall, 305 Century Parkway, Allen, Texas.

- Update Regarding the Redesign of the City Website
- Update Regarding the Reconstruction of Fire Station #2
- Committee Updates from City Council Liaisons
- Questions on Current Agenda

With no further discussion, the Workshop Session of the Allen City Council was adjourned at 7:03 p.m. on Tuesday, June 23, 2015.

Call to Order and Announce a Quorum is Present

With a quorum of the Councilmembers present, the Regular Meeting of the Allen City Council was called to order by Mayor Terrell at 7:05 p.m. on Tuesday, June 23, 2015, in the Council Chambers of the Allen City Hall, 305 Century Parkway, Allen, Texas.

Pledge of Allegiance

Public Recognition

1. Citizens' Comments.

2. Presentation of Proclamations by the Office of the Mayor:

- Presentation of a Proclamation to Tim Dentler, Director of Parks and Recreation Proclaiming July 2015 as *"Parks and Recreation Month."*
- Presentation of a Proclamation to Gail Donaldson, Water Conservation Manager Proclaiming July 2015 as *"Smart Irrigation Month."*

Consent Agenda

MOTION: Upon a motion made by Councilmember Obermeyer and a second by Councilmember Herald, the Council voted seven (7) for and none (0) opposed to adopt the items on the Consent Agenda as follows:

3. Approve Minutes of the June 9, 2015, Regular Meeting.

4. Adopt a Resolution Authorizing the Director of Parks and Recreation to Apply for, Accept, Reject, Alter or Terminate a Grant Through Collin County Parks and Open Space Funding Assistance Program for the Construction of Watters Branch Hike & Bike Trail.

RESOLUTION NO. 3311-6-15(R): A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, HEREINAFTER REFERRED TO AS "APPLICANT," DESIGNATING CERTAIN OFFICIALS AS BEING RESPONSIBLE FOR, ACTING FOR, AND ON BEHALF OF THE "APPLICANT" IN DEALING WITH COLLIN COUNTY, HERINAFTER REFERRED TO AS "GRANTOR," FOR THE PURPOSE OF PARTICIPATING IN THE COLLIN COUNTY PARK AND OPEN SPACE PROJECT FUNDING ASSISTANCE PROGRAM, HEREINAFTER REFERRED TO AS THE "PROGRAM"; CERTIFYING THAT THE "APPLICANT" IS ELIGIBLE TO RECEIVE PROGRAM ASSISTANCE; CERTIFYING THAT THE "APPLICANT" MATCHING SHARE IS READILY AVAILABLE; AND DEDICATING THE PROPOSED FACILITY FOR PERMANENT PUBLIC RECREATION PURPOSES; AND PROVIDING FOR AN EFFECTIVE DATE.

5. Award Bid and Authorize the City Manager to Execute a Contract with Crossland Construction Company, Inc., in the Amount of $4,719,619 for the Fire Station 2 Reconstruction Project and Establish a Project Budget of $5,596,030. 6. Authorize the City Manager to Execute a Three-Year Contract with Environmental Systems Research Institute, Inc. (ESRI) in the Amount of $51,000 per Year for a Small Government Enterprise Software License Agreement (SGELA).

6. Authorize the City Manager to Execute a Three-Year Contract with Environmental Systems Research Institute, Inc. (ESRI) in the Amount of $51,000 per Year for a Small Government Enterprise Software License Agreement (SGELA).

7. Receive the Capital Improvement Program (CIP) Status Reports.

8. Receive the Summary of Property Tax Collections as of May 2015.

The motion carried.

Regular Agenda

9. Conduct a Public Hearing and Adopt an Ordinance to Approve Development Regulations, a Concept Plan and Building Elevations for 10.498± Acres of Land, Presently Zoned as Shopping Center and Planned Development No. 113 for Multi-Family MF-18 to a Planned Development with a Base Zoning of Townhome Residential, Generally Located Southeast of Main Street and Greenville Avenue. [Parkview Lane]

Mayor Terrell opened the public hearing and asked anyone wishing to speak for or against this item to do so at this time.

With no one speaking, Mayor Terrell closed the public hearing.

ORDINANCE NO. 3312-6-15: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE AND ZONING MAP, AS PREVIOUSLY AMENDED, RELATING TO THE USE AND DEVELOPMENT OF 10.498± ACRES OF LAND LOCATED IN THE DAVID WETSEL SURVEY, ABSTRACT NO. 977, CITY OF ALLEN, COLLIN COUNTY, TEXAS, PRESENTLY ZONED AS SHOPPING CENTER (SC) AND PLANNED DEVELOPMENT NO. 113 FOR MULTI-FAMILY (MF-18) BY CREATING PLANNED DEVELOPMENT NO 120 FOR TOWNHOME RESIDENTIAL (TH) AND ADOPTING DEVELOPMENT REGULATIONS, A CONCEPT PLAN, AND BUILDING ELEVATIONS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Upon a motion made by Councilmember Sedlacek and a second by Mayor Pro Tem Caplinger, the Council voted seven (7) for and none (0) opposed to adopt Ordinance No. 3312-6-15, as previously captioned, to create a Planned Development and adopt development regulations, a concept plan and building elevations for a 10.498± acre portion of land generally located southeast of Main Street and Greenville Avenue, for Parkview Lane. The motion carried.

10. Conduct a Public Hearing on the CDBG Five Year Consolidated Plan.

Mayor Terrell opened the public hearing and asked anyone wishing to speak for or against this item to do so at this time.

With no one speaking, Mayor Terrell closed the public hearing.

Other Business

11. Calendar.

- June 27 – Market Street Allen USA Celebration presented by Texas Health | Allen, Celebration Park, 4 p.m. – 11 p.m.
- July 3 and 4 – City Facilities Closed for Independence Day Holiday.

12. Items of Interest.

- Council recognized Boy Scouts from Troops 594 and 1299 in attendance as a requirement in earning a merit badge.
- Council wished happy birthday to Emma Herald and Eric Ellwanger.

Executive Session

The Executive Session was not held.

Adjourn

MOTION: Upon a motion made by Councilmember Herald and a second by Councilmember Brooks, the Council voted seven (7) for and none (0) opposed to adjourn the Regular Meeting of the Allen City Council at 7:50 p.m. on Tuesday, June 23, 2015. The motion carried.

These minutes approved on the 14th day of July 2015.

APPROVED:

Stephen Terrell, MAYOR

ATTEST:

Shelley B. George, TRMC, CITY SECRETARY

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Accept the Resignation of Susan Frierott and Catherine Hawkins and Declare Vacancies in Place No. 2 and Place No. 6 on the Keep Allen Beautiful Board.

STAFF RESOURCE: Shelley B. George, City Secretary

ACTION PROPOSED: Accept the Resignation of Susan Frierott and Catherine Hawkins and Declare Vacancies in Place No. 2 and Place No. 6 on the Keep Allen Beautiful Board.

BACKGROUND

Susan Frierott submitted a letter of resignation as a member of the Keep Allen Beautiful Board effective July 17, 2015.

In accordance with Ordinance No. 2155-4-13, board members must be a current resident of Allen. Catherine Hawkins no longer meets the residency eligibility as a member of the Keep Allen Beautiful Board as her family recently relocated to another city.

STAFF RECOMMENDATION

Staff recommends that the City Council accept the resignation of Susan Frierott and Catherine Hawkins and declare vacancies in Place No. 2 and Place No. 6 on the Keep Allen Beautiful Board.

MOTION

I make a motion to accept the resignation of Susan Frierott and Catherine Hawkins and declare vacancies in Place No. 2 and Place No. 6 on the Keep Allen Beautiful Board.

ATTACHMENT

Resignation Letter

Shelley George

Subject: FW: Keep Allen Beautiful Board

From: Susan Frierott
Sent: Wednesday, July 01, 2015 5:11 PM
To: Shelley George
Subject: Keep Allen Beautiful Board

Shelley,

My family and I are relocating to Lewisville, effective July 17, 2015. We sold our house in Allen much quicker than expected.

I contacted Donna Kliewer for the proper protocol for resigning from a board. She advised me to contact you with my formal resignation from the Keep Allen Beautiful Board.

Thank you for the opportunity to serve. I feel honored to have made a little bit of a difference. I have built great relationships in Allen and will miss the city dearly.

Sincerely,
Susan Frierott

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Award Bid and Authorize the City Manager to Execute a Contract with Ark Contracting Services, LLC, in the Amount of $562,391 for the Cottonwood Creek Trail and Bank Restoration Project and Establish a Construction Budget in the Amount of $650,000.

STAFF RESOURCE: Chris Flanigan, Director of Engineering

PREVIOUS COUNCIL ACTION: On April 14, 2015, Council authorized the City Manager to execute a contract with Huitt-Zollars, Inc., in the amount of $83,270 for design of the Cottonwood Creek Trail and Bank Restoration Project and established an initial project budget in the amount of $100,000.

ACTION PROPOSED: Award bid and authorize the City Manager to execute a contract with Ark Contracting Services, LLC in the amount of $562,391 for the Cottonwood Creek Trail and Bank Restoration Project and establish a construction budget in the amount of $650,000.

BACKGROUND

The western bank of Cottonwood Creek, north of Bethany Drive and near Ashwood Drive has weakened under decades of erosive forces. The bank erosion has gotten to the point that the hike-and-bike trail has been undermined and is now closed. If the bank retreats further, a sewer line may become compromised. Consequently, a structural solution is needed to ensure that the nearby sewer main is preserved, arrest further erosion of the creek bank and preserve the existing trail alignment.

This proposed construction contract will install a soil-nail wall, clad with a concrete retaining wall, reconstruction of the hike-and-bike trail, and associated site restoration and grading. This construction project is planned to commence during the summer months, when flow within the creek is anticipated to be at a seasonal low.

On June 29, 2015, a total of 5 bids were received for this project:

Bid #2015-5-254		
Contractor	**Amount of Base Bid**	**Calendar Days**
Ark Contracting Services, LLC	$ 562,391.00	110
Austin Filter Systems, Inc.	$ 755,454.00	90
Rebcon, Inc.	$ 1,300,808.20	210
Gibson & Assoc., Inc.	$ 1,311,237.08	125
GHB Equipment Co., LLC	$ 1,352,027.00	180

BUDGETARY IMPACT

There are sufficient funds from Drainage Utility, Unallocated Streets, and Bond Proceeds within the project to cover the below costs.

DR1401 - Cottonwood Creek Trail & Bank Restoration Project Expenses	
Description	**Expense**
Engineering Design (Approved 4/14/15)	$ 83,270
Design Contingency (Approved 4/14/15)	$ 16,730
Total Previously Approved Design Budget	**$ 100,000**
Construction	$ 562,391
Laboratory Testing	$ 10,896
Contingency	$ 76,713
Total Construction Budget	**$ 650,000**

DR1401 - Cottonwood Creek Trail & Bank Restoration Proposed Funding	
Funding Source	**Proposed**
Fund 366 - Series 2015 GO Bonds (Drainage)	$ 214,525
Fund 366 - Series 2014 GO Bonds (Drainage)	$ 200,000
Fund 390 - Project Savings	$ 100,500
Fund 200 - Water/Sewer Funds	$ 150,000
Fund 504 - Community Development Corporation (CDC)	$ 84,975
TOTAL	**$ 750,000**

STAFF RECOMMENDATION

Staff recommends that the City Council award bid and authorize the City Manager to execute a contract with Ark Contracting Services, LLC, in the amount of $562,391 for the Cottonwood Creek Trail and Bank Restoration Project and establish a construction budget in the amount of $650,000.

MOTION

I make a motion to award bid and authorize the City Manager to execute a contract with Ark Contracting Services, LLC in the amount of $562,391 for Cottonwood Creek Trail and Bank Restoration Project and establish a construction budget in the amount of $650,000.

ATTACHMENT

Location Map
Standard Form of Agreement

LOCATION MAP

Cottonwood Creek Trail & Bank Restoration
(July 14, 2015)

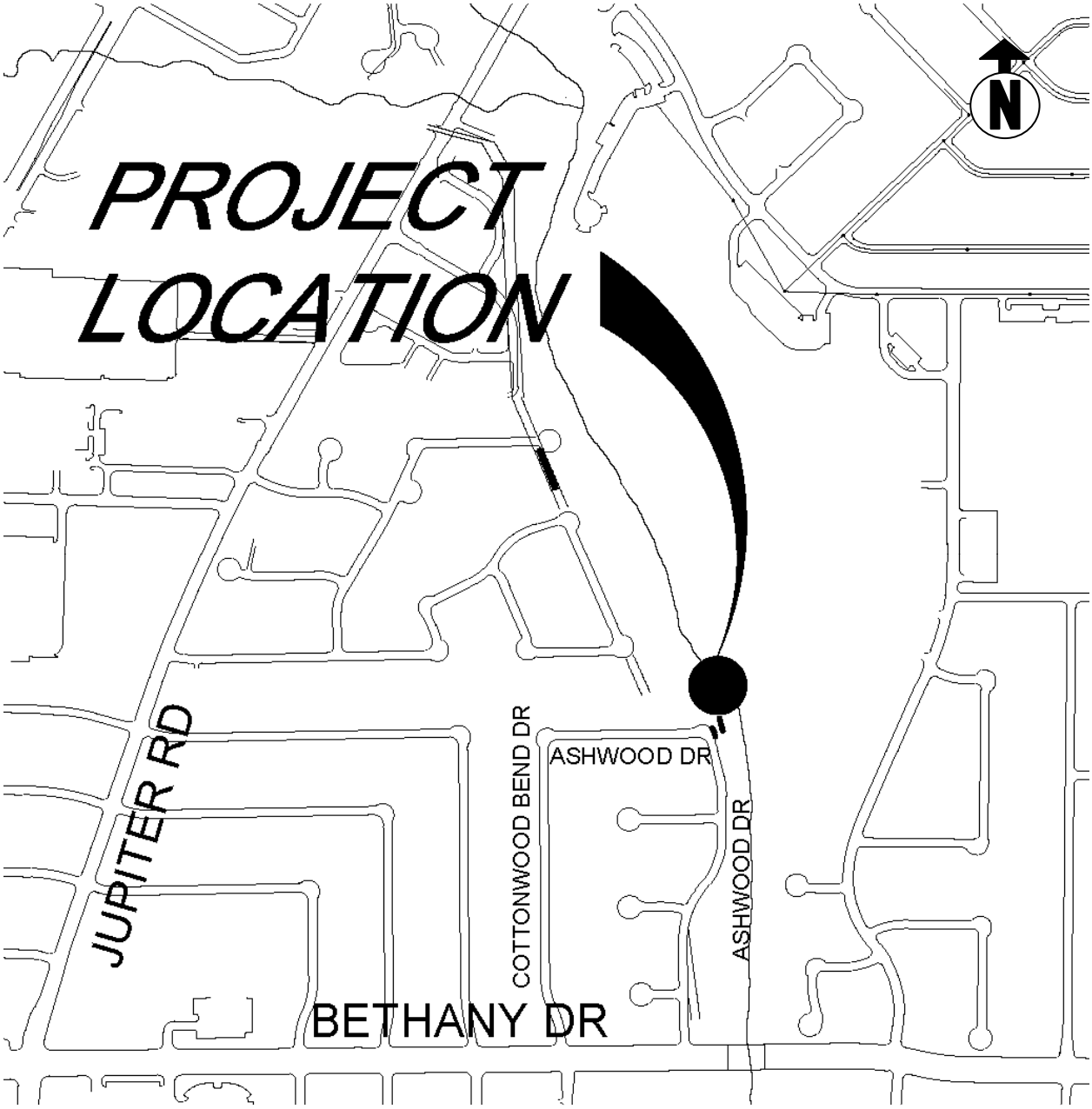


EXHIBIT 11
STANDARD FORM OF AGREEMENT

STATE OF TEXAS }

COUNTY OF COLLIN }

THIS AGREEMENT, made and entered into this _____ day of July, 2015, by and between The City of Allen, Texas, a municipal corporation, of the County of Collin and State of Texas, acting through Its City Manager thereunto duly authorized so to do, Party of the First Part, hereinafter termed OWNER, and ARK CONTRACTING SERVICES, LLC. 420 S DICK PRICE ROAD KENNEDALE, TX of the City of KENNEDALE, County of TARRANT and State of TEXAS, Party of the Second Part, hereinafter termed CONTRACTOR.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Party of the First Part (OWNER), and under the conditions expressed in the bond bearing even date herewith, the said Party of the Second Part (CONTRACTOR), hereby agrees with the said Party of the First Part (OWNER) to commence and complete the construction of certain improvements described as follows:

COTTONWOOD CREEK TRAIL AND BANK STABILIZATION
CIP #DR1401 Bid #2015-5-254

and all extra work in connection therewith, under the terms as stated in the General Conditions of the Agreement and at his (or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said construction, in accordance with the conditions and prices stated in the Proposal attached hereto, and in accordance with the Notice to Contractors, General and Special Conditions of Agreement, Plans and other drawings and printed or written explanatory matter thereof, and the Specifications and addenda therefor, as prepared by **City of Allen, 305 Century Parkway, Allen, TX 75013** herein entitled the ENGINEER, each of which has been identified by the CONTRACTOR and the ENGINEER, together with the CONTRACTOR'S written Proposal, and the General Conditions of the Agreement hereto attached; all of which are made a part hereof and collectively evidence and constitute the entire contract.

The CONTRACTOR hereby agrees to commence work within ten (10) days after the date written notice to do so shall have been given to him, and to substantially complete the same within (110) **calendar days** after the date of the written notice to commence work, subject to such extensions of time as are provided by the General and Special Conditions.

THE OWNER agrees to pay the CONTRACTOR in current funds the price or prices shown in the proposal, which forms a part of this contract, such payments to be subject to the General and Special Conditions of the contract.

IN WITNESS WHEREOF, the parties to these presents have executed this Agreement in the year and day first above written.

CITY OF ALLEN, TEXAS	_____
Party of the First Part (OWNER)	Party of the Second Part (CONTRACTOR)
By: _____	**By:** _____
Peter H. Vargas, City Manager	
Attest: _____	**Attest:** _____
Shelley B. George, City Secretary	

Adapted from the Texas Section, ASCE Standard Form of Agreement, October 1971 Revision

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE:	July 14, 2015
SUBJECT:	Authorize the City Manager to Execute a Professional Service Contract with BW2 Engineers, Inc., in the Amount of $344,490 for Design of the Alma Drive Widening Project and Establish an Initial Project Budget in the Amount of $430,000.
STAFF RESOURCE:	Chris Flanigan, Director of Engineering
PREVIOUS COUNCIL ACTION:	On April 28, 2015, Council adopted a Resolution authorizing the City Manager to enter into an Interlocal Agreement between the City of Allen and Collin County for Alma Drive Widening.
ACTION PROPOSED:	Authorize the City Manager to execute a Professional Service Contract with BW2 Engineers, Inc., in the amount of $344,490 for Design of the Alma Drive Widening Project and establish an initial project budget in the amount of $430,000

BACKGROUND

Alma Drive is an arterial roadway that has been identified on the Master Thoroughfare Plan since 1977 to be six lanes wide. It is predominantly four-lanes wide today, with certain areas that have already been constructed to a six-lane width. This project generally includes the widening of the remainder of the roadway to be six-lanes wide in areas where a current 5-lane or 4-lane section exists. This will be accomplished by widening pavement to the center of the roadway -- excavating the median for these future lanes. As a result, other various improvements and modifications will be necessary including landscaping improvements, signal enhancements, turn lane additions, street lighting replacement, and other minor adjustments.

A public meeting was held at Allen City Hall on June 18, 2015, to introduce the design professionals involved, share the history of the long-range planning to-date, discuss traffic and mobility needs, forecast the project timeline, and provide other details about the project.

From the 2007 Collin County Bond Election, the County has reserved $10 Million for a "discretionary" category of projects. After a detailed selection process, the Alma Drive Widening project ranked favorably among other projects throughout the County and was ultimately chosen by the County Commissioners Court to partner with the City of Allen. They are contributing $2.75 million to this regionally-significant roadway project.

BUDGETARY IMPACT

ST1503 - Alma Drive Widening Project Budget	
Impact Fees RI0202	$ 180,000
Collin County Funds	$ 250,000
TOTAL	**$ 430,000**

Initial project funds will come from Roadway Impact Fees. Total project cost is estimated to be $5.5 million and project budget will be revised at time of construction award. Per the Interlocal agreement, Collin County will fund 50% of actual project (up to $2,750,000) and will submit payment of $250,000 to the City upon design engineering Notice to Proceed.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a professional service contract with BW2 Engineers, Inc., in the amount of $344,490 for design of the Alma Drive Widening Project and establish an initial project budget in the amount of $430,000.

MOTION

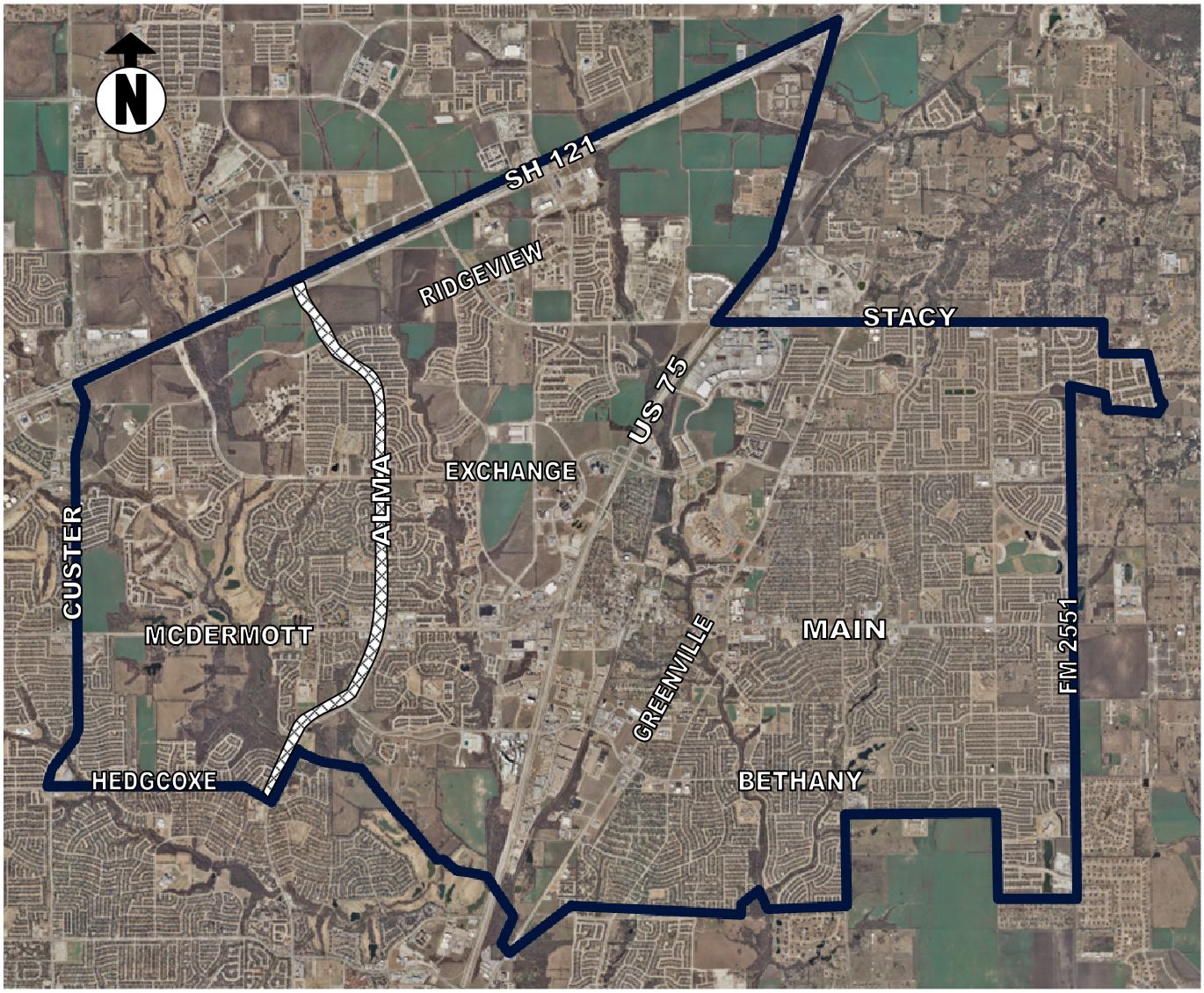
I make a motion to authorize the City Manager to execute a professional service contract with BW2 Engineers, Inc., in the amount of $344,490 for design of the Alma Drive Widening Project and establish an initial project budget in the amount of $430,000.

ATTACHMENT

Location Map
Agreement for Professional Services

LOCATION MAP

Alma Drive Widening
(Hedgcoxe – SH 121)
(July 14, 2015)



BW2 ENGINEERS, INC.

June 29, 2015

Ms. Angela Mosley, P.E.
Project Manager
Engineering Department
305 Century Parkway
Allen, Texas 75013

Re: Proposal for Engineering and Surveying Services
Alma Drive Widening Project
(Hedgcoxe to Exchange and Ridgeview to S.H. 121)

Dear Angela:

BW2 Engineers, Inc. (BW2) is pleased to present this proposal for professional civil engineering and surveying services in relation to the Alma Drive Widening Project. This project generally includes providing the services required to facilitate the widening of Alma Drive from a four-lane divided roadway to a six-lane divided roadway, where needed within the City. The segments of this road that will require widening include from Hedgcoxe Road to Tatum Drive, Bel Air Drive to Exchange Parkway and from Ridgeview Drive to S.H. 121 (Sam Rayburn Tollway). Overall, these three segments account for approximately 14,900 linear feet of affected roadway. The scope of the southernmost segment of the project (Hedgcoxe to Tatum) generally includes adding an additional southbound inside lane. The middle segment of the project (Bel Air to Exchange) includes adding an additional inside lane in each direction (in the median). New median landscaping will be added to the southernmost and middle segments of the project. The scope of the northernmost segment of the project (Ridgeview Drive to S.H. 121) generally includes adding an additional outside lane in each direction along with new storm drainage systems. As a result of these new travel lanes, other various improvements and/or modifications will be necessary including street lighting, curb ramps, and other minor adjustments).

In addition to the roadway widening, the City wishes to enhance the final corridor between Hedgcoxe Road and Tatum Drive and between Bel Air and Exchange Parkway with additional landscaping and irrigation that conforms to the new roadway limits. Consequently, BW2 has included landscape architectural design services in this project to be performed by David C. Baldwin Landscape Architecture (DCB). DCB has completed other median landscaping projects in the area (including Allen) and is very familiar with this area. BW2 and DCB have worked together on numerous other projects and can provide the City a seamless design of landscaping amenities consistent with the final pavement design.

Traffic analyses will be completed with this project in order to determine the number of, and proper lengths of left turn lanes and right turn lanes at these intersections. In addition, it is desired to replace all the existing street lighting between Hedgcoxe Road and Exchange Parkway as a component of this widening project. In order to complete this task, BW2 has teamed with Lee Engineering (traffic engineers) to provide these services. Lee Engineering (LEE) has provided traffic engineering services to the City of Allen on numerous occasions and they are very familiar with this area. BW2 and Lee Engineering have worked together on several other major intersection improvement projects.

1919 S. Shiloh Road, Suite 500, LB 27, Garland, Texas 75042
972-864-8200 (Tel) 972-864-8220 (Fax)

Since Alma Drive will be widened to allow projected increased traffic flow, accommodations must be made at signalized intersections for this expansion. Seven intersections will require traffic signal modifications at some level in order to accommodate the additional lanes being constructed. These intersections include Bethany Drive, Bel Air Drive, McDermott Drive, Comanche Drive, Exchange Drive, Ridgeview Drive and S.H. 121. As we have discussed, the extent of the impacts to the traffic signals at these intersections will not be known until a final schematic alignment of the proposed paving improvements has been prepared. Consequently, it is recommended at this time that final design services for any required traffic signal improvements be completed by Lee Engineering at a later date. Completing a final schematic alignment will allow for a more defined scope of traffic signal improvements design necessary for Lee Engineering.

SCOPE OF SERVICES

The Civil Engineering, Surveying, Landscape Architecture, and Traffic Engineering services to be provided under this Agreement shall include the following:

A. BASIC SERVICES

1. SCHEMATIC STRIP MAP (30% SUBMITTAL)

Preparation and submittal of up to five (5) sets of preliminary alignment strip maps showing horizontal alignment and right of way. Schematic Strip Map services shall include the following:

a.) Attend kick off meeting with the City of Allen to discuss project schedule and preliminary alignment as necessary to facilitate design.
b.) Gather right-of-way documents to determine right-of way including TxDOT strip maps, City plats, Collin County plats and individual property deeds.
c.) Acquire as-built or record plans for the project area.
d.) Review existing paving, utility, drainage and franchise utility plans (retrieved by the City) as they relate to the project area.
e.) Show major features on plans sheets including, but not limited to all items outlined in the "Survey Services for Design."
f.) Show known utility crossings and nearby adjacent utilities, and other topographic surface and subsurface features such as light standards, air release valves, and manholes as identified from field surveys and information provided by utility companies and the City's record drawings. Identify utilities in potential conflict with improvements.
g.) Establish horizontal alignments of proposed inside lanes, right turn lanes and left turn lanes.
h.) Based on the City of Allen Standard Details and based on traffic count information for the major intersections within the project limits, determine the horizontal alignment for an ultimate build out condition at the following intersections:
    i. Alma Drive at Bethany Drive
    ii. Alma Drive at Bel Air Drive
    iii. Alma Drive at McDermott Drive
    iv. Alma Drive at Constellation / Shadetree
    v. Alma Drive at Comanche Drive
    vi. Alma Drive at Exchange Pkwy.

vii. Alma Drive at Ridgeview Drive
viii. Alma Drive at S.H. 121

i.) Provide a traffic analysis to determine the length of potential left turn and right turn lanes. This includes review of the traffic count data and capacity analysis conducted as part of the previously completed city-wide signal timing project in 2009-2010 to determine intersection improvements that should be implemented as part of the Alma Drive Widening project. In addition, intersection improvements that may be required in the future as part of the ultimate build out conditions will be identified and presented in a technical memorandum.

j.) An analysis of the non-signalized intersections, Alma Drive at Constellation and Shadetree Lane, will also be performed to address accessibility components and options to route traffic flow with the ultimate build-out as an end-result. Improvements for these intersections will be coordinated with the City for construction implementation with the current project or future project.

k.) Determine right of way acquisitions and easements that will be required within the project limits.

l.) Determine which left turn lanes, right turn lanes and interior median lanes are feasible for construction under this project without acquiring any additional right of way or easements.

m.) Prepare a Schematic Strip Map of the overall alignment for the entire project including each major intersection.

n.) Submit Schematic Strip Map for final approval.

2. PRELIMINARY DESIGN (60% SUBMITTAL)

Preparation and submittal of five (5) sets of preliminary construction plans (11"x17" sheet size), three (3) sets of technical specifications and an Opinion of Probable Construction Cost. Preliminary design services shall include the following:

a.) Attend review meetings with the City to confirm the extent of improvements to be included in the final set of construction plans.

b.) Establish vertical alignments of proposed roadways, utilities and drainage.

c.) Prepare a cover sheet, location map, sheet index, dimensional control, quantity sheets and construction detail sheets for the project.

d.) Determine a section for the proposed roadway based on existing typical pavement sections and projected traffic counts (from the City or TxDOT). Develop typical pavement cross sections as applicable for construction.

e.) Prepare paving plan sheets for Alma Drive from Hedgcoxe Road to Tatum Drive, the intersection of Bethany Drive and Alma Drive, Bel Air Drive to Exchange Parkway and Ridgeview Drive to S.H. 121 showing pavement widening to six (6) lanes.

f.) Calculate and provide spot elevations for each proposed paving lane every 50' and at all PCs, PIs, and PTs.

g.) Calculate and provide spot elevations for top of inlets, flowlines of inlets and storm sewer pipe as required for both the new storm sewer system between Ridgeview and S.H. 121 and also to relocate the existing storm sewer system when necessary.

h.) Coordinate with North Texas Municipal Water District (NTMWD) as required for approval or permitting in regards to crossing any NTMWD facilities within the project area. Attend meetings with NTMWD, if necessary.

i.) Coordinate with franchise utility companies as necessary to facilitate design. Provide a utility conflict sheet and attend a utility coordination meeting.
j.) Coordinate with TxDOT, NTTA and City of McKinney for necessary improvements as required at the Alma Drive/S.H. 121 intersection (pavement striping, traffic signals, work in TxDOT R.O.W.).
k.) Provide sequencing of construction and traffic control plans using the requirements of the City of Allen and the MUTCD.
l.) Prepare pavement marking and signing plans.
m.) Prepare erosion control plans.
n.) Prepare a preliminary Opinion of Probable Construction Cost.
o.) Submit preliminary construction plans to the City for review.
p.) Submit a log of city comments and responses.

3. FINAL DESIGN (90% - 100% SUBMITTAL)

Preparation and submittal of five (5) sets of final construction plans (11"x17" sheet size), three (3) sets of technical specifications and an Opinion of Probable Construction Cost. Final design services shall include the following:

a.) Revise preliminary plans incorporating comments from the City.
b.) Prepare final construction plans.
c.) Finalize construction sequencing, traffic control plan and traffic control notes.
d.) Finalize street light plans including pole relocations, identification of points of service and notes indicating protection of existing poles, bases, and conduits, where applicable.
e.) Incorporate comments from franchise utility companies pertaining to the location of existing facilities.
f.) Attend meetings with the City and utility companies as necessary to facilitate final design.
g.) Complete quantity takeoffs and prepare a final Opinion of Probable Construction Cost based on final plans.
h.) Prepare final bid documents including bid proposal forms and construction plans.

4. BIDDING PHASE

Provide limited Bidding Phase services to the City that shall include the following:

a.) Assist the City of Allen in advertising for bids. This will include notifying potential bidders by email or fax.
b.) Sell bid documents to potential bidders, suppliers and other parties keeping an accurate record of all plan-holders.
c.) Attend a Pre-Bid Conference as requested by the City. Consultant to issue addenda by fax and/or email to all plan-holders as required.
d.) Provide clarifications to Contractors as required.
e.) Provide a detailed bid tabulation to the City allowing for review of all items and unit prices.
f.) Obtain the following information from the lowest bidder (and second lowest if necessary), including but not limited to:
    i. Past work history.
    ii. Physical resources to produce the project.

iii. Gather needed information and check references.

g.) Produce a letter of Recommendation of Award for the reasonable low bidder meeting all qualifications.

h.) After award of contract, furnish six (6) sets of conformed contract documents and specifications to the City for contractor execution prior to the preconstruction meeting.

i.) Attend a Pre-Construction conference at City facilities. At the Pre-Construction conference, the consultant shall provide ten (10) sets of full size (22"x34") prints and five (5) sets of half size (11"x17") prints of the final plans to the City for construction use by the City and contractor.

5. CONSTRUCTION PHASE

Provide limited Construction Phase services to the City that shall include the following:

a.) The design team shall review shop drawings and other submittal information provided by the Contractor. This review is for the benefit of the City and covers only general conformance with information given by the Contract Documents. The Contractor is to review and stamp their approval on submittals prior to submitting to the Consultant. Review by the Consultant does not relieve the Contractor of any responsibilities, safety measures or the necessity to construct a complete and workable facility in accordance with the Contract Documents.

b.) The design team shall provide written responses to requests for information or clarification to the City and/or Contractor.

c.) BW2 shall participate in periodic meetings with the City and contractor during the construction as needed, although for estimating purposes, it is anticipated that approximately eight (8) onsite meetings will be held.

d.) Provide observation of the irrigation work in progress for the proposed landscaping improvements. This will consist of site visits to the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractor's work and to determine if the work is proceeding in general accordance with the contract documents (as requested by the City).

e.) Attend a final walk-through of the project (including landscaping and irrigation systems) and prepare a punch list of outstanding items to be completed by the contractor.

f.) Utilizing the City and Contractor construction record information, Consultant will prepare one full-size (22"x34") "as-built" set of reproducible mylar record drawings and one set of half-size (11"x17") drawings for the City. Submit mylar reproducible record drawings, one half-size set, a compact disk with the design files in .DWG and .TIFF and .PDF format, and original bid documents in Microsoft Word-compatible format to the City. All construction plans will be prepared utilizing AutoCAD Release 14 compatible file structure.

g.) The Consultant will prepare one copy of electronic files of design plans to be provided to the City under the following conditions:

i. Consultant does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.

ii. Because data stored on electronic media can deteriorate undetected or be modified, the City agrees that the Consultant will not be held liable for completeness or correctness of electronic media after an acceptance period of thirty days after the delivery of these files.

iii. Where there is a conflict between the hard copy drawings and the electronic files, the hard copy files will govern in all cases.
iv. Both parties acknowledge mutual non-exclusive ownership of the electronic files and each party may use, alter, modify or delete the files without consequence to the other party.
v. All electronic files (except .TIFF images) provided to the City will not contain engineer's seal, handwritten dates and signatures.

B. ADDITIONAL SERVICES

1. SURVEY SERVICES FOR DESIGN

Provide detailed topographic survey for project with control. This will include horizontal and vertical location of right-of-way, easements, existing above ground features and visible utility appurtenances throughout the project area as needed for design of the additional lane improvements. The detailed surveying areas include Hedgcoxe to Tatum, the Bethany / Alma intersection, Bel Air to Exchange, and Ridgeview to SH121. Other areas of the project that will not include additional lanes in the median only require minimal survey (location of back of curbs). These areas include Hedgecoxe to Tatum (northbound lanes) and Tatum to Bethany (both sides of road). Typical detailed surveying services include:

a.) Establishment of a control network utilizing GPS and City of Allen published datum. Unless otherwise required, horizontal datum will be NAD 83 and vertical datum will be NAVD 88.
b.) Establishment of vertical control benchmarks within the project limits on existing permanent structures (minimum of 3).
c.) Identify properties by subdivision, lot number, street address and/or business name.
d.) Tie control points to as-built plans for correlation of datum, if required.
e.) Tie right-of-way lines, property lines and corners at all major intersections pertinent to project corridor.
f.) Locate and tie existing pavement along and through the project corridor.
g.) Tie fences and other above ground ancillary features through the project corridor.
h.) Tie visible water appurtenances such as water valves, water meters and fire hydrants.
i.) Tie visible sanitary sewer appurtenances such as cleanouts and manholes.
j.) Tie drainage structures, channels, swales, ponds and creeks including flowlines.
k.) Contact utility companies or Texas 811 to request locates of all utilities within the project limits. Franchise utility location graphical representations will be required on all plan submittals to the City that show survey information.
l.) Tie underground utilities exposed by others where necessary to facilitate design.
m.) Tie all trees 4 inches in diameter and larger located within the project area. A Tree Survey will be prepared by others (see Landscape Architect services).
n.) Assist in the preparation of easement and/or right of way documents necessary for project completion.

2. LANDSCAPE ARCHITECTURE SERVICES

The Landscape Architect's (DCB's) area of work shall consist of preparing construction drawings and specifications for median landscape improvements for the Alma Drive proposed median and turn lane installations from Exchange Parkway to Bel Air Drive and from Tatum

Drive (Old Alma Drive) to Hedgcoxe Road. These Landscape Architect Services shall include the following:

a.) DCB shall visit the site to verify and inventory existing conditions, taking special note of the following:
   i. Relationship to adjacent properties
   ii. Existing vehicular circulation
   iii. Potential sight visibility issues

b.) The Arborist will visit the site to examine and evaluate the existing trees in the median to be impacted by the roadway improvements (Trip 1). The Arborist will also:
   i. Provide written report detailing the current health, structure, and remaining safe-useful-life-span (SULE) of trees to be impacted by the project.
   ii. Provide specific recommendations regarding the feasibility of transplantation, preservation, or removal of trees to be impacted by the project.
   iii. Meet with City personnel and other members of the design team to address any specific tree issues and discuss potential options for tree preservation during the project (Trip 2).
   iv. Prepare a Tree Survey to be included within the final construction plan set.

c.) Based on the proposed street improvement base plans prepared by BW2, DCB shall prepare 2 to 3 Concept Plans of the proposed median landscaping specifically addressing:
   i. Trees to be demolished
   ii. Trees which can be transplanted (if desired)
   iii. Trees which can remain (if desired)
   iv. New trees and other landscaping considering native species and drought and heat tolerant plants
   v. Irrigation limits (for Opinion of Cost only)

   The proposed Concept Plans shall incorporate native vegetation, drought tolerant landscaping, larger diameter trees, rocks, bricks, and other similarly related design elements. DCB shall include sketches and/or elevations to assist in presenting Concept Plan information to the public in a public meeting.

d.) DCB will attend one (1) public input meeting during this phase.

e.) Based on the selection of one median landscaping Concept Plan, DCB shall submit a detailed Opinion of Probable Cost based on current area or unit costs.

f.) Based on the approved Concept Plan, DCB shall prepare for approval by the City, construction documents for components consisting of:
   i. Detailed layout and specifications for all landscaping (trees showing species, locations, sizes) along with detailed layouts and specifications for all hardscape elements.
   ii. Detailed layout and specifications for the landscape irrigation system including electrical design for controllers, if non-solar.

3. TRAFFIC ENGINEERING SERVICES

The Traffic Engineer's (LEE's) area of work shall consist of reviewing traffic count data and conducting an analysis of the traffic capacities in order to provide recommendations for intersection improvements. In addition, LEE shall prepare construction drawings and specifications for street lighting improvements in the proposed median from Exchange Parkway to Hedgcoxe Road. These Traffic Engineering Services shall include the following:

a.) LEE will perform a Traffic Analysis to determine intersection improvements. This shall include the following:

i. LEE will review the traffic count data and capacity analysis conducted as part of the ongoing City of Allen city wide signal timing project to determine intersection improvements that should be implemented as part of the Alma Road widening project. The City will provide the latest Synchro files for Alma Road intersections including the latest intersection geometry and the most recent traffic count data and signal timing data (2015 data) for the AM, PM, and Saturday peak hours.

ii. LEE will obtain new traffic counts for certain intersecting side streets (i.e., Shadetree, Constellation) for use in analyzing these intersections.

iii. Lee will identify those intersection improvements that may be required in the future as part of the ultimate build-out of the project intersections. This will include recommendations regarding number of turn lanes and storage length of turn lanes on Alma Road only.

b.) LEE will perform an Illumination Analysis regarding the proposed street lights to be utilized on the Alma Drive project. This analysis shall include the following:

i. LEE will provide product information for two LED fixtures, which are recently approved by the City of Frisco. In addition, LEE will inquire with these two vendors to determine if shoe-box style LED fixtures are available. LEE will also obtain budgetary cost information for shoe box style fixtures, if available.

ii. LEE will attend one meeting with the City of Allen to review the fixture information.

c.) LEE will complete a Photometric Analysis of the street lighting system for the Alma Drive project. Once an LED fixture has been selected by the City of Allen, LEE will obtain IES (Illuminating Engineering Society) files for that fixture from the vendor. LEE will then complete a photometric analysis for the project based on the following assumptions:

i. No photometric analysis will be performed for section between SH 121 and Exchange Parkway, since the existing luminaires along this section will not be impacted and will not be replaced as part of the project.

ii. Photometric analysis will be performed for two types of fixtures:
- Existing high pressure sodium
- One LED fixture

iii. LEE will discuss AASHTO and IESNA (Illumination Engineering Society of North America) light level guidelines with the City of Allen and come to an agreement on light level requirements for the project.

iv. LEE will prepare a concept design technical memorandum identifying project requirements related to illumination.

v. LEE will perform a preliminary photometric analysis for a short section (1000'+/-) to determine luminaire spacing. LEE will coordinate with the City to determine the most appropriate section of roadway for preliminary study taking into consideration factors such as adjacent zoning and existing sidewalks. LEE will discuss the results of this analysis with the City of Allen to determine whether photometric analysis for the entire project should be performed using existing luminaire spacing or new luminaire spacing.

vi. Based on the results of the analysis performed in the previous task, LEE will perform photometric analysis and prepare photometric layouts for project section between Exchange Parkway and Hedgcoxe Road using Visual Roadway Lighting Analysis software.

vii. LEE will provide photometric layouts on 11" x 17" sheets with light level statistics (uniformity ratio, average light levels, minimum light level, and maximum light level).

viii. Lee Engineering will meet with the City of Allen to review photometric layouts.

d.) Based on completion of the above tasks, LEE will prepare construction drawings and specifications for the street lighting for the Alma Drive project between Exchange Parkway and Hedgcoxe Road. This work shall include the following:

i. LEE shall verify data from BW2 on the existing/proposed roadway plans along Alma Road between Exchange Parkway and Hedgcoxe Road including, but not limited to, existing horizontal and vertical street light locations (such as conduit, wire and pole bases), and other utilities in the area. Based on this information, we will prepare illumination base maps.

ii. LEE will conduct a field visit to photograph key features and to identify any possible utility conflicts associated with illumination pole locations.

iii. LEE will conduct a field meeting with the City of Allen and Oncor to identify electrical service locations, types, requirements, and standards.

iv. LEE will review clearance requirements to assess the need for guard rails as needed and make appropriate recommendations.

v. LEE will review applicable NEC provisions and requirements and incorporate recommendations into the design.

vi. LEE will perform voltage drop calculations to determine electrical conductor size and grounding conductors for each proposed circuit.

vii. LEE will review conduit fill and design conduit size.

viii. LEE will design electrical services including electrical service data, breaker size, and service entrance conductors.

ix. LEE will prepare preliminary illumination plans (65%) for review by the City. The illumination plans will show pole foundation locations, conduits, ground boxes, electrical service data sheet, power source locations, and conductor charts.

x. Upon approval of the preliminary layouts, LEE will prepare final plan sheets for illumination. These plan sheets will include illumination layout sheets, electrical service data sheet, electrical conductor summary sheet, and applicable City of Allen specifications and standard sheets. Upon review of the 65% plans, LEE will incorporate necessary changes and produce DRAFT FINAL (100%) plan sheets, then 100% FINAL signed and sealed plan sheets along with technical specifications and engineer's estimate of construction cost.

6. REIMBURSABLE ITEMS

BW2 shall provide reimbursable items to the City that shall include the following:

a.) Printing, mileage, courier fees, etc. as needed for the project.
b.) Attendance at two (2) public meetings is also included.

C. EXCLUSIONS

The intent of this scope of services is to include only the services specifically listed herein and none others. Services specifically excluded from this scope of services include, but are not necessarily limited, to the following:

1. Performance of a geotechnical investigation of the project site, as required for design.
2. Performance of CCTV inspection on existing sanitary sewer mains and providing results to the City.
3. Providing an on-site representative during construction activities.
4. Submittals to State Regulatory Agencies, other than TxDOT in relation to any improvements at the intersection with SH 121.
5. Environmental impact statements and assessments.
6. Fees for permits or advertising.
7. Certification that work is in accordance with plans and specifications.
8. Environmental cleanup.
9. Distribution of preliminary and final plans to local utility companies and obtain information regarding impacts to their facilities.
10. Calculation and verification of capacities of any relocated inlets affected by construction along with the new storm sewer system in Alma between Ridgeview and SH121 will be included. However, calculation and verification of capacities of any existing main storm sewer systems within the project limits is not included.
11. Flood plain reclamation plans.
12. Site Safety and Trench safety designs.
13. Quality control and testing services during construction.
14. Services in connection with condemnation hearings.
15. On-site safety precautions, programs and responsibility and/or scheduling of Contractor's work.
16. Consulting services by others not included in proposal.
17. Preparation of hydrologic or hydraulic studies (or FEMA submittals).
18. Revisions and/or change orders as a result of revisions after completion of original design (unless to correct an error on the plans).
19. Performance of any title searches.
20. Landscaping and irrigation design are limited to the ultimate median of Alma Drive, other than the southeast corner of Alma Drive and Exchange Parkway. No landscaping or irrigation services are included for the parkways, other than the potential of landscaping/irrigation adjustments at the southeast corner of Alma Drive and Exchange Parkway.
21. Professional perspective drawings are not included in this proposal.
22. Redesign of project in attempt to reduce construction costs (after approval of Opinion of Probable Construction Cost).
23. Design of any specialty landscape amenities not previously outlined under Additional Services (i.e. signage, monuments, fountains, water features, sculpture, etc.) that would require other design services (structural, etc.) is not included in this proposal.
24. Trips to the field or nursery to individually select and approve plant materials are not included.

COMPENSATION:

This project will be completed for the following fixed fees:

A.	BASIC SERVICES		
	1.	SCHEMATIC STRIP MAP	$ 28,100
	2.	PRELIMINARY DESIGN	$ 123,100
	3.	FINAL DESIGN	$ 37,500
	4.	BIDDING PHASE	$ 4,000
	5.	CONSTRUCTION PHASE	$ 16,000
TOTAL BASIC SERVICES			$ 208,700
B.	ADDITIONAL SERVICES		
	1	SURVEY SERVICES FOR DESIGN	$ 45,500
	2.	LANDSCAPE ARCHITECTURAL SERVICES (DCB)	$ 40,800
	3.	TRAFFIC ENGINEERING SERVICES (LEE)	$ 44,490
	4.	REIMBURSABLE ITEMS	$ 5,000
TOTAL SERVICES			$ 344,490

We sincerely appreciate the opportunity to provide these services to the City of Allen. We look forward to working with you on this important project. If you have any questions, please do not hesitate to call me.

Very truly yours,

Jim Waldbauer, P.E.
Project Manager

JW/maw

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STATE OF TEXAS §
§ **AGREEMENT FOR PROFESSIONAL SERVICES**
COUNTY OF COLLIN §

This Agreement for Professional Services ("Agreement") is made by and between the City of Allen, Texas ("City") and BW2 Engineers, Inc., Garland, Texas, a Civil Engineering Professional Services Firm ("Professional") (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

RECITALS:

WHEREAS, the City desires to engage the services of the Professional as an independent contractor, and not as an employee, to provide the services described in Exhibit "A" (the "Scope of Services") to assist the City in the widening of Alma Drive to a six-lane divided roadway, where needed within the City. The segments of this road that will require widening include from Hedgcoxe Road to Tatum Drive, Bel Air Drive to Exchange Parkway and from Ridgeview Drive to S.H. 121 (Sam Rayburn Tollway). Overall, these three segments account for approximately 14,900 linear feet of affected roadway, known as the Alma Widening Project (Hedgcoxe to Exchange and Ridgview to SH 121) (the "Project"); and

WHEREAS, the Professional desires to render professional services for the City on the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein, and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I
Term

1.1 This Agreement shall commence on the last date of execution hereof ("Effective Date") and continue until completion of the services, unless sooner terminated as provided herein.

1.2 Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to City all finished and unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items or materials prepared by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the City in accordance with this Agreement prior to such termination.

Article II
Scope of Service

2.1 The Professional shall perform the services in connection with the Project as set forth in the Scope of Services outlined in Exhibit "A."

2.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the Scope of Services represent the professional judgment of the Professional, in accordance with the professional standard of care applicable by law to the services performed hereunder.

Article III
Schedule of Work

The Professional agrees to complete the required services in accordance with the Project Schedule outlined in the following tentative projected schedule.

	ALMA DRIVE WIDENING
Notice to Proceed	Assume upon fully executed agreement
Preliminary Meeting with City to Obtain Record Information and Review Routes	July 16, 2015
Begin Field Surveys	July 17, 2015
Complete Field Surveys	September 18, 2015
Schematic Strip Map (Submit 30% Plans for City Review)	December 18, 2015
Submit Preliminary (Submit 60% Plans for City Review)	April 15, 2016
Receive Preliminary Review Comments from City	May 20, 2016
Complete Final Plans (Submit 100% Plans for City Review)	August 19, 2016
Advertise Project	September 15, 2016
Receive Bid	October 11, 2016
Award Contract	November 8, 2016
Notice to Proceed	December 6, 2016
Construction Complete	December, 2017

The City requires that the Design Phase of the Scope of Service outlined above be completed within 399 calendar days of the signing of the contract. Three weeks for each review is included in the overall completion time. Construction Administration Services will continue for the duration of the Construction Contracts.

Article IV
Compensation and Method of Payment

4.1 Professional will be compensated in accordance with the payment schedule and amounts set forth in the Scope of Services and outlined below, not to exceed a total amount of Three Hundred Forty Four Thousand, Four Hundred Ninety Dollars ($ 344,490).

A. BASIC SERVICES:

1. SCHEMATIC STRIP MAP ..... $ 28,100
2. PRELIMINARY DESIGN ..... $ 123,100
3. FINAL DESIGN ..... $ 37,500
4. BIDDING PHASE ..... $ 4,000
5. CONSTRUCTION PHASE SERVICES ..... $ 16,000

B. ADDITIONAL SERVICES:

1. SURVEY SERVICES FOR DESIGN ..... $ 45,500
2. LANDSCAPE ARCHITECTURAL SERVICES ..... $ 40,800
3. TRAFFIC ENGINEERING SERVICES ..... $ 44,490
4. REIMBURSABLE ITEMS ..... $ 5,000

TOTAL SERVICES: ..... $ 344,490

4.2 Unless otherwise provided herein, payment to the Professional shall be monthly based on the Professional's monthly progress report and detailed monthly itemized statement for services that shows the names of the Professional's employees, agents, contractors performing the services, the time worked, the actual services performed, the rates charged for such service, reimbursable expenses, the total amount of fee earned to date and the amount due and payable as of the current statement, in a form reasonably acceptable to the City. Monthly statements shall include authorized non-salary expenses with supporting itemized invoices and documentation. The City shall pay such monthly statements within thirty (30) days after receipt and City verification of the services and expenses unless otherwise provided herein.

4.3 Unless otherwise provided in the Scope of Services the Professional shall be responsible for all expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, telephone, internet and email charges.

Article V
Notice to Proceed

Professional shall not proceed with any work required under this Agreement without a written Notice to Proceed from City. Any work performed or expenses incurred by Professional

prior to Professional's receipt of a written Notice to Proceed from City shall be entirely at Professional's own risk. Work performed and expenses incurred after Professional has received a written Notice to Proceed from City will be eligible for reimbursement under the terms of this Agreement, subject to an approved task order.

Article VI
Suspension of Work

City shall have the right to immediately suspend work by Professional if City determines in its sole discretion that Professional has, or will fail to perform, in accordance with this Agreement. In such event, any payments due Professional shall be suspended until Contractor has taken satisfactory corrective action.

Article VII
Devotion of Time; Personnel; and Equipment

7.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should the City require additional services not included under this Agreement, the Professional shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services on a time and materials basis, in accordance with Professional's standard hourly rate schedule, or as otherwise agreed between the Parties.

7.2 To the extent reasonably necessary for the Professional to perform the services under this Agreement, the Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that the Professional may deem proper to aid or assist in the performance of the services under this Agreement. The Professional shall provide written notice to and approval from the City prior to engaging services not referenced in the Scope of Services. The cost of such personnel and assistance shall be included as part of the total compensation to be paid Professional hereunder, and shall not otherwise be reimbursed by the City unless provided differently herein.

7.3 The Professional shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

7.4 The Professional shall submit monthly progress reports and attend progress meetings as may be required by the City from time to time based upon Project demands. Each progress report shall detail the work accomplished and special problems or delays experienced on the Project during the previous report period, and the planned work activities and special problems or delays anticipated for the next report period.

Article VIII
Miscellaneous

8.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

8.2 Assignment. The Professional may not assign this Agreement without the prior written consent of City. In the event of an assignment by the Professional to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

8.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

8.4 Governing Law. The laws of the State of Texas shall govern this Agreement without regard to any conflict of law rules; and venue for any action concerning this Agreement shall be in the State District Court of Collin County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

8.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

8.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

8.7 Independent Contractor. It is understood and agreed by and between the Parties that the Professional, in satisfying the conditions of this Agreement, is acting independently, and that the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

8.8 Conflicts of Interests. The Contractor represents that no official or employee of City has any direct or indirect pecuniary interest in this Agreement.

8.9 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified

below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City:

Attn: Peter H. Vargas
City Manager
City of Allen, Texas
3rd Floor, Allen City Hall
305 Century Parkway
Allen, Texas 75013

With a copy to:

Peter G. Smith
Nichols, Jackson, Dillard, Hager & Smith, LLP
1800 Ross Tower
500 N. Akard Street
Dallas, Texas 75201

If intended for Professional:

Attn: Jim Waldbauer, P.E.
President
BW2 Engineers, Inc.
1919 S. Shiloh Road
Suite 500
Garland, Texas 75042

8.10 Insurance.

(a) Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than $1,000,000.00 per occurrence for injury to persons (including death), and for property damage; (ii) policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than $500,000.00 combined single limit and aggregate for bodily injury and property damage; (iii) statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than $500,000.00; and (iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than $2,000,000.00 per claim and $2,000,000.00 in the aggregate.

(b) All policies of insurance shall be endorsed and contain the following provisions: (1) name the City, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and

Professional Liability; and (2) provide for at least thirty (30) days prior written notice to the City for cancellation of the insurance; (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Professional Liability Insurance. The Professional shall provide written notice to the City of any material change of or to the insurance required herein.

(c) All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

(d) A certificate of insurance and copies of the policy endorsements evidencing the required insurance shall be submitted prior to commencement of services and upon request by the City.

8.11 Indemnification. CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF THE PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE CITY, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). THE PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

8.12 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

8.13 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

[Signature Page to Follow]

EXECUTED this _____ day of _____, 2015.

CITY OF ALLEN, TEXAS

By: _____
Peter H. Vargas, City Manager

ATTEST:

By: _____
Shelley B. George, City Secretary

EXECUTED this _____ day of _____, 2015.

BW2 ENGINEERS, INC.

By: _____
Name: Jim Waldbauer, P.E.
Title: President

ATTEST:

By: _____

EXHIBIT "A"
Scope of Services

(to be attached)

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Authorize the City Manager to Renew Year Three of a Three-Year Agreement with Microsoft Corporation through SHI Government Solutions, Inc., to Provide Current Microsoft Network and Desktop Software in the Amount of $87,564.

STAFF RESOURCE: Sid Hudson, Information Technology Director

PREVIOUS COUNCIL ACTION: On July 8, 2014, City Council authorized the City Manager to renew year two of a three-year agreement with Microsoft Corporation.

ACTION PROPOSED: Authorize the City Manager to Renew Year Three of a Three-Year Agreement with Microsoft Corporation through SHI Government Solutions, Inc., to Provide Current Microsoft Network and Desktop Software in the Amount of $87,564.

BACKGROUND

As part of the Information Technology Strategic Plan, the City's servers, operating systems, desktop operating systems and version of Microsoft Office have been regularly upgraded. This is accomplished via state contract which commits funds to keep the City current on all Microsoft applications. A three year agreement with Microsoft Corporation was originally signed with Dell as the third party administrator authorized through the State of Texas Department of Information Resources (DIR) cooperative purchasing program. Dell has since been replaced as the third party administrator for Microsoft Enterprise Agreements on DIR with SHI Government Solutions, Inc. This item simply renews the third year of the three year contract with Microsoft, with SHI Government Solutions, Inc. (instead of Dell) as the third party administrator.

BUDGETARY IMPACT

Funding is included in the General Fund Information Technology Department operating budget.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to renew year three of a three-year agreement with Microsoft Corporation through SHI Government Solutions, Inc., to provide current Microsoft network and desktop software in the amount of $87,564.

MOTION

I make a motion to authorize the City Manager to renew year three of a three-year agreement with Microsoft Corporation through SHI Government Solutions, Inc., to provide current Microsoft network and desktop software in the amount of $87,564.

ATTACHMENT

SHI Microsoft Invoice

Government Solutions
Federal tax ID: 22-3695478
1301 South Mopac Expressway
Suite 375
Austin, TX 78746
Phone: 800-845-6801
Fax: 512-732-0232

Please remit payment to:
SHI Government Solutions Inc.
P.O. Box 847434
Dallas, TX 75284-7434
Wire information:
Bank of America
a/c# 004795846371
ABA# 111000025

Invoice No. **GB00158734**

Invoice date	6/30/2015
Customer number	3000590
Sales order	GS00127590

Finance charge of 1.5% per month will be charged on past due accounts-18% per year. All returns require an RMA number supplied by your SHI GS sales team.

Bill To CITY OF ALLEN
ALLEN CIVIC PLAZA
305 CENTURY PKWY/FINANCE
ALLEN, TX 75013
United States

Ship To City Of Allen Information Technology
305 Century Parkway
Allen, TX 75013
United States
034590/Ken Nix

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
6/30/2015	Craig Bailey	034590	FEDEX GROUND	FOB DEST	NET 30

Item No. / Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
18344354 269-12442 ESD MICROSOFT CORPORATION	OfficeProPlus ALNG SA MVL Pltfrm Windows - Multiple Windows Platform English ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	519	519	73.90	38,354.10
18346308 66J-00580 ESD MICROSOFT SELECT	WinVistaBsnss ALNG SA MVL Pltfrm wVistaEnt Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	519	519	29.00	15,051.00
18356919 W06-01072 ESD MICROSOFT CORPORATION	CoreCAL ALNG SA MVL Pltfrm UsrCAL Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	519	519	26.40	13,701.60
20397142 021-08255 ESD MICROSOFT SELECT	OfficeStd ALNG LicSAPk MVL Pltfrm Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	45	45	98.10	4,414.50

Government Solutions
Federal tax ID: 22-3695478
1301 South Mopac Expressway
Suite 375
Austin, TX 78746
Phone: 800-845-6801
Fax: 512-732-0232

Please remit payment to:
SHI Government Solutions Inc.
P.O. Box 847434
Dallas, TX 75284-7434
Wire information:
Bank of America
a/c# 004795846371
ABA# 111000025

Invoice No. **GB00158734**

Invoice date	6/30/2015
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Sales order	GS00127590

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United States

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Allen, TX 75013
United States
034590/Ken Nix

20232113 66J-00577 ESD MICROSOFT SELECT	Windows Vista Business All Lng SA MVL Platform w/MDOP Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	45	45	39.20	1,764.00
17676237 W06-01066 ESD MICROSOFT SELECT	CoreCAL ALNG LicSAPk MVL Pltfrm UsrCAL Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	45	45	49.10	2,209.50
20977237 076-01912 ESD MICROSOFT SELECT	Microsoft Project - SA GSA Select Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	2	2	106.10	212.20
20977621 228-04433 ESD MICROSOFT SELECT	SQLSvrStd ALNG SA MVL Windows - Multiple Windows Platform All Languages ESD Service Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	8	8	145.70	1,165.60
20977689 395-02504 ESD MICROSOFT SELECT	ExchgSvrEnt ALNG SA MVL Windows - Multiple Windows Platform All Languages ESD Service Contract number: DIR-SDD-2503 Enrollment No.: 4852531	1	1	657.70	657.70

Government Solutions
Federal tax ID: 22-3695478
1301 South Mopac Expressway
Suite 375
Austin, TX 78746
Phone: 800-845-6801
Fax: 512-732-0232

Please remit payment to:
SHI Government Solutions Inc.
P.O. Box 847434
Dallas, TX 75284-7434
Wire information:
Bank of America
a/c# 004795846371
ABA# 111000025

Invoice No. **GB00158734**

Invoice date	6/30/2015
Customer number	3000590
Sales order	GS00127590

Finance charge of 1.5% per month will be charged on past due accounts-18% per year. All returns require an RMA number supplied by your SHI GS sales team.

Bill To CITY OF ALLEN
ALLEN CIVIC PLAZA
305 CENTURY PKWY/FINANCE
ALLEN, TX 75013
United States

Ship To City Of Allen Information Technology
305 Century Parkway
Allen, TX 75013
United States
034590/Ken Nix

	Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016				
20977672 359-00792 ESD MICROSOFT SELECT	SQLCAL ALNG SA MVL DvcCAL Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	130	130	34.00	4,420.00
20977817 6VC-01253 ESD MICROSOFT SELECT	Windows Remote Desktop Services Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	45	45	13.80	621.00
20988125 D86-01253 No Media MICROSOFT SELECT	VisioStd ALNG SA MVL Windows - Multiple Windows Platform All Languages No Media Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	30	30	47.00	1,410.00
26268977 P73-05898 ESD MICROSOFT SELECT	WinSvrStd ALNG SA MVL 2Proc Windows - Multiple Windows Platform All Languages ESD Software Contract number: DIR-SDD-2503 Enrollment No.: 4852531 Agreement No.: 01E61288 Country of Usage: USA Maintenance From date: 07/01/2015 Maintenance To date: 06/30/2016	25	25	143.30	3,582.50

Quote: 8140249

Government Solutions
Federal tax ID: 22-3695478
1301 South Mopac Expressway
Suite 375
Austin, TX 78746
Phone: 800-845-6801
Fax: 512-732-0232

Please remit payment to:
SHI Government Solutions Inc.
P.O. Box 847434
Dallas, TX 75284-7434
Wire information:
Bank of America
a/c# 004795846371
ABA# 111000025

Invoice No.	**GB00158734**
Invoice date	6/30/2015
Customer number	3000590
Sales order	GS00127590

Finance charge of 1.5% per month will be charged on past due accounts-18% per year. All returns require an RMA number supplied by your SHI GS sales team.

Bill To CITY OF ALLEN
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305 CENTURY PKWY/FINANCE
ALLEN, TX 75013
United States

Ship To City Of Allen Information Technology
305 Century Parkway
Allen, TX 75013
United States
034590/Ken Nix

Sales Balance	87,563.70
Freight	0.00
Recycling Fee	0.00
Sales Tax	0.00
Total	**87,563.70**
Currency	**USD**

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE:	July 14, 2015
SUBJECT:	Conduct a Public Hearing and Adopt an Ordinance to Amend Specific Use Permit No. 129 Relating to the Identity of the Owner/Operator of the Business Authorized to Operate Under this Specific Use Permit for the Property Located at 909 W. Stacy Road for Emler Swim School.
STAFF RESOURCE:	Patrick Blaydes, Planner
PREVIOUS COUNCIL ACTION:	Planned Development No. 86 Approved - March, 2000 Planned Development No. 86 Amended - January, 2010 Planned Development No. 86 Amended - January, 2012 SUP No. 129 Approved - August, 2012
BOARD/COMMISSION ACTION:	The Planning and Zoning Commission conducted a Public Hearing at the June 16, 2015, meeting and recommended approval of a request to amend Specific Use Permit No. 129 relating to the identity of the owner/operator of the business authorized to operate under this Specific Use Permit. The property is Lot 3, Block A, Watters Village; known as 909 W. Stacy Road, Allen, Texas. [Emler Swim School]
ACTION PROPOSED:	Conduct a Public Hearing and Adopt an Ordinance to Amend Specific Use Permit No. 129 Relating to the Identity of the Owner/Operator of the Business Authorized to Operate Under this Specific Use Permit for the Property Located at 909 W. Stacy Road for Emler Swim School.

BACKGROUND

The property is located south of Stacy Road and west of Curtis Lane. The property to the north (across Stacy Road) is zoned Planned Development No. 92 for Single Family Residential R-7. The property to the east (across Curtis Lane) is zoned Planned Development No. 93 for

Townhomes. The property to the south is zoned Planned Development No. 86 for Single Family Residential R-6. The property to the west is zoned Planned Development No. 86 for Shopping Center.

In August 2012, a Specific Use Permit was approved for a Fitness and Health Center for this property. The SUP was approved under the condition that only Emler Properties Inc. operated the Fitness and Health Center. The applicant is requesting that the SUP be amended to allow ESN Swim School, LLC, to operate the facility. The applicant has stated that the operation will not change, and that the business will still be known and operated as Emler Swim School.

LEGAL NOTICES

Newspaper Notice - June 24, 2015
Public Hearing Notices - June 5, 2015
Public Hearing Sign - June 5, 2015

STAFF RECOMMENDATION

Staff recommends that the City Council approve the recommendation by the Planning and Zoning Commission to amend Specific Use Permit No. 129 relating to the identity of the owner/operator of the business authorized to operate under this Specific Use Permit for the property located at 909 W. Stacy Road for Emler Swim School.

MOTION

I make a motion to adopt Ordinance No._____to amend Specific Use Permit No. 129 relating to the identity of the owner/operator of the business authorized to operate under this Specific Use Permit for the property located at 909 W. Stacy Road for Emler Swim School.

ATTACHMENT

Ordinance
Property Notification Map
6-16-15 Minutes

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE AND ZONING MAP, AS PREVIOUSLY AMENDED, BY AMENDING SECTION 2.C. OF ORDINANCE NO. 3101-8-12 GRANTING SPECIFIC USE PERMIT NO. 129 TO REFLECT THE NAME OF THE NEW OWNER OF THE BUSINESS TO WHICH SAID SPECIFIC USE PERMIT WAS GRANTED; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS ($2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Allen, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Allen, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, have concluded that Allen Land Development Code Zoning Regulations and Zoning Map of the City of Allen, Texas, as previously amended, should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. The Allen Land Development Code Zoning Regulations and the Zoning Map of the City of Allen, Collin County, Texas, as previously amended, be further amended by amending Section 2.C. of Ordinance No. 3101-8-12 granting Specific Use Permit No. 129 to read as follows:

C. Only ESN Swim School, LLC. is authorized by this Ordinance to use the Property for a Fitness and Health Center.

SECTION 2. To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Allen governing the use and development of the Property and which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Allen Land Development Code Zoning Regulations, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance or the Allen Land Development Code Zoning Regulations, as amended hereby, which shall remain in full force and effect.

SECTION 4. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Allen Land Development Code Zoning Regulations, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Allen Land Development Code Zoning Regulations of the City of Allen, as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars ($2,000) for each offense.

SECTION 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 14TH DAY OF JULY 2015.

APPROVED:

_____

Stephen Terrell, MAYOR

APPROVED AS TO FORM:

_____

Peter G. Smith, CITY ATTORNEY
(kbl:7/6/15:72360)

ATTEST:

_____

Shelley B. George, TRMC, CITY SECRETARY

CITY OF ALLEN

Property Ownership Notification

Emler Swim School
909 W. Stacy Rd.

Map Legend

- 200' Notification Buffer
- Property Rezone
- Railroad
- CollinCAD Parcels
- City Limit

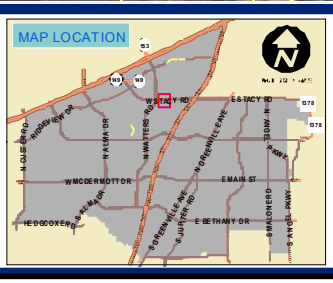
N W E S

0 70 140 210
Feet

Planning & Development - GIS

Date Saved:6/4/2015

NOTE: This map is only for illustration purpose only, please contact the City of Allen Planning & Development Department for specific rules and regulations.



Path: Q:\MXD Templates\Community Development\Planning\Property Notification Buffer.mxd

June 16th, 2015 P&Z Meeting Minutes

Public Hearing – Conduct a Public Hearing and consider a request to amend Specific Use Permit No. 129 relating to the identity of the owner/operator of the business authorized to operate under this Specific Use Permit. The property is Lot 3, Block A, Watters Village; known as 909 W. Stacy Road, Allen, Texas. (SUP-6/4/15-34) [Emler Swim School]

Mr. Patrick Blaydes, Planner, presented to the Commission. He stated this item is a public hearing and a Specific Use Permit amendment to Specific Use Permit No. 129.

Mr. Blaydes stated that the property is located at 909 W. Stacy Road. The property is directly west of Curtis Lane and south of Stay Road. He stated that the property is zoned Planned Development PD-86 for Shopping Center SC. The property to the north (across Stacy Road) is zoned Planned Development No. 92 for Single Family Residential R-7. The property to the east (across Curtis Lane) is zoned Planned Development No. 93 for Townhomes TH. The property to the south is zoned Planned Development No. 86 for Single Family Residential R-6. The property to the west is zoned Planned Development No. 86 for Shopping Center SC.

In August 2012, a Specific Use Permit was approved for a Fitness and Health Center for this property. The SUP was approved under the condition that only Emler Properties Inc. operated the Fitness and Health Center. Emler Properties has now sold the business entity to ESN Swim School. Thus, the applicant is requesting that the SUP be amended to allow ESN Swim School, LLC to operate the facility. The applicant has stated that the operation will not change, and that the business will still be known and operated as Emler Swim School. Staff believes this is a house-keeping measure to ensure that the new operator of this swim school is allowed to operate under the same Specific Use Permit.

Chairman Cocking opened the public hearing.

Chairman Cocking closed the public hearing.

One letter in support was received from Jan Emler, 909 W. Stacy Rd., Allen, Texas.

Motion: **Upon a motion by 1st Vice-Chair Mangrum, and a second by Commissioner Orr, the Commission voted 5 IN FAVOR, and 0 OPPOSED to recommend approval of the request to amend Specific Use Permit No. 129 relating to the identity of the owner/operator of the business authorized to operate under this Specific Use Permit for Lot 3, Block A, Watters Village; known as 909 W. Stacy Road, Allen, Texas, for Emler Swim School.**

The motion carried.

DRAFT

CITY COUNCIL AGENDA COMMUNICATION

AGENDA DATE: July 14, 2015

SUBJECT: Conduct a Second Public Hearing and Adopt a Resolution Approving the Community Development Block Grant (CDBG) Five Year Consolidated Plan.

STAFF RESOURCE: Patrick Blaydes, Planner

ACTION PROPOSED: Conduct a Second Public Hearing and Adopt a Resolution Approving the Community Development Block Grant (CDBG) Five Year Consolidated Plan.

BACKGROUND

The 2015-2019 Consolidated Plan is required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block Grant Program. Included is the 2015-2016 Annual Action Plan which identifies what activities the City will implement and outlines how the funds will be spent for this next program year.

This Plan identifies the community's priority needs, what activities the City will implement and outlines how the funds will be spent. The requirements for this Plan are set forth in detail through federal regulations and include public comment periods and hearings.

The draft Plan has been available for public review and to date there have been no written comments submitted. This public hearing will be an opportunity for citizens to comment on the draft Plan.

Once the Plan is adopted by the City Council, it will be submitted to HUD for approval. Funded activities will begin October 1, 2015.

BUDGETARY IMPACT

The 2015-16 Annual Action Plan allocates $293,250 for the various CDBG activities:

$239,750 for home repair and rehabilitation
$43,500 for public service funding
$10,000 for administrative costs

STAFF RECOMMENDATION

Staff recommends that City Council adopt a resolution approving the CDBG Five Year Consolidated Plan.

MOTION

I make a motion to adopt Resolution No. _____ approving the 2015-2019 Consolidated Plan for the Community Development Block Grant (CDBG) Program.

ATTACHMENT

Resolution
Draft Consolidated Plan

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, APPROVING THE 2015-2019 CONSOLIDATED PLAN; AUTHORIZING ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD); REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Allen City Council recognizes the importance of neighborhood integrity and the needs of individuals that may be assisted through participation in the Community Development Block Grant (CDBG) Program; and,

WHEREAS, the Allen City Council has identified high priority affordable housing and community development needs; and,

WHEREAS, the Allen City Council has undertaken a public participation process including consultation with public service providers, input from residents and public hearings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. In order to fulfill the requirements of the Community Development Block Grant Program of the City of Allen, the City Council of the City of Allen, Texas, hereby approves the 2015-2019 Consolidated Plan.

SECTION 2. The Mayor of the City of Allen, along with the City Manager, are hereby authorized to submit the 2015-2019 Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD) for review and approval.

SECTION 3. Any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 4. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 5. This Resolution shall take effect immediately from and after its passage and it is so duly resolved.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 14TH DAY OF JULY 2015.

APPROVED:

_____

Stephen Terrell, MAYOR

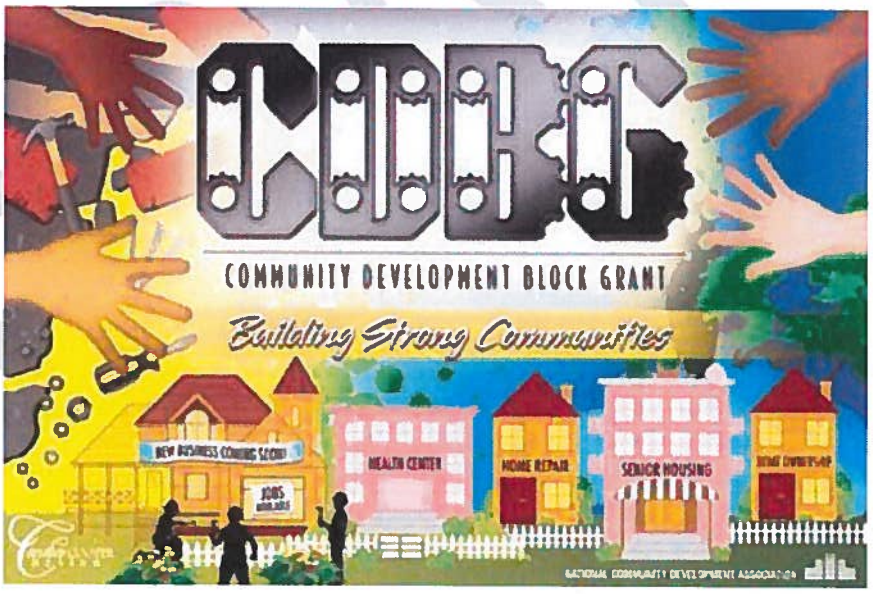
ATTEST:

_____

Shelley B. George, TRMC, CITY SECRETARY

CITY OF ALLEN

2015 -2019 Consolidated Plan and Annual Action Plan



CITY OF ALLEN
2015 – 2019 CONSOLIDATED PLAN

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DRAFT

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F. Resolution
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DRAFT

CITY OF ALLEN
2015 – 2019 CONSOLIDATED PLAN

Executive Summary

The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) that cities must prepare in order to receive federal monetary assistance from HUD programs. The Consolidated Plan is a comprehensive strategy developed by the community addressing the affordable housing and community development needs present within the community. Ultimately, the Consolidated Plan will be used to implement the Community Development Block Grant (CDBG) program.

This document is the Consolidated Plan for the next five-year period (2015-2019). The 2015 Consolidated Plan will become effective October 1, 2015. Annual Action Plans are also required. As mandated by HUD, the Consolidated Plan must contain the following elements:

1. Citizen Participation Plan
2. Housing and Homeless Needs Assessment
3. Housing Market Analysis
4. Strategic Plan with Housing and Community Development Priorities
5. One-Year Action Plan

CDBG funds must be used for eligible activities only. Eligible activities are determined by statutory and regulatory limitations. Every CDBG-funded activity must meet one of three national objectives of the program:

- benefiting low and moderate income people;
- preventing or eliminating slums or blight; or
- meet needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Additionally, the activity must conform to a number of programmatic requirements such as meeting environmental clearance standards and labor standards.

Citizen Participation
Public input was sought through neighborhood meetings, surveys, and public hearings in accordance with the Citizen Participation Plan. An additional summary of public participation can be found in Attachment A. The draft Annual Action Plan was advertised in the local newspaper and made available on the City's website with a public comment period beginning June 15, 2015. Public hearings will be held on June 23rd, 2015, and July 14th, 2015.

Goals and Objectives

Citizen participation was important in establishing needs and setting goals for the 2015 - 2019 Consolidated Plan. Based on the needs analysis, the Consolidated Plan describes the following housing and community development objectives for Allen.

Objective #1: To preserve and expand the supply of decent, safe, and affordable housing through the rehabilitation of existing residential property.

> Strategy #1: Provide housing rehabilitation, home repair and weatherization assistance for low to moderate income persons.
>
> Goal: The City will provide financial assistance for rehabilitation and repair of owner-occupied units. It is anticipated that 50 dwellings will be rehabilitated or repaired at a rate of ten (10) per year.

Objective #2: To provide educational information for low to moderate income persons about affordable housing, homeownership, lenders, fair housing laws, and lead-based paint hazards.

> Strategy #2: Provide housing assistance and education to low to moderate income persons.
>
> Goal: Goal: The City will partner with other CDBG communities in Collin County to hold educational workshops on the home buying process, a resource guide, financial institutions, fair housing laws, and lead-based paint hazards to low to moderate-income families. It is anticipated that 20 families will receive assistance at a rate of twenty per year.

Objective #3: To encourage the expansion and accessibility of human services for low to moderate income persons.

> Strategy #3: Assist public service agencies who serve all categories of very low to moderate income persons.
>
> Goal: Provide support to public service agencies for all classifications of very low to moderate income persons. The City plans to fund public service activities from CDBG funds and alternative sources. Services may include job placement / counseling, food and clothing, interim assistance, homeless prevention, transportation services, youth services, and child care services.

Annual Action Plan 2015 – 2016

An Annual Action Plan will outline the CDBG programs the City of Allen will administer. The following activities, funded through CDBG at $293,250 plus approximately $100,000 of roll-over from the current year, are proposed for the 2015-2016 program year:

Home Repair - Deferred loans to finance repairs and rehabilitation for owner-occupied dwelling units. Annual expenditure = $339,750.

Public Service Funding – Funding assistance provided to public service agencies for activities such as job placement / counseling, food and clothing, interim assistance, homeless prevention, transportation services, youth services and child care services. Annual expenditure = $43,500.

Administration – Includes training, advertising, printing and similar costs. Annual expenditure = $10,000.

Outcomes

As a result of implementation of this plan:

1. Ten (10) households will have sustained affordable housing through a home repair program for the purpose of providing decent affordable housing.
2. One hundred and fifty (150) households will have sustained affordable housing through rent and utility assistance for the purpose of providing decent affordable housing.
3. Twenty (20) persons will have availability/accessibility of a suitable living environment through the Housing Educational workshops.

Evaluation of Past Performance

The 2014 – 2015 program year will be the 11th year for the City of Allen as a participant in the CDBG program. It is also the fifth year under the previous Consolidated Plan. Previous activities implemented generally met the goals established in the previous Consolidated Plan. Overall, the activities have been very successful and in some cases have exceeded expectations. Funds are being spent in a timely manner with the majority of funds being spent prior to the end of each program year.

Applications for these housing programs will be accepted year round as funds become available. For complete details and program requirements, contact the Community Development Department at (214) 509-4164, or email pblaydes@cityofallen.org.

The Consolidated Plan and the Executive Summary are available for public review and comment at the following locations beginning June 15, 2015:

- Allen City Hall, Community Development Dept. – 305 Century Parkway
- Allen Public Library – 300 N. Allen Drive
- City of Allen Website

I. Introduction

The Purpose of the Consolidated Plan
The Consolidated Plan establishes Allen's long-range strategy and five-year investment plan for Community Development. It is furthermore the City's vision and guide for accomplishing, in a comprehensive and collective manner, the housing and community development needs for the next five years. These strategies are in-line with the goals of providing decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate income persons as described by the U.S. Department of Housing and Urban Development.

Lead Agency
The City of Allen is the lead agency for development and implementation of the 2015 – 2019 Consolidated Plan. The City will monitor the subrecipient agency for compliance with Federal, state and local requirements and to ensure performance. The City will also coordinate with other agencies including Collin County Community on Aging, Allen Community Outreach, The Samaritan Inn, Family Promise, Hope's Door, CITY House, Collin County Homeless Coalition, Metro Dallas Homeless Alliance, City of McKinney, City of Frisco, McKinney Housing Authority, City of Plano, and the Plano Housing Authority as necessary during development and implementation of the Plan.

The City of Allen expects to receive funds through the CDBG program only and is not a participant in the HOME, ESG or HOPWA programs. The City of Allen's Community Development Block Grant Program Year will be October 1, 2015 through September 30, 2016. The Consolidated Plan period will be October 1, 2015 through September 31, 2020. Any major revisions will be made by formal amendment to the Consolidated Plan.

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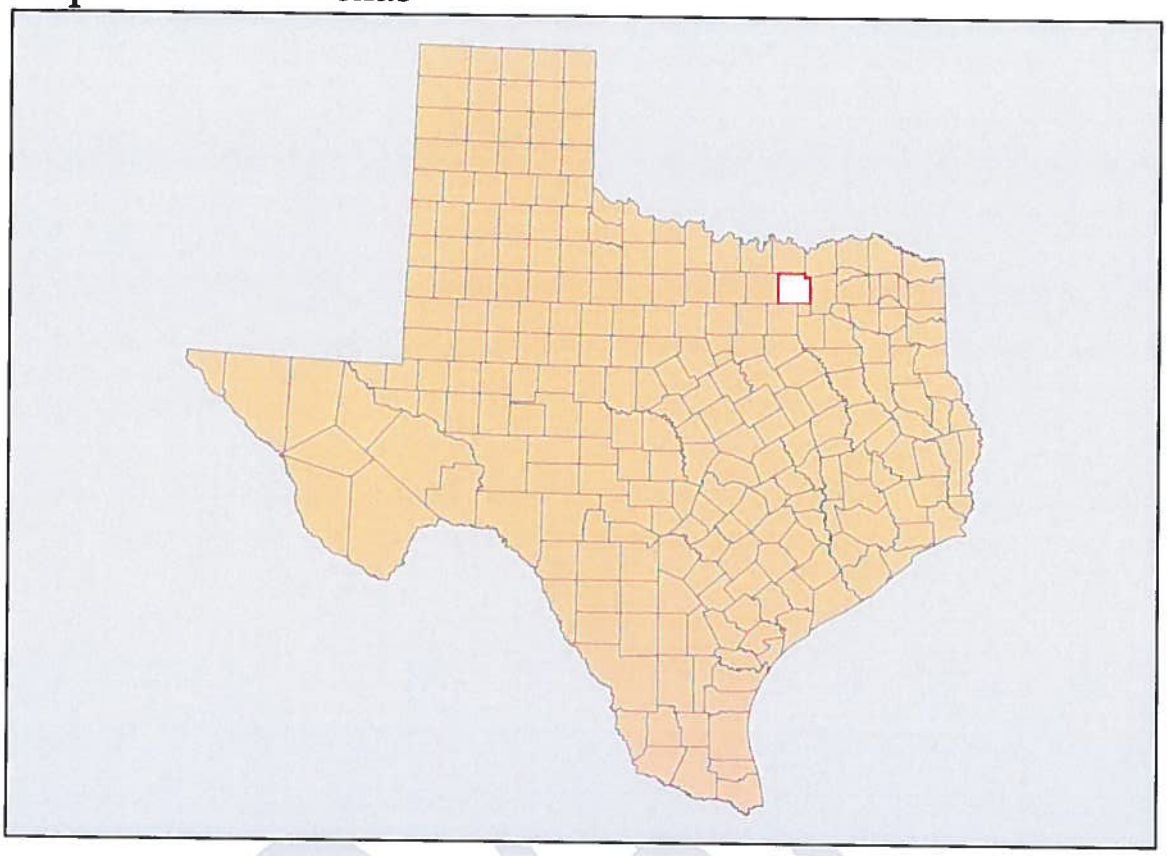
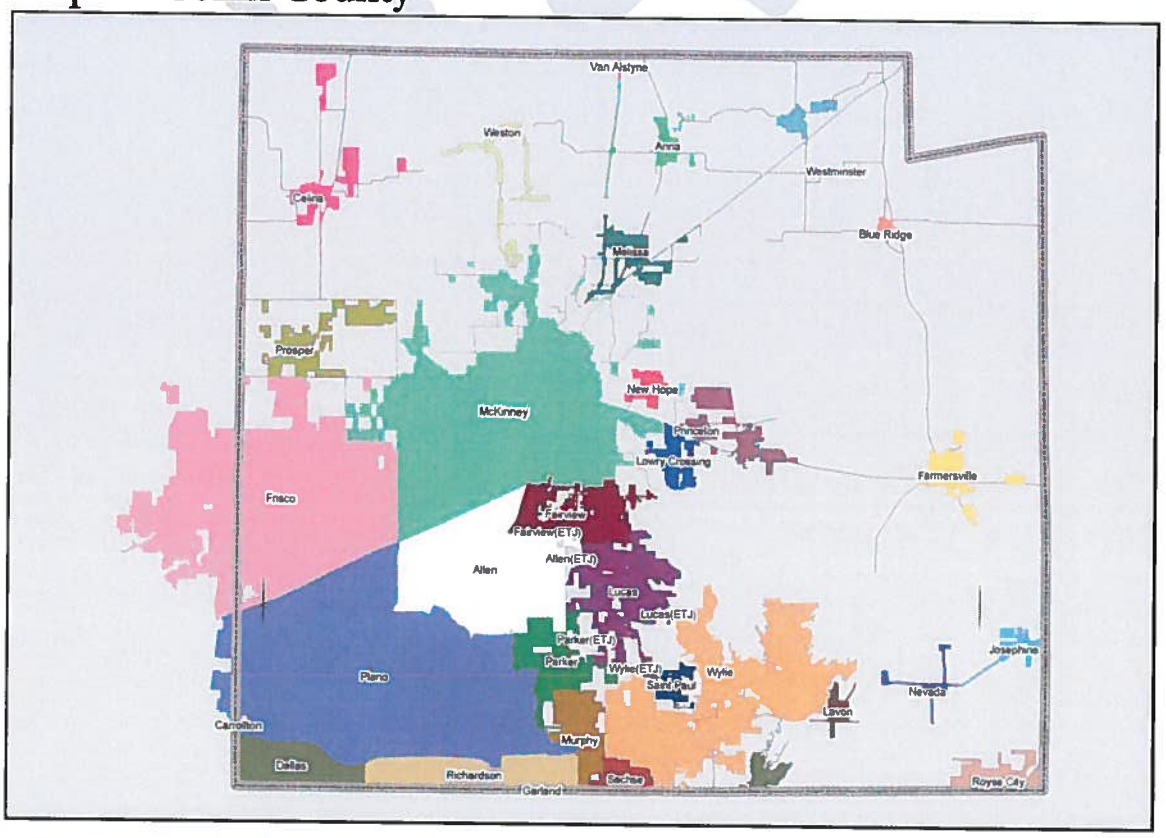
Map 1.1 State of Texas



Map 1.2 Collin County



II. Citizen Participation and Consultations

Section 91.100

Consultations

Along with City staff and department directors, a number of housing, community, social service providers, and public agencies were consulted for the preparation of the Plan. These included

Allen Community Outreach
The Samaritan Inn (homeless shelter)
CITY House (youth shelter)
Hope's Door (women's shelter)
CASA - Court Appointed Special Advocates of Collin County
Collin County Community on Aging
Children's Advocacy Center
City of McKinney
City of Plano
City of Frisco
McKinney Housing Authority
Plano Housing Authority
Metro Dallas Homeless Coalition
Collin County Homeless Coalition
Family Promise (family shelter)

Citizen Participation

As a CDBG grantee, the City is required to provide an opportunity for citizens to participate in the planning and development phases of the Consolidated Plan and Annual Action Plans. The Citizen Participation Plan may be found in Attachment A.

It is the goal of the City of Allen to encourage:

- Citizen input in the development of the 5-Year Consolidated Plan and each Annual Action Plan;
- Participation by low to moderate income persons, especially in predominantly low to moderate income neighborhoods where CDBG funds are proposed to be used; and
- Participation by minorities and non-English speaking persons and persons with disabilities.

Public Input
The 2015 - 2019 Consolidated Plan was based on the input received from a community participation effort under the direction of the City of Allen's Community Development Department. The developmental phase for the Consolidated Plan entailed participation from citizens and the above mentioned agencies; as well as City of Allen municipal departments.

The citizen participation process included:

- A survey of residents and property owners in targeted neighborhoods.
- Three neighborhood meetings for targeted neighborhoods and the community at-large.
- Distribution of the draft plan via internet and City facilities.
- Two public hearings and a workshop before City Council.
- Publicity via local media/newspaper and the City's website.

Summary of Public Comment
A comment and review period was held giving citizens the opportunity to view the draft Consolidated Plan and provide input. Public Notices to obtain views on housing and community development needs were published during the formal public comment period and before the final public hearing before the City Council.

A summary of public comments and input received during development of the Plan may be found in Attachment B.

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III. Housing and Homeless Needs Assessment

Section 91.205

General – *91.205(a)*

Many factors such as population growth, demographic changes, market forces, and the economy determine the housing supply needed within the City. While population growth often results in increased demand for goods and services, the type and number of households is a more important factor in driving the demand for housing because a larger number of households create more competition for the available units.

Five-Year Housing Needs Projection

Though population growth has slowed recently in Allen from the historic levels of the 1990's and 2000's, Allen still remains a growing community. The current population is 91,157; however, in the next five years, the City of Allen projects the population will increase to approximately 104,624 by the year 2019. This represents a 14% increase in the population. Allen will need an estimated 4,288 additional housing units to accommodate the growth. Based on current trends, it is expected that the majority of this construction will be new housing units targeted to the middle and upper income groups. The projected population increase and the resulting additional demand for housing could increase the costs of purchasing a home as well as the cost of renting during the next five years.

Ninety-one percent (91%) of the housing in Allen has been constructed since 1980 and seventy-five percent (75%) of the housing in Allen has been constructed since 1990. However, there are some older areas within the community where housing is showing initial signs of decline and these are generally located in low to moderate income areas. Substandard housing is defined in City of Allen codes as "a building which is dilapidated, structurally unsound or dangerous and unfit for human habitation…" Existing substandard housing is not a problem, but the aging housing stock will require attention as they become older and less functional.

Condition of Housing

In 2013, the Code Compliance Division of the Community Development Department conducted a property conditions survey of older neighborhoods. The survey was used to rate the exterior conditions of the structures on each property. The results showed that out of the 6,894 structures surveyed, 5,426 structures or 78% of the houses surveyed are in excellent condition.

Categories of Persons Affected – *91.205(b)*

With the increasing demand for housing in the City of Allen, it is likely that the cost burden of housing will increase for low to moderate-income persons, the elderly, and persons with disabilities. A review of the 2011 Housing Affordability Data shows that there are no housing units in Allen that are affordable to families below 30% of the area median family income. There is a limited number of housing units affordable for households with incomes below 50% or below 80% of the area median. According to the 2011 HSD, approximately 18% of Allen's households fall below the 80% area median income. According to the 2010 Census, the median household income for Allen is $102,904.

Table 3.1 Housing Affordability

City of Allen			
2007-2011 American Community Survey Date			
Income Distribution Overview	Owner	Renter	Total
Household Income <= 30% HAMFI	460	580	1,040
Household Income >30% to <=50% HAMFI	680	750	1,430
Household Income >50% to <=80% HAMFI	1,260	1,095	2,355
Household Income >80% to <=100% HAMFI	920	715	1,635
Household Income >100% HAMFI	18,465	2,040	20,505
Total	21,780	5,180	26,960

Housing Problems Overview 1	Owner	Renter	Total
Household has 1 of 4 Housing Problems	4,860	2,350	7,210
Household has none of 4 Housing Problems	16,895	2,755	19,650
Cost Burden not available	25	75	100
Total	21,780	5,180	26,960

Severe Housing Problems Overview 2	Owner	Renter	Total
Household has 1 of 4 Severe Housing Problems	1,685	1,295	2,980
Household has none of 4 Severe Housing Problems	20,070	3,810	23,880
Cost Burden not available	25	75	100
Total	21,780	5,180	26,960

Housing Cost Burden Overview 3	Owner	Renter	Total
Cost Burden <=30%	16,990	2,820	19,810
Cost Burden >30% to <=50%	3,185	1,075	4,260
Cost Burden >50%	1,580	1,215	2,795
Cost Burden not available	25	75	100
Total	21,780	5,180	26,960

Income by Housing Problems (Owners and Renters)	Household has 1 of 4 Housing Problems	Household has none of 4 Housing Problems	Cost Burden not available
Household Income <= 30% HAMFI	865	80	100
Household Income >30% to <=50% HAMFI	1,320	110	0
Household Income >50% to <=80% HAMFI	1,840	510	0
Household Income >80% to <=100% HAMFI	645	985	0
Household Income >100% HAMFI	2,535	17,965	0
Total	7,210	19,650	100

Income by Housing Problems (Renters only)	Household has 1 of 4 Housing Problems	Household has none of 4 Housing Problems	Cost Burden not available
Household Income <= 30% HAMFI	430	80	75
Household Income >30% to <=50% HAMFI	720	30	0
Household Income >50% to <=80% HAMFI	805	290	0
Household Income >80% to <=100% HAMFI	130	585	0
Household Income >100% HAMFI	265	1,770	0
Total	2,350	2,755	75

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Income by Housing Problems (Owners only)	Household has 1 of 4 Housing Problems	Household has none of 4 Housing Problems	Cost Burden not available
Household Income <= 30% HAMFI	435	0	25
Household Income >30% to <=50% HAMFI	600	80	0
Household Income >50% to <=80% HAMFI	1,035	220	0
Household Income >80% to <=100% HAMFI	515	400	0
Household Income >100% HAMFI	2,270	16,195	0
Total	4,860	16,895	25

Income by Cost Burden (Owners and Renters)	Cost burden > 30%	Cost burden > 50%	Total
Household Income <= 30% HAMFI	865	830	1,040
Household Income >30% to <=50% HAMFI	1,320	1,040	1,425
Household Income >50% to <=80% HAMFI	1,830	555	2,355
Household Income >80% to <=100% HAMFI	645	105	1,630
Household Income >100% HAMFI	2,395	265	20,505
Total	7,055	2,795	26,960

Income by Cost Burden (Renters only)	Cost burden > 30%	Cost burden > 50%	Total
Household Income <= 30% HAMFI	430	420	580
Household Income >30% to <=50% HAMFI	720	580	750
Household Income >50% to <=80% HAMFI	805	215	1,095
Household Income >80% to <=100% HAMFI	130	0	715
Household Income >100% HAMFI	205	0	2,040
Total	2,290	1,215	5,180

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Income by Cost Burden (Owners only)	Cost burden > 30%	Cost burden > 50%	Total
Household Income <= 30% HAMFI	435	410	460
Household Income >30% to <=50% HAMFI	600	460	680
Household Income >50% to <=80% HAMFI	1,025	340	1,260
Household Income >80% to <=100% HAMFI	515	105	920
Household Income >100% HAMFI	2,190	265	18,465
Total	4,765	1,580	21,780

1. The four housing problems are: incomplete kitchen facilities; incomplete plumbing facilities more than 1 person per room; and cost burden greater than 30%.

2. The four severe housing problems are: incomplete kitchen facilities; incomplete plumbing facilities; more than 1 person per room; and cost burden greater than 50%.

3. Cost burden is the ratio of housing costs to household income. For renters- housing cost is gross rent (contract rent plus utilities)

For owners- housing cost is "select monthly owner costs" which includes mortgage payment; utilities; association fees; insurance; and real estate taxes.

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Extremely Low Income Families

Extremely low income families are defined as those earning less than 30% of the area annual median family income. According to the 2007-2011 HAD, 2% of the homeowner households and 11% of the renter households in Allen are extremely low income. Of these, 74% of the renters had housing problems and 72% had a > 50% cost burden. Ninety-Four percent (94%) of homeowners reported housing problems and 89% had a >50% cost burden.

Low Income Families

Low-income families are defined as those earning from 30% to 50% of the area annual median family income. According to the 2007-2011 HAD, 3% of the homeowner households and 15% of the renter households in Allen are low income. Of these, 96% of the renters had housing problems with 81% having a > 50% cost burden. Eighty-Eight percent (88%) of homeowners reported housing problems with 68% having a > 50% cost burden.

Moderate Income Families

Moderate-income families are defined as those earning from 51% to 80% of the area annual median family income. According to the 2007-2011 HAD, 6% of the homeowner households and 21% of the renter households in Allen are moderate-income. Of these, 74% of the renters had housing problems with 0% having a > 50% cost burden. Eighty-

two percent (82%) of homeowners reported housing problems with 27% having a > 50% cost burden.

Persons with Disabilities and Persons with HIV/AIDS

There is insufficient statistical data available to assess the housing needs of persons with disabilities and persons with HIV/AIDS. In the past few years a number of senior housing projects have developed within the City of Allen. There are ten developments for seniors which include long term care beds, assisted living units and independent senior living units, and three senior living facilities under various phases of development.

Senior Living Currently in Allen	Total Number of Beds
Senior Independent Living	537
Assisted Living /Memory Care/Nursing	496

However, there are none for persons with HIV/AIDS and their families. Statistical data on HIV/AIDS from the Texas Department of State Health Services and Collin County Health Care Center state that there are less than 1% of population living in the City of Allen with HIV/AIDS.

Homeless Needs – *91.205(c)*

The proximity of the City of Allen to a large metropolitan city provides a potential to generate a homeless problem. However, due to the transient nature of Collin County's homeless population and the lack of services in Allen available for homeless individuals Allen's homeless population is both small and difficult to locate. This past year the City documented 9 individuals during the annual point in time homeless count. Those nine individuals were all sheltered and living within the one transitional housing shelter in the City.

Number of Documented Homeless in the Point in Time Count	
Year	Number
2015	9
2014	0
2013	1
2012	0
2011	0
2010	1

In Allen there are no homeless shelters and one transitional living facility, Family Promise. The closest emergency shelter is located in McKinney, the Samaritan Inn. It is the only emergency homeless shelter in Collin County. The Samaritan Inn turns away approximately 30 people a week. These individuals or families are referred to other local

agencies or to Dallas County for assistance. A copy of the homeless survey is in Attachment C.

Current local public services are focused on homeless prevention. Homeless individuals currently seek services in McKinney, Plano or Dallas where shelters exist if they do not qualify for Family Promise or if Family Promise is full. The City has taken a more active role in the Collin County Homeless Coalition by serving as an executive leadership board member, participating in monthly meetings and conducting the annual survey. In 2004, the City of Allen assisted with the development of the Collin County Plan to End Homelessness. The City will take appropriate measures to provide necessary services to homeless persons as the need arises. Table 3.2 (HUD Table 1A) reflects that there is a regional shelter serving Collin County, but not located within the City of Allen.

In addition to the current local non-profits, Family Promise was created in 2009 to help alleviate some of the overcrowding in the nearby shelters. Family Promise Network is made up of 10-15 churches or faith-based organizations. Family Promise provides a way for religious congregations to work together to assist homeless families. The plan is modeled after the Interfaith Hospitality Network that has been around for over 20 years. Their mission is to provide shelter, food and support services to Collin County families with children as they regain sustainable independence. They currently operate one transitional housing shelter within the City of Allen for families. The City works closely with Family Promise and provides funding to the organization to help with the homeless needs in the City.

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Other Special Needs – *91.205(d)*
No other special needs have been identified in Allen with respect to non-homeless including frail elderly, disabled persons, persons with alcohol or drug addiction, and persons with HIV/AIDS. According to the available information the unmet need for people who are not homeless but require supportive housing in order to live independently is low. Some services are available for these special needs through nonprofit agencies, mostly outside the City of Allen. The City will continue to work with social service agencies to monitor and address these needs.

Table 3.3 (HUD Table 1B) - Special Needs (Non-Homeless) Populations

Identifies special needs populations that are not homeless but need supportive housing

SPECIAL NEEDS SUBPOPULATIONS	Priority Need Level High, Medium, Low, No Such Need	Unmet Need	Dollars to Address Unmet Need	Goals
Elderly	L	None Identified	n/a	
Frail Elderly	L	None Identified	n/a	
Severe Mental Illness	L	None Identified	n/a	
Developmentally Disabled	L	None Identified	n/a	
Physically Disabled	L	None Identified	n/a	
Persons w/ Alcohol/Other Drug Addictions	L	None Identified	n/a	
Persons w/HIV/AIDS	L	None Identified	n/a	
Victims of Domestic Violence	L	None Identified	n/a	
TOTAL				

Lead-Based Paint Hazards – *Subsection 91.205(e)*

The number of housing units in the City that contain lead based paint hazards is unknown. Ninety-one percent (91%) of the housing in Allen was built after 1980. Most of the housing stock in the targeted neighborhoods was built around the time that lead-based paint became illegal. Fifty-five percent (55%) of all the houses that have been rehabilitated through the Owner-Occupied Housing Rehabilitation Program were built before 1978. In the ten years of the Owner Occupied Housing Rehabilitation Program, only five homes out of over 90 tested positive for any identifiable lead and in very limited areas. Therefore, the number of housing units occupied by LMI families with lead-based paint hazards is very minimal. The City will continue required lead-based paint testing and abatement when necessary.

Table 3.4 (HUD Table 1C)
Summary of Specific Homeless/Special Needs Objectives

Obj. #	Specific Objectives	Performance Measure	Expected Units	Actual Units
	Homeless Objectives			
	None	n/a	n/a	n/a
	Special Needs Objectives			
	None	n/a	n/a	n/a

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IV. Housing Market Analysis

Section 91.210

General Characteristics – *91.210(a)*

Allen's continued growth added more than 13,000 households since 2000, a 76% increase. Allen's older neighborhoods are generally 30 years old, with smaller residential units typical of a suburban bedroom community where housing was most affordable. More recent developments and increases in disposable income have resulted in single-family detached housing catering to a relatively affluent population.

Allen's residential neighborhoods are generally centered around neighborhood elementary schools, and are often combined with neighborhood parks. Linkages between neighborhoods, parks and schools by both local streets and a system of trails and greenbelts are prevalent. These amenities are sometimes lacking in the older subdivisions.

Allen's development as a newer and affluent community is at odds with the community's desire to provide a wide range of housing types, including "affordable" housing. It is for this reason that the preservation of the older neighborhoods, characterized by smaller homes and lots, is considered a high priority. These neighborhoods provide the best housing opportunities for low income persons and persons with special needs. It will be necessary to continue to upgrade infrastructure in several of these neighborhoods. The City continues to implement programs to increase the levels of homeownership, encourage the establishment of neighborhood associations and to continue an emphasis on code compliance and property maintenance.

Attached and multi-family housing is a clear alternative to expensive single-family detached housing. To the extent that the supply of this type of housing is market-driven based on a regional demand, the City may encourage the preservation of existing units and the creation of new units in higher density mixed-use developments.

Existing Housing Inventory

Increasing urbanization establishes a greater need for higher density housing, a trend that is reflected in both Census and city estimates shown on Table 4.1. Figure 4.1 illustrates trends in permitting construction of new single-family detached housing.

Figure 4.1 Trends in New Single Family Construction

Trends in Housing Types										
	1970		1980		1990		2000		2012	
Housing Type	No.	%	No.	%	No.	%	No.	%	No.	%
Single-Family	579	94.5%	2,685	95.9%	6,674	91.8%	15,618	89.9%	26,304	85.0%
Multi-Family	27	4.4%	108	3.9%	590	8.1%	1,758	10.1%	4,335	14.0%
Mobile Home	7	1.1%	7	0.3%	7	0.1%	0	0.0%	0	0.0%
Assisted Living	0	0.0%	0	0.0%	0	0.0%	0	0.0%	301	1.0%
Total	613	100%	2,800	100%	7,271	100%	17,376	100%	30,940	100%

Source: City of Allen Community Development

Equally important in assessing housing and neighborhood trends is information concerning the proportion of rental housing and housing vacancies. The percentage of rental housing in Allen has increased from 14% in 2000 to 20% in 2010. Part of that increase is a result of an increase in the number of apartment developments and is typical with a suburban community that is beginning to age.

There are not a significant number of vacant or abandoned houses. Most vacant houses are in transition to do change in ownership or foreclosure. In the 2010 US Census Data, approximately 4% of the housing in Allen was vacant. 44% of that vacant housing was rental housing, representing 8% of the total number of rental units in the community. Census data does not show a significant concentration of minorities. The City has focused efforts on older neighborhoods that meet HUD's criteria for "Low / Moderate Area Benefit." This is the criteria that the City has used for identifying low-income concentrations.

Housing Costs

Housing values in Allen have increased since 2000. In 2010 the median value of a home was $194,700. This is up from $142,400 in 2000 and $84,100 in 1990, a 130% increase over 20 years. Similarly, monthly rents have increased from $643 to $1069, a 66% increase. Values tend to be higher in the new subdivisions located on the west side of Highway 75. The relatively high cost of housing in Allen may be traced to market demand for relatively low density housing, a dwindling supply of land and the desirability of public schools in Allen.

Public and Assisted Housing – *91.210(b)*

The Plano Housing Authority and McKinney Housing Authority operate their programs to target the needs identified in their perspective communities; however there is a limited amount of assistance provided to households in Allen. Both provide housing choice vouchers which are sometimes used in Allen. Plano Housing Authority is currently providing assistance to 57 units and McKinney Housing Authority is providing assistance to 40 units in Allen. A majority of these units are older multi-family complexes. Both housing authorities also maintain a waiting list for residents currently living in Allen.

Homeless Facilities – *91.210(c)*

Homelessness has been a problem in the City of Dallas and more limited in Collin County where there are other agencies which provide assistance to homeless persons. Homelessness was recently documented in the City of Allen during this year's Homeless "Point-In-Time" Count. Even though volunteers only found nine individuals the Collin County Homeless Coalition suspects there are more individuals and families in Allen needing assistance with shelter. There are no homeless shelters; however, there is one transitional housing shelter recently opened in Allen to assist the homeless. Family Promise was created in 2009 to help alleviate some of the overcrowding in the nearby shelters. Involvement in the Collin County Homeless Coalition and consultations with the various shelters assist with identifying homeless needs in Allen. Data from the shelter shows that it rarely provides services to people that are chronically homeless. It is a low priority need.

Special Needs and Facilities

No other special needs have been identified for facilities and services that assist persons who are not homeless but who require supportive housing. According to the available information there are few, if any, people who are not homeless but require supportive housing in order to live independently. The City will continue to consult with agencies serving special needs populations to identify housing needs.

Barriers to Affordable Housing

The major barrier to affordable housing is a limited supply of affordable housing. Relatively few low cost homes are for sale in Allen. Some of the homes that are available at lower prices are in poor condition. Lower priced homes have historically also sold very quickly, pointing to a possible demand for affordable housing, although

that trend may be changing due to the current changes in the economy, market conditions and lending practices.

Land and development costs also discourage the construction of new lower priced homes. The housing market combined with the current economic situation, development standards and regulations make new affordable housing difficult to provide. This contributes to a lack of interest by most developers and builders to construct lower priced housing. Additionally, no new multi-family dwellings are currently being developed that would be considered affordably priced housing for low to moderate income residents.

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V. Strategic Plan 2015 - 2019

Section 91.215

General – *91.215(a)*
The national goal of the Community Development Block Grant (CDBG) program is the development of viable urban communities, by providing decent housing, a suitable living environment and the expansion of economic opportunities, principally for persons of low and moderate-income. It is the intent of the City of Allen to pursue the national goal through implementation of this Strategic Plan.

Basis for Prioritizations
Priorities were developed based on the needs assessments, public input and in accordance with the City's programmatic goals and objectives as adopted in the five year Consolidated Plan as described in HUD Table 2A and 2B. The priorities are compatible with findings in the Allen Comprehensive Plan. A Neighborhood Task Force completed a study to determine geographic areas of need. Priority for CDBG programs will be given to targeted neighborhoods.

Obstacles to Meeting Underserved Needs

The following obstacles to meeting Underserved Needs have been identified:

1. Need for more effective communication between housing organizations in Collin County area, including those serving the City of Allen. Local housing organizations need to work together to expand resources and programs to ensure that variety of housing choices are available to serve low and moderate income households.

2. Need for more effective coordination between social service providers and emergency assistance agencies.

3. The lack of sufficient financial resources to meet those needs.

Affordable Housing – *91.215(b)*
This study has revealed that affordable housing is needed in the City of Allen. This is evident by the number of households that are paying over 30% of their income for housing and other information compiled in the Housing and Homeless Needs Assessment. The City has recognized these needs and they are spread fairly uniformly over all groups of low-income residents. Although the City of Allen has a high percentage of home ownership, a large number of low income residents are in rental properties. In many cases, the rental payments exceed the cost of owning a similar home. The City's approach to meeting these affordable housing needs is to educate renters in purchasing affordably priced homes and to preserve the existing affordable housing stock.

Objective #1: To preserve and expand the supply of decent, safe, and affordable housing through the rehabilitation of existing residential property.

Priority Need: Housing

Strategy #1: Provide housing rehabilitation, home repair and weatherization assistance to low to moderate-income persons.

Priority: High

Families to be Served: Very low to moderate income persons and families.

Goal: The City will provide financial assistance for rehabilitation and repair of owner-occupied units. It is anticipated that 50 dwellings will be rehabbed or repaired at a rate of ten per year.

Outcome: Fifty (50) households will have sustained affordable housing through a home repair program for the purpose of providing decent affordable housing.

Objective #2: To provide educational information to low to moderate persons about affordable housing, homeownership, lenders, fair housing laws, and lead-based paint hazards.

Priority Need: Homebuyer Education

Strategy #2: Provide housing assistance and education to low to moderate-income persons.

Priority: Medium

Families to be Served: Low to moderate income persons and families.

Goal: The City will partner with other CDBG communities in Collin County to hold educational workshops on the home buying process, a resource guide, financial institutions, fair housing laws, and lead-based paint hazards to low to moderate-income families. It is anticipated that 20 families will receive assistance at a rate of twenty per year.

Outcome: One-hundred (100) households will have knowledge about affordable housing, homeownership assistance, financial institutions, fair housing laws, and lead-based paint dangers.

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Public Housing – *91.215(c)*
The City of Allen does not have a Public Housing Authority. Although the Plano Housing Authority and McKinney Housing Authority do on occasion coordinate assistance for residents in Allen, they do not actively promote housing assistance programs in the community. The City will continue to coordinate activities with both housing authorities.

Homelessness – *91.215(d)*
Homeless prevention remains the priority need in Allen. The City of Allen will continue to support local public services which are focused on assisting low income residents to prevent homelessness. Specifically, the City has provided funding for rent/mortgage and utility assistance to help families keep their housing during times of need.

Other Special Needs – *91.215(e)*
According to the available information and consultation with service agencies, there are persons who are not homeless but require supportive housing in order to live as independently as possible. The City will continue to participate in the Collin County Homeless Coalition and Metro Dallas Homeless Alliance (Continuum of Care) to end homelessness.

Non-Housing Community Development – *91.215(f)*

Objective #3: To encourage the expansion and accessibility of human services for very low to moderate-income persons.

Priority Need: Human Services

Strategy #4: Assist public service agencies who serve all categories of very low to moderate-income persons.

Priority: Medium

Goal: Provide support to public service agencies for all classifications of very low to moderate-income persons. The City plans to fund public service activities from CDBG funds and alternative sources. Services may include job placement / counseling, food and clothing, interim assistance, homeless prevention, transportation services, youth services and child care services.

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Neighborhood Revitalization - *91.215(g)*
The City of Allen has implemented additional neighborhood improvement initiatives in the same neighborhoods where CDBG funded programs are focused. These efforts have primarily focused on organizing residents and prioritizing and improving delivery of other City services. At this time, the City is not electing to carry out a HUD approved neighborhood revitalization strategy.

Barriers to Affordable Housing - *91.215(h)*
The major barrier to affordable housing is a limited supply of affordable housing. Relatively few low cost homes are for sale in Allen. Some of the homes that are available at lower prices are in poor condition. Lower priced homes have historically also sold very quickly, pointing to a possible demand for affordable housing, although that trend may be changing due to the current changes in the economy, market conditions and lending practices.

Land and development costs also discourage the construction of new lower priced homes. The housing market combined with the current economic situation, development standards and regulations make new affordable housing difficult to develop. This contributes to a lack of interest by most developers and builders to construct lower priced housing. Additionally, no new multi-family dwellings are currently being developed that would be considered affordably priced housing for low income residents.

Lead-Based Paint Hazards - *91.215(i)*
Homes built before 1978 are at risk of having lead-based paint in them. Homes built before 1960 have an eighty percent (80%) probability of having lead paint in them. It is estimated that as many as 1000 houses in Allen may contain lead paint; although very few are in a condition that is an immediate hazard to residents. No information is available to determine how many of these dwelling units are occupied by low to moderate-income households. For most, this poses no hazard, but for those where the paint is peeling or cracking, or where painted surfaces rub together and create dust, lead-based paint particles may be ingested by people. In these situations, mitigation of the paint is necessary. In addition, there is no documentation of any lead poisoning in the City of Allen. Therefore it is not perceived to be a significant threat. Through recent housing programs, lead hazard testing has been conducted where required. The results of this testing have indicating very few cases of lead-based paint hazards. Mitigation measures will be taken when necessary on structures that are found to contain lead-based paint and will be rehabilitated with Community Development Block Grant funds.

Anti-Poverty Strategy - *91.215(j)*
The City of Allen will work with public service programs in meeting these needs and assist public service agencies where possible in efforts to work with low income,

homeless and special needs populations. Local agencies providing assistance include Allen Community Outreach, Allen Food Pantry, and Allen Headstart Program.

These programs will work in conjunction with the City's policies of improving the living environment for low to moderate-income persons and encouraging the preservation and development of affordable housing. Through this coordinated effort low to moderate-income persons will have more opportunities for gainful employment and affordable housing.

Institutional Structure and Coordination – *91.215(k) & (l)*
The City of Allen's Community Development Department will carry out this Housing and Community Development Strategy. It is responsible for the coordination of the City's Community Development Block Grant Program.

The Community Development Block Grant will provide the funding for Owner-Occupied Housing Rehabilitation Program and the public service agencies to provide services. The institutional structure of public, non-profit, and private organizations generally function well in meeting the needs of families and individuals in the community. The lack of funding for serving those in need is the only identified gap in the institutional structure.

The City will schedule meetings with the service providers on an as-needed basis to coordinate activities of the Community Development Block Grant Program. The City of Allen does not have a Housing Authority. The City continues to be involved in county wide efforts to coordinate services including the Collin County Homeless Coalition and the Metro Dallas Homeless Alliance (Continuum of Care) program initiated to address chronic homelessness.

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Table 5.1 (HUD Table 2A continuation) Priority Housing Needs/Investment Plan Goals

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
Renters						
0 - 30 of MFI	N					
31 - 50% of MFI	N					
51 - 80% of MFI	N					
Owners						
0 - 30 of MFI	10	3				
31 - 50 of MFI	10	1				
51 - 80% of MFI	30	6				
Homeless*						
Individuals	N					
Families	N					
Non-Homeless Special Needs						
Elderly						
Frail Elderly						
Severe Mental Illness						
Physical Disability						
Developmental Disability						
Alcohol/Drug Abuse						
HIV/AIDS						
Victims of Domestic Violence						
Total	50	10				
Total Section 215						
212 Renter						
215 Owner	50	10				

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Table 5.1 (HUD Table 2A continuation) Priority Housing Activities

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
CDBG						
Acquisition of existing rental units	0	0				
Production of new rental units	0	0				
Rehabilitation of existing rental units	0	0				
Rental assistance	0	0				
Acquisition of existing owner units	0	0				
Production of new owner units	0	0				
Rehabilitation of existing owner units	50	10				
Homeownership assistance	100	20				
HOME						
Acquisition of existing rental units	NA	NA				
Production of new rental units	NA	NA				
Rehabilitation of existing rental units	NA	NA				
Rental assistance	NA	NA				
Acquisition of existing owner units	NA	NA				
Production of new owner units	NA	NA				
Rehabilitation of existing owner units	NA	NA				
Homeownership assistance	NA	NA				
HOPWA						
Rental assistance	NA	NA				
Short term rent/mortgage utility payments	NA	NA				
Facility based housing development	NA	NA				
Facility based housing operations	NA	NA				
Supportive services	NA	NA				
Other – Housing Education	N/A	N/A				

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Additional information regarding the needs and unmet needs, prioritization of needs, and amount of funding to meet needs is listed in **Table 2B – Community Development Needs** below.

The City has elected to complete the column for Priority Need Level in HUD Table 2B; however, the remaining optional columns (per instructions for the completion of the Consolidated Plan) are left blank.

Table 5.2 (HUD Table 2B)
Community Development Needs

Priority Need	Priority Need Level	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
Acquisition of Real Property	Low					
Disposition	Low					
Clearance and Demolition	Low					
Clearance of Contaminated Sites	Low					
Code Enforcement	Med					
Public Facility (General)	Low					
Senior Centers	Medium					
Handicapped Centers	Low					
Homeless Facilities	Medium					
Youth Centers	Medium					
Neighborhood Facilities	Medium					
Child Care Centers	Medium					
Health Facilities	Low					
Mental Health Facilities	Low					
Parks and/or Recreation Facilities	Low					
Parking Facilities	Low					
Tree Planting	Low					
Fire Stations/Equipment	Low					
Abused/Neglected Children Facilities	Low					
Asbestos Removal	Low					
Non-Residential Historic Preservation	Low					
Other Public Facility Needs	Low					
Infrastructure (General)	Medium					
Water/Sewer Improvements	Medium					
Street Improvements	Medium					
Sidewalks	Medium					
Solid Waste Disposal Improvements	Medium					
Flood Drainage Improvements	Medium					
Other Infrastructure	Medium					
Public Services (General)	Medium					
Senior Services	Medium					
Handicapped Services	Medium					
Legal Services	Low					
Youth Services	Low					
Child Care Services	Medium					
Transportation Services	Medium					
Substance Abuse Services	Medium					
Employment/Training Services	Medium					
Health Services	Medium					
Lead Hazard Screening	Low					
Crime Awareness	Low					

Fair Housing Activities	Medium					
Tenant Landlord Counseling	Low					
Other Services	Low					
Economic Development (General)	Medium					
C/I Land Acquisition/Disposition	Low					
C/I Infrastructure Development	Low					
C/I Building Acq/Const/Rehab	Low					
Other C/I	Low					
ED Assistance to For-Profit	Low					
ED Technical Assistance	Low					
Micro-enterprise Assistance	Low					
Other	Low					

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Table 5.3 (HUD Table 2C)
Summary of Specific Housing/Community Development Objectives
(Table 2A/2B Continuation Sheet)

Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
Sustainability of Decent Housing (DH-1)							
DH 1.1	Sustain quality of owner-occupied housing through rehabilitation.	CDBG	2015 2016 2017 2018 2019	Housing Units	10		% % % % %
			MULTI-YEAR GOAL		50		%
Sustainability of Decent Housing (DH-2)							
DH 2.1	Increase accessibility to health and human services.	CDBG	2015 2016 2017 2018 2019	People	150		% % % % %
			MULTI-YEAR GOAL		750		%
Availability/Accessibility of Suitable Living Environment (SL-1)							
SL 1.1	To provide information about affordable housing, homeownership, fair housing laws, and lead-based paint.		2015 2016 2017 2018 2019	People	20		% % % % %
			MULTI-YEAR GOAL		100		%

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VI. Action Plan

Section 91.220

Executive Summary - *91.220(b)*
The Action Plan describes how funds received from the Community Development Block Grant Program will be utilized for the 2015 – 2016 program year. It is intended to describe both the proposed programs and how many residents are likely to benefit from them. Projects correspond to priority needs identified in the 2015 – 2019 Consolidated Plan.

Objectives and Outcomes
As a result of implementation of this plan:

1. Ten (10) households will have sustained affordable housing through a home repair program for the purpose of providing decent affordable housing.
2. One hundred and fifty (150) persons will have sustained affordable housing through rent and utility assistance for the purpose of providing decent affordable housing.
3. Twenty (20) individuals will have access to housing information for the purpose of sustainable affordable housing.

Evaluation of Past Performance
The 2014 - 2015 program year will be the 11th year for the City of Allen as a participant in the CDBG program. It is also the third Consolidated Plan. Previous activities implemented generally met the goals established in the Consolidated Plan. Overall the activities have been very successful and in some cases have exceeded expectations. Funds are being spent in a timely manner with most funds being spent prior to the end of each program year.

Citizen Participation
Public input was sought through neighborhood meetings and public hearings in accordance with the Citizen Participation Plan. An additional summary of public participation can be found in Attachment A. The draft Annual Action Plan was advertised in the local newspaper and made available on the City's website with a public comment period beginning June 15, 2015. Two public hearings were held on June 23rd and July 14th, 2015. No comments were received during citizen participation process. The 2015 – 2016 Annual Action Plan was approved for submission to the U. S. Department of Housing and Urban Development by the City Council on July 14th, 2015.

Resources – *91.220(c)*
The City expects to receive $293,250 through the CDBG Entitlement Program. No program income is expected to be received during this program year. It is anticipated that $100,000 of unspent funds will be available from the 2014 - 2015 program year.

In addition to CDBG funds, the City will be contributing local funds to infrastructure projects implemented in target neighborhoods in coordination with CDBG activities. Funding for public service agencies will also be made available by the City.

Activities to Be Undertaken – *91.220(d)*
The activities to be undertaken will implement the priorities and objectives established in the 2015 – 2019 Consolidated Plan and are listed below:

Affordable Housing
The study has revealed that affordable housing is needed in the City of Allen. This is evident by the number of households that are paying over 30% of their income for housing. The City's approach to meeting these affordable housing needs is to assist renters in purchasing homes and to preserve the affordable housing stock. Proposed outcomes for the 2015-2016 program year include providing affordable housing to twenty (20) families through homebuyer education assistance and ten (10) families will be helped with home repair assistance.

Objective #1: To preserve and expand the supply of decent, safe, and affordable housing through the rehabilitation of existing residential property.

Priority Need: Housing

Strategy #1: Provide housing rehabilitation, home repair and weatherization assistance to low to moderate-income persons.

Priority: High

Families to be Served: Very low to moderate income persons and families.

Goal: The City will provide financial assistance for rehabilitation and repair of owner-occupied units. It is anticipated that 50 dwellings will be rehabbed or repaired at a rate of ten (10) per year.

Objective #2: To provide educational information to low and moderate persons about affordable housing, homeownership, fair housing laws, and lead-based paint hazards.

Priority Need: Housing

Strategy #2: Provide homebuyers education assistance to low to moderate-income persons.

Priority: Medium

Families to be Served: Low to moderate income persons and families.

Goal: The City will provide two educational workshops on the home buying process, financial institutions, fair housing laws, and lead base paint hazards to low to moderate income persons. It is anticipated that 100 persons will receive assistance at a rate of twenty (20) per year.

Non-Housing Community Development

Objective #3: To encourage the expansion and accessibility of human services for low to moderate-income persons.

Strategy #3: Assist public service agencies who serve all categories of very low to moderate income persons.

Priority: Medium

Goal: Provide support to public service agencies for all classifications of very low to moderate income persons. The City plans to fund public service activities from CDBG funds and alternative sources. Services may include job placement / counseling, food and clothing, interim assistance, homeless prevention, transportation services, youth services and child care services.

The following pages present the information required by **HUD Table 3A/3C** to describe the activities funded through CDBG that are proposed to address priority needs identified in the Consolidated Plan.

6.1 (HUD Table 3A) Summary of Specific Annual Objectives

Availability/Accessibility of Decent Housing (DH-1)							
Specific Objective		**Source of Funds**	**Year**	**Performance Indicators**	**Expected Number**	**Actual Number**	**Percent Completed**
DH 1.1	Sustain quality of owner-occupied housing through rehabilitation.	CDBG	2015 2016 2017 2018 2019	Housing Units	10		% % % % %
			MULTI-YEAR GOAL				%
Sustainability of Decent Housing (DH-2)							
DH 1.2	To provide information about housing, homeownership, fair housing and lead base paint hazards.		2015 2016 2017 2018 2019	People	20		% % % % %
			MULTI-YEAR GOAL				%
SL 1.1	Increase accessibility to health and human services.	CDBG	2015 2016 2017 2018 2019	People	150		% % % % %
			MULTI-YEAR GOAL				%

Table 6.2 (HUD Table 3C) Consolidated Plan Listing of Projects
Home Repair

Applicant's Name City of Allen

Priority Need Housing

Project Title Owner-Occupied Housing Rehabilitation Program

Project Description

Provide for repair, rehabilitation and weatherization of owner-occupied units through this program at a maximum of $25,000 each and minor repairs at a maximum of $5,000. It is anticipated that ten (10) dwellings will be rehabilitated or improved through this program using CDBG funding.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

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Location Target Neighborhoods (Windridge Estates, Hillside Village, and Oakhill)

Objective Number 1	Project ID
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Govt.	CDBG National Objective LMH
Start Date 10/1/2015	Completion Date 9/30/2016
Performance Indicator Housing Units - 01	Annual Units 10

Funding Sources:

CDBG	$239,750
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	**$239,750**

Table 6.3 (HUD Table 3C) Consolidated Plan Listing of Projects
Homebuyer Assistance

Applicant's Name City of Allen

Priority Need Housing Education

Project Title Housing Education Seminar

Project Description The City will provide an educational seminar on the home buying process, fair housing laws, and lead-based paint to low to moderate income families. It is anticipated that hundred (100) families will receive assistance at a rate of twenty (20) families per year.

Location City-wide

Objective Number	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Subrecipient	CDBG National Objective LMH
Start Date 10/1/2015	Completion Date 9/30/2016
Performance Indicator People - 01	Annual Units 50

Funding Sources:

CDBG	$0
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	**$0**

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Table 6.4 (HUD Table 3C) Consolidated Plan Listing of Projects
Program Administration

Applicant's Name City of Allen

Priority Need Planning / Administration

Project Title Program Administration

Project Description

Reasonable costs of program management including program information materials and advertising, report preparation, staff training and administrative support.

Location Community Wide

Objective Number 2	Project ID
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Govt.	CDBG National Objective
Start Date 10/1/2015	Completion Date 9/30/2016
Performance Indicator 0	Annual Units

Funding Sources:	
CDBG	$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	**$10,000**

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Table 6.5 (HUD Table 3C) Consolidated Plan Listing of Projects
Public Services

Applicant's Name City of Allen

Priority Need Public Services

Project Title Allen Community Outreach

Project Description

The emergency assistance program provides one-time or short term, a maximum of three months, subsistence payments to eligible families to bridge a financial crisis. The assistance includes payment of rents to prevent eviction and utilities to prevent loss of service. In 2013 ACO served 130 individuals with rent and utility assistance, of which 100% were residents of Allen.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

Location Allen Community Outreach, 801 E. Main Suite. A, Allen, TX, 75002
Services provided community wide.

Objective Number 3	Project ID
HUD Matrix Code 05Q	CDBG Citation 570.201(e)
Type of Recipient Subrecipient	CDBG National Objective LMC
Start Date 10/1/2015	Completion Date 9/30/2016
Performance Indicator People - 01	Annual Units 150

Funding Sources:	
CDBG	$43,500
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	**$43,500**

Outcome Measures - *91.220(e)*
The following outcome measures have been identified for each activity in accordance with the CDBG Outcome Performance Measurement System:

1. Ten (10) households will have sustained affordable housing through the Owner-Occupied Housing Rehabilitation Program for the purpose of providing decent affordable housing.
2. One-hundred and fifty (150) persons will have sustained affordable housing through rent and utility assistance for the purpose of providing decent affordable housing.
3. Twenty (20) persons will have increased knowledge about the home buying process, fair housing laws, and lead-based paint hazards.

Budget Summary

Activity	CDBG Funds
Owner-Occupied Housing Rehabilitation Program	$239,750
Public Service	$43,500
Program Administration	$10,000
Total	**$293,250**

Limitations on Funding
The legislation governing the Community Development Block Grant Program places limitations on the use of funding for specific purposes. Described below are the limitations on the amount of funds that can be allocated to specific projects during the 2015 program year:

Community Development Block Grant = $293,750

Limitations	Maximum	Proposed
15% Limitation on Public Service Activities	$43,650	$43,500
20% Limitation on Program Administration	$58,200	$10,000

Geographic Distribution – *91.220(f)*

CDBG funds must be utilized for persons and activities located within the city limits of Allen. The CDBG Target Areas were identified the City as areas in need of public assistance and areas where most low to moderate-income residents live. The Target Areas consist of neighborhoods within census tracts that have 23 % or more of persons with incomes below 80% of the median income for the Dallas PMSA as calculated by HUD. Public service programs are targeted directly to persons whose household income falls below 80% of the median income and their residence lies within the city limits of Allen. All of the CDBG funds will be used for activities that benefit low to moderate income residents. The data does not reflect significant minority concentrations in the community.

This year additional funding is being allocated to the Home Repair Program due to a high demand and a multi-year waiting list. Public services are being funded through other sources. Adequate funding is still providing in all categories to achieve the goals established in this Action Plan and the Consolidated Plan.

Therefore, geographic distribution of resources is as follows:

1.	Home Repair	$239,750	82% TARGET AREAS
2.	Public Service Funding	$43,500	14% COMMUNITY WIDE
3.	Program Administration	$10,000	4% COMMUNITY WIDE
4.	Housing Education	$0	0% COMMUNITY WIDE

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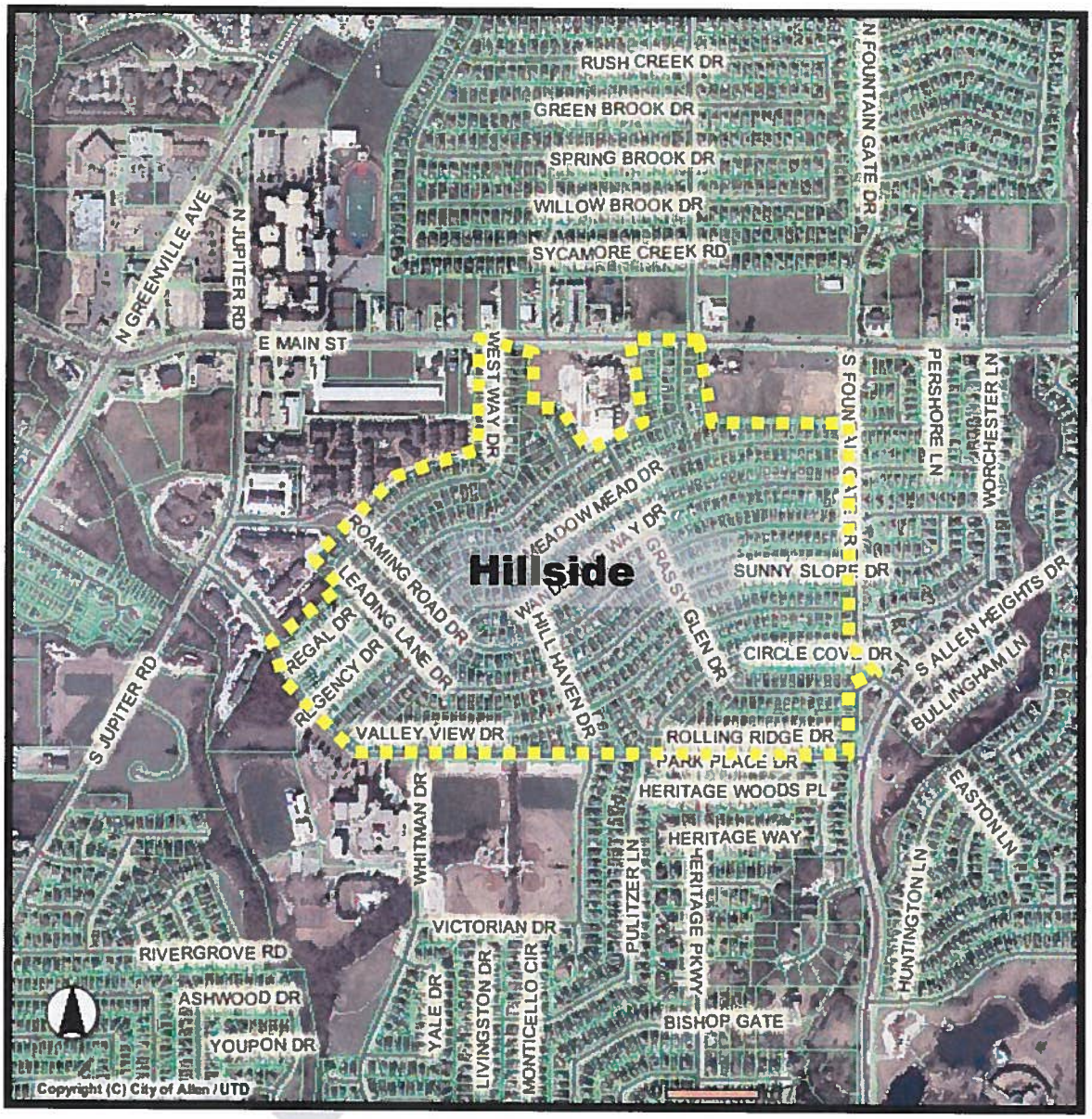
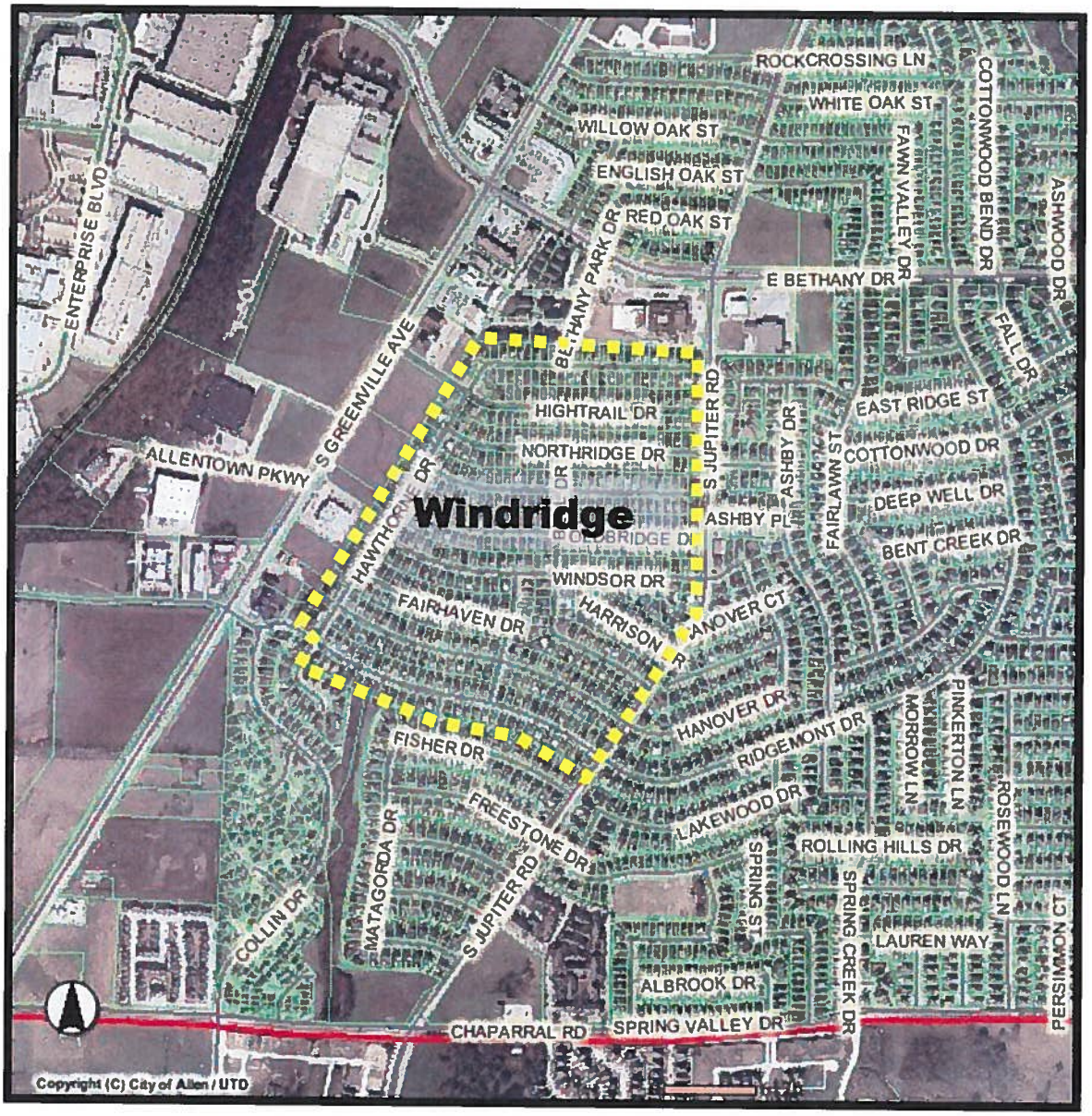
Map 2.1

Hillside Neighborhood



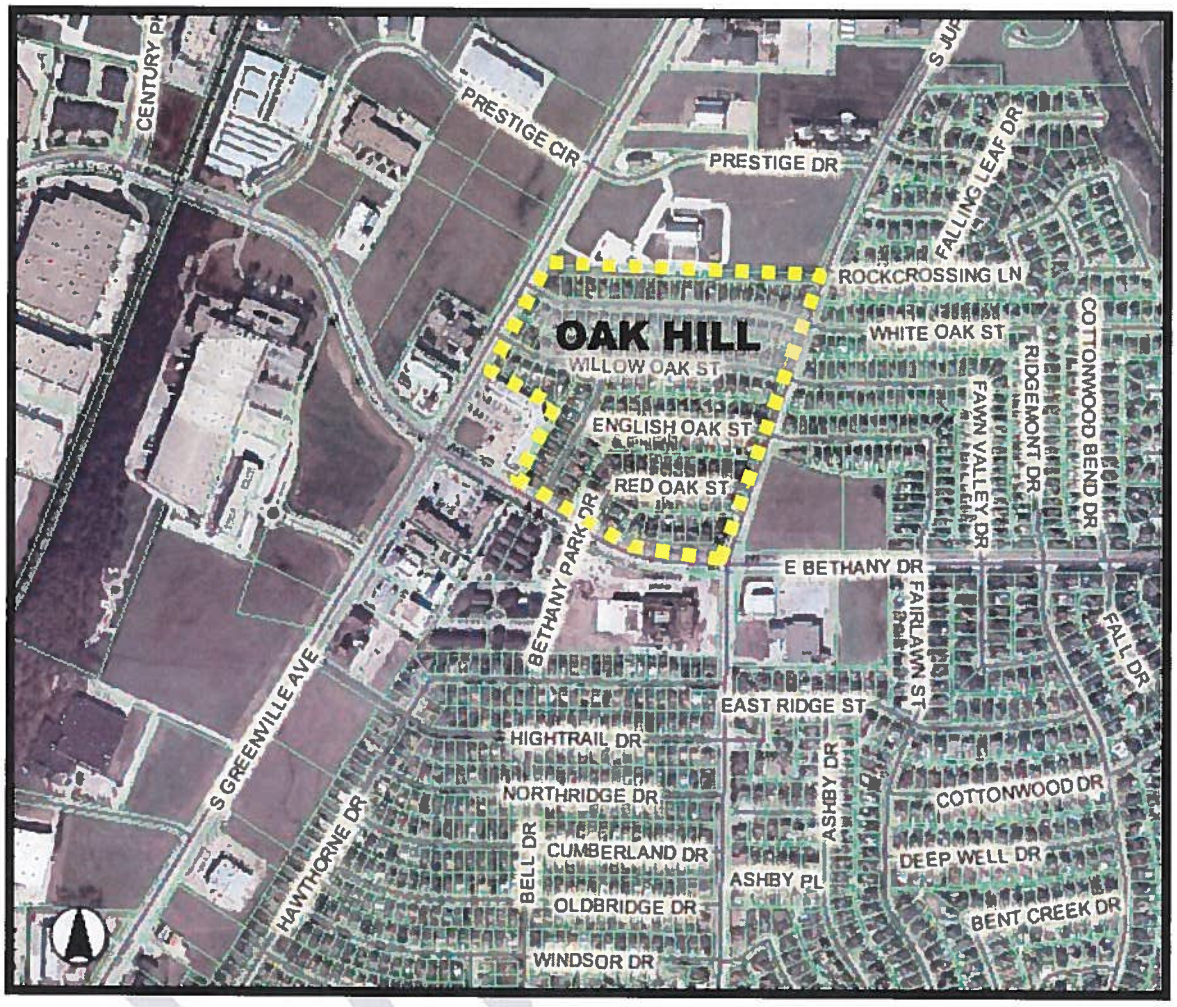
Map 2.2

Windridge Neighborhood



Map 2.3

Oak Hill Neighborhood



Map 2.4

Collin Square Neighborhood

Map 2.5

Timberbend Neighborhood

Affordable Housing - *91.220(g)*

The table below (HUD Table 3B) shows the one-year goals for number of households to be provided affordable housing through all programs.

Public Housing – *91.220(h)*

The City of Allen does not have a Public Housing Authority. Although the Plano Housing Authority and McKinney Housing Authority do on occasion coordinate assistance for residents in Allen, they do not actively promote housing assistance programs in the community. The City will continue to coordinate activities with them.

Homeless and Other Special Needs Activities - *91.220(i)*

The City is not a direct recipient of ESG, HOPWA or other similar funds. However, the City will consider providing assistance to social service organizations that provide assistance to the homeless and other special needs populations. Funds may be awarded to one or more social service organizations that provide services to low to moderate-income Allen citizens for expanded or new services/programs. The City of Allen continues to be a participant in the Collin County Plan to End Chronic Homelessness.

Barriers to Affordable Housing - *91.215(j)*

The major barrier to affordable housing is a limited supply of affordable housing and limited housing choice. Relatively few low cost homes are for sale in Allen. What homes are available at lower prices are typically in poor condition or sell very quickly, pointing to a possible demand for that priced housing.

Land and development costs also discourage the construction of new lower priced homes. The current housing market, combined with City land use regulations and impact fees for residential development, make new affordable housing difficult. This contributes to a lack of interest by most developers and builders to construct lower priced housing. Additionally, no new multi-family dwellings are being developed that would be considered affordably priced housing for low income residents.

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Table 6.6 (HUD 3B) Annual Affordable Housing Completion Goals

Grantee Name: City of Allen Program Year: 2010	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households			☐	☐	☐	☐
Non-homeless households			☐	☐	☐	☐
Special needs households			☐	☐	☐	☐
Total Sec. 215 Beneficiaries*			☐	☐	☐	☐
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		☐
Production of new units			☐	☐		☐
Rehabilitation of existing units			☐	☐	☐	☐
Rental Assistance			☐	☐		☐
Total Sec. 215 Affordable Rental			☐	☐	☐	☐
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		
Production of new units			☐	☐		
Rehabilitation of existing units	10		☒	☐		
Homebuyer Assistance			☐	☐		☐
Total Sec. 215 Affordable Owner			☐	☐	☐	☐
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		☐
Production of new units			☐	☐		☐
Rehabilitation of existing units			☐	☐	☐	☐
Rental Assistance			☐	☐		☐
Homebuyer Assistance			☐	☐		☐
Combined Total Sec. 215 Goals*			☐	☐	☐	☐
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal			☐	☐	☐	☐
Annual Owner Housing Goal	10		☐	☐	☐	☐
Total Overall Housing Goal	**10**		☐	☐	☐	☐

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Other Actions – *91.220(k)*
A description of actions the City plans to undertake during the next year will consist of the following:

Obstacles to meeting underserved needs-The City plans to provide funding for public service organizations in an effort to provide more assistance for needy families.

Foster and maintain affordable housing-The City plans to continue to enforce property maintenance and building codes in low to moderate-income areas in an effort to reduce housing costs in these areas. Also, provide assistance to low to moderate-income persons for rehabilitation of existing homes.

Evaluate and reduce lead-based hazards-The City plans to identify hazards associated with CDBG projects and make recommendations as to their resolution.

Reduce the number of poverty level families-The City of Allen will use Community Development Block Grant funds to assist public service programs in meeting these goals. The City will provide assistance to public service agencies for low to moderate-income, homeless and special needs populations.

The above programs will work in conjunction with the City's policies of improving the living environment for low to moderate-income persons and encouraging the private development of affordable housing. Through this coordinated effort, low to moderate-income persons will have more opportunities for gainful employment and affordable housing.

Develop institutional structure-Federal and state agencies along with financial institutions, realtors, and credit counseling agencies will provide the information for Housing Educational Program. Public service agencies will receive funds to provide services. The institutional structure of public, non-profit, and private organizations generally function well in meeting the needs of families and individuals in the community. The lack of funding for serving those in need is the only identified gap in the institutional structure. The City will schedule meetings with the service providers on an as-needed basis to coordinate activities of the Community Development Block Grant Program.

Monitoring – *91.230*
All programs and projects will be monitored by the CDBG Planner to ensure compliance with CDBG rules and regulations. The City will also monitor the performance of all programs to ensure that the activities are being performed and goals are being met, and all requirements of the programs are being fulfilled according to regulations and the goals and objectives stated in the Consolidated Plan. Accomplishments will be entered in IDIS on a quarterly basis and progress reviewed by staff. Any lapses in performance or timeliness will be identified and staff will work with the subrecipient to take the necessary corrective action.

The City will monitor the performance of all CDBG recipients and all entities receiving funds from the City by reviewing program agreements and requirements with grant recipients prior to

project start, monitoring project through project completion, and obtaining required paperwork prior to paying out full grant funds. All public service programs funded with CDBG funds will be required to submit quarterly reports regarding the accomplishments made in relation to their request for reimbursement of expenditures. The City will conduct an annual site visit to public service agencies receiving funds to review accomplishments, program requirements and ensure compliance. The monitoring process consists of scheduling the visit, an entrance conference with agency staff, review documents and eligibility requirements, an exit conference, and written follow up with correction if necessary. All programs providing housing assistance include mandatory inspections to ensure compliance with minimum housing standards and lead based hazard requirements.

The City audits the expenditure of CDBG grant funds as part of its annual auditing process. The audit is done by an outside accounting firm and includes the auditing of third party public service programs.

DRAFT

Attachment A
Citizen Participation Plan

Section 91.105

Introduction
The purpose of the Citizen Participation Plan is to encourage participation by all citizens, especially very low and low-income persons, and particularly those living in areas where CDBG funds may be used. Participation includes minorities and non-English speaking persons, and persons with mobility, visual and hearing impairments. The following guidelines provide the steps that will be taken by the City of Allen to maximize citizen participation in the development and review of the Consolidated Plan.

A portion of the Citizen Participation Plan describes the respective community participation processes developed to ensure an atmosphere of open communication and cooperation between the City, local organizations and businesses, and individual citizens concerned with the health and vitality of their communities, neighborhoods and homes. Area residents, businesses, non-profit organizations, public housing authorities, and other interested persons in each of the jurisdictions, will be given the opportunity to participate in the dialogue that ultimately shapes the details of the Consolidated Plan.

Citizens needing additional assistance to read or interpret this document may contact:

City of Allen
Planning and Development Department
305 Century Parkway
Allen, TX 75013
(214) 509-4160

The Consolidated Plan – *Section 91.105(b)*

Access to Information
The City will provide the public with reasonable and timely access to information and records relating to the Consolidated Plan, including the amount of assistance the City expects to receive and the range of activities that may be undertaken. To ensure that citizens and interested groups have access to information that may have an impact on their particular community interests, the following information will be made available before and after adoption by the City Council:

1. Proposed and final Consolidated Plan (Strategic Plan)
2. Proposed and final Annual Action Plans
3. Proposed and final Substantial Amendments to these plans
4. Annual Performance Reports
5. The Citizen Participation Plan

Anti-Displacement
It is the policy of the City to discourage displacement of residents. In cases where displacement occurs, the City will follow the requirements of Uniform Relocation Act.

Public Comment
The planning process will provide a 30-day comment period to allow citizens to read the proposed Consolidated Plan and to formulate comments regarding its specific objectives. To ensure many opportunities for public input, draft copies of the Consolidated Plan will be made available at locations serving as depositories, such as government offices and other public places. A reasonable number of complimentary copies will be made available upon request to concerned citizens or assisting agencies. The Executive Summary will also be available on the City of Allen website. Citizen input provided verbally and in writing will be included in the Consolidated Plan public comment section. A copy of citizen comments and views will be incorporated in the Consolidated Plan, and, if applicable, the respective reasons for the non-inclusion of suggested revisions into the final document.

Amendments – *Section 91.105(c)*
Substantial amendments shall include the addition or deletion of eligible activities and changes in the use of funds from one eligible activity to another that are greater than 25% of the total grant. The City will provide citizens with a reasonable notice utilizing local newspapers and posting locations throughout the community with at least 30 days to comment. The City shall consider all citizen comments received and attach a summarized evaluation of acceptable and unacceptable comments to the substantial amendment.

Performance Reports – *Section 91.105(d)*
Performance reports are made available to the public for a 15-day review period prior to their submittal to HUD. Notices are published in local newspapers and mailed to interested parties. Any citizen comments, either in writing or presented orally at public hearings, are incorporated into the performance reports.

Public Hearings – *Subsection 91.105(e)*
As required by federal regulations, at least two community-wide public hearing or meetings will be held on the Consolidated Plan process, programs covered by the Plan, and to hear comments and concerns on housing and community development needs. These hearings will address the City's housing and community development needs, the development of proposed activities, and a review of program performance. In addition, the City's priority ranking of non-housing community development needs will be addressed. Additionally, in an effort to offer a variety of avenues for public participation, designed to accommodate a range of cultural communications and learning styles, the City may offer neighborhood meetings, interactive workshops, printed materials and/or community surveys. Notice will be given in advance of public hearings and in accordance with the following sections.

Access to Meetings – *Section 91.105(f)*

Public hearings and meetings will be held only after there has been adequate notice. Public hearings will be held at a time convenient to most people who might benefit from the use of funds. Public hearings will be held at places accessible and convenient to most people who might benefit from the use of funds. All public hearings will be held at locations accessible to people with disabilities. The City will provide translation services during meetings for non-English speaking residents, as appropriate.

Plan Availability and Timely Notification – *Section 91.105(g)*
Copies of the Consolidated Plan will be made available at appropriate government facilities and at other locations frequented by citizens. The City will provide timely notification by adhering to all posting requirements in compliance with the Texas Open Meetings Act. The City will mail notices of the public hearings to interested non-profit organizations, groups, and active citizens.

1. *Newspaper Coverage*
At a minimum, advertising space will be purchased to publish announcements and required summaries in a newspaper of general citywide circulation. When appropriate, multiple newspapers may be used, including local non-daily publications, and papers serving minority communities. Display advertisements as well as legal advertisements may be used. The City will also issue press releases, and provide background information to encourage press coverage of Consolidated Plan events.

2. *Direct Mail*
The City will create and maintain a master mailing list of persons and organizations interested in receiving information about the Consolidated Plan. Persons on the mailing list will receive notice of availability of the Citizen Participation Plan, announcements of meetings and public hearings, and notices pertaining to availability of the draft Consolidated Plan, Annual Action Plan, and performance reports.

3. *Other Media*
The City will prepare, as needed, Public Service Announcements (PSAs) and press releases about meetings and public hearings and provide them to broadcast television and radio stations for their use. The City may also use other media as appropriate, such as flyers, bulletin boards, Internet, libraries, etc.

Access to Records – *Section 91.105(h)*
The City will provide reasonable public access to information and related records from the preceding five years.

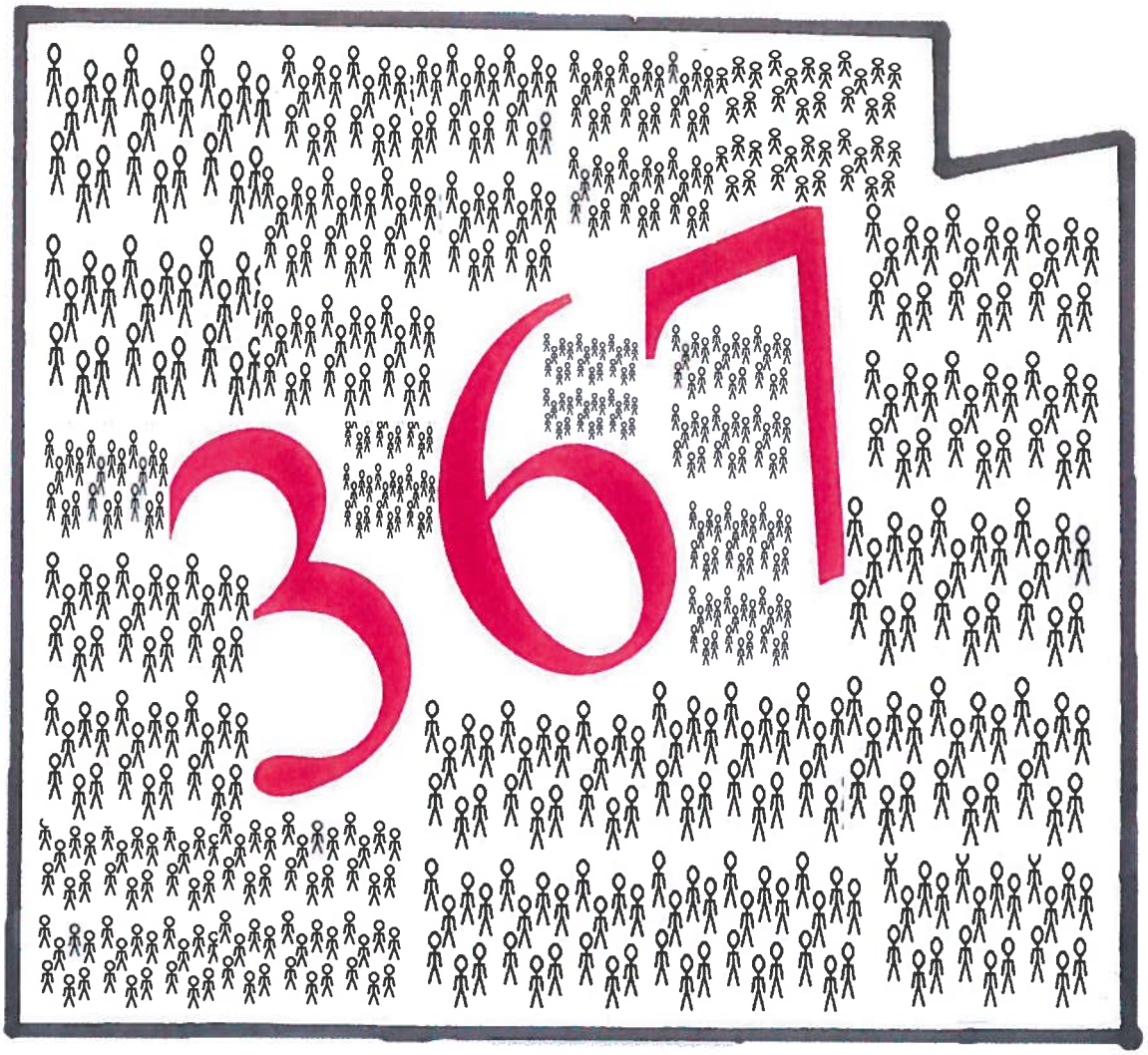
Technical Assistance – *Section 91.105(i)*
The City of Allen will provide technical assistance, upon request, to qualified very low- and low-income groups in developing proposals for funding under any of the programs covered by the Consolidated Plan. The City will determine the level and type of assistance to be provided. The City will provide needed technical assistance at public meetings, to citizens and their representative groups, concerning the Consolidated Plan process and the public comment portion of the plan.

Community Comments and Complaints – *Section 91.105(j)*
The City of Allen will solicit input from very low and low-income persons, particularly those living in areas where CDBG funds are proposed to be used including minorities and non-English speaking persons and persons with mobility, visual or hearing impairments. The Consolidated Plan consultation process will include input from relevant local non-profit organizations and agencies. Public comments received, in writing or orally at the public hearings, will be reviewed by the City to determine if any action is needed. If a response is deemed necessary, a written response will be provided to the citizen. A summary of all comments and responses received during the public comment and plan development period will be included in the Consolidated Plan. If the City receives a written citizen complaint related to the development of the citizen participation plan, or to the amendments and performance report, the complaint will be reviewed, summarized and responded to within 15 working days by the City.

HOMELESS CENSUS

ONE NIGHT-JANUARY 22, 2015

COLLIN COUNTY, TEXAS



EVERYONE COUNTS

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COLLIN COUNTY HOMELESS COALITION

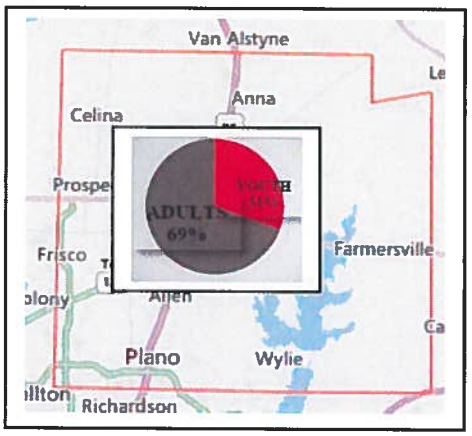
MEMBERSHIP

Acts/Two Seventh Day Adventist Church
Agape
Allen Community Outreach
Assistance Center of Collin Co
Blake's House
Child & Family Guidance Centers
Church of Latter Day Saints
City House
City Lights Astronomical Society
City of Allen
City of Frisco
City of McKinney
City of Plano
Collin College
Community Advocate
Community Dental Care
Community Outreach
Family Promise of Collin Co
First United Methodist Church
Hopes Door
Jewish Community Relations Council
Life Source
McKinney ISD
Plano PD
Preston Trail Community Church
St. Elizabeth Ann Seton
St. Vincent de Paul
Texas Health Presbyterian Hospital
The Lightening Alliance CDC
The Point
The Samaritan Inn
Veterans Center of North Texas

EXECUTIVE SUMMARY

The Annual Homeless Census event sponsored by the Collin County Homeless Coalition (CCHC) was held Thursday, January 22, 2015 throughout Collin County, Texas. This one-night event resulted in a snapshot of the lives of 367 persons experiencing homelessness in Collin County, Texas. It does not reflect the 71,922 nights of shelter provided by ten (10) homeless services providers* in 2014.

What is the Homeless Census?



Similar to the ten-year federal government census, the Annual Homeless Census requests persons experiencing homelessness to complete a 26-question survey requesting current detailed demographic and situational information. Community volunteers through the organizational efforts of the city staff of the following cities: City of Allen, City of Frisco, City of McKinney, and City of Plano assisted persons in completing the surveys.

The surveys were completed by persons residing in a number of places including: outside, in homeless shelters and transitional living homes, in hotels paid for by faith communities, cars, and a number of other places that are detailed in the report. The survey data was then entered into the software program Access by volunteers, analyzed by staff, and made available in report form.

The Annual Homeless Census Report 2015 will be used by the U.S. Department of Housing and Urban Development, the local cities, social service providers, faith communities, school districts, Collin College, and businesses, to enhance the lives of those experiencing homelessness in Collin County by providing solutions to the barriers they face on a daily basis.

The conducting of the Annual Homeless Census in 2014 resulted in the award of $414,375.00 by the U.S. Department of Housing and Urban Development to Collin County social service agencies providing services to persons experiencing homelessness to address the needs of persons experiencing homelessness as citied in the surveys.

What is the definition of a person experiencing homelessness?

For the purposes of this survey, the U.S. Department of Housing and Urban Development definition of a person experiencing homelessness was used. The abbreviated definition is as follows:

Individuals and families who lack a fixed, regular, and adequate nighttime residence, including

1. ***Unaccompanied youth***
2. ***Families with children and youth***
3. ***Individuals and families who are fleeing from domestic violence***

Results of the Survey

The number of persons in Collin County represented on the Annual Homeless Census Surveys taken Thursday, January 22, 2015 was 367 persons. This one-night snapshot of persons experiencing

homelessness does not reveal the whole story, as the social service agencies providing shelter in Collin County provided **71,922 number of nights of shelter in 2014**.

The Annual Homeless Census Report details the lives of persons experiencing homelessness on January 22, 2015. A few of the results include:

Adults v. Children	
The following is the segmentation of persons by adults and children:	
Adults	69%
Children	31%

Top 6 Reasons for Experiencing Homelessness – Two Categories
1. Family Problems a. Domestic Violence b. Family problems c. Divorce 2. Not enough money a. Under employed b. Not employed c. Need more education/skills

Employed
56% of Adults

Top 5 Needs
1. Housing 2. Education/Job Training 3. Medical/Mental Health Care 4. Dental Care 5. Food

What can you do?

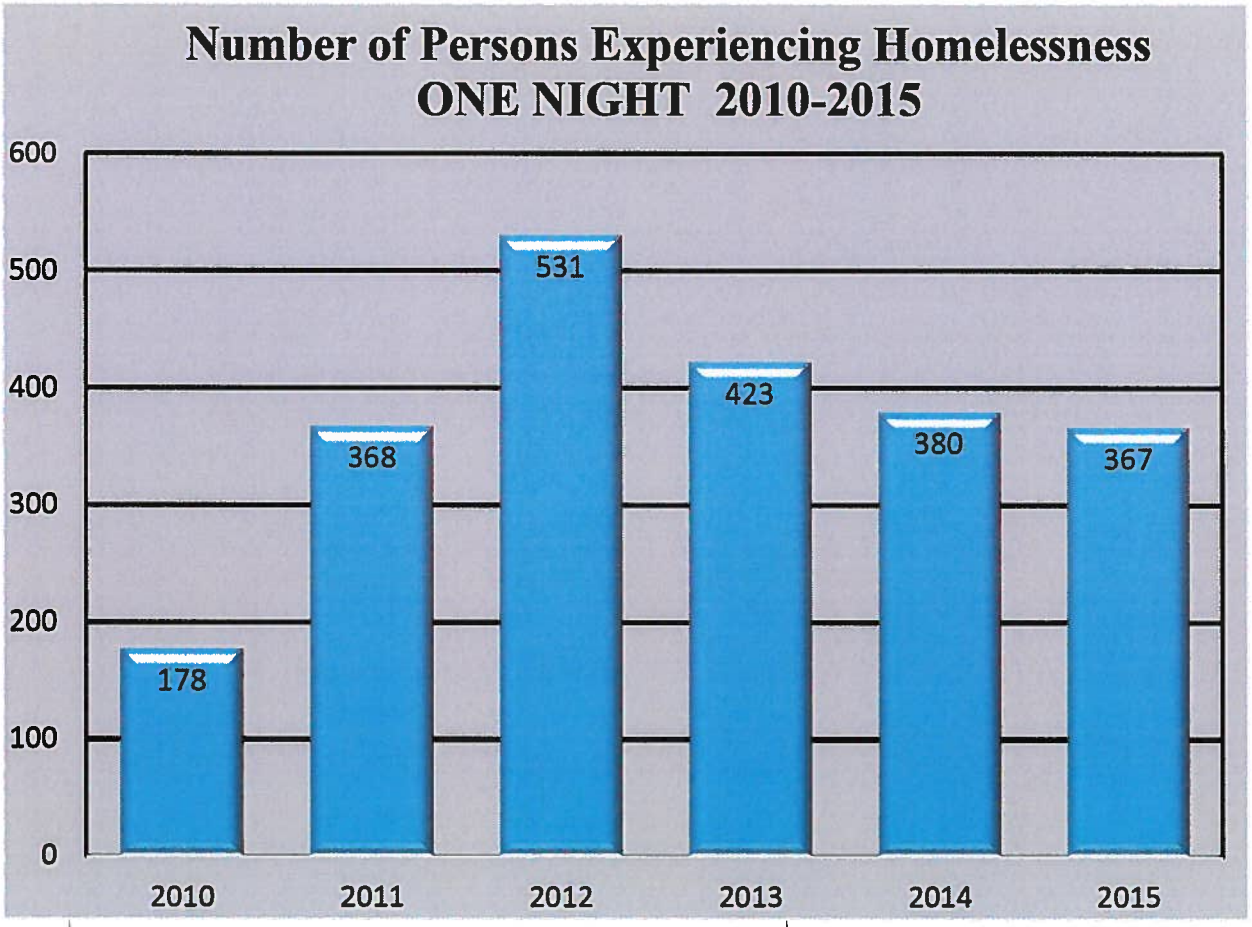
Join the Collin County Homeless Coalition efforts to end homelessness in Collin County, Texas. Learn of ways to partner with organizations to make a difference in lives of persons experiencing homelessness.

The Collin County Homeless Coalition www.facebook/collin/homeless
Meets the first Thursday of every month
9:00 AM – 10:30 AM
City of Plano, 1520 K Avenue, Building Inspections Training Room, Plano, Texas 75074.

HISTORICAL ANALYSIS

The table below represents the number of persons experiencing homelessness who completed a survey on one night during January during the past 6 years. The number of persons represented in the Annual Census of persons experiencing homelessness fluctuates due to weather conditions, citizen responsiveness, and time of the event. Mild weather results in the most surveys being completed while severe (cold – below 32 degrees, snowy, rainy, sleeting) weather limits finding persons experiencing homelessness and thus fewer surveys are completed. Some citizens do not choose to participate in the survey while experiencing homelessness and their information is not used in the report. The timing of the survey event has ranged from 6:00 PM to 10:00 PM during the past six years resulting in the most surveys being completed the later in the evening the event is held.

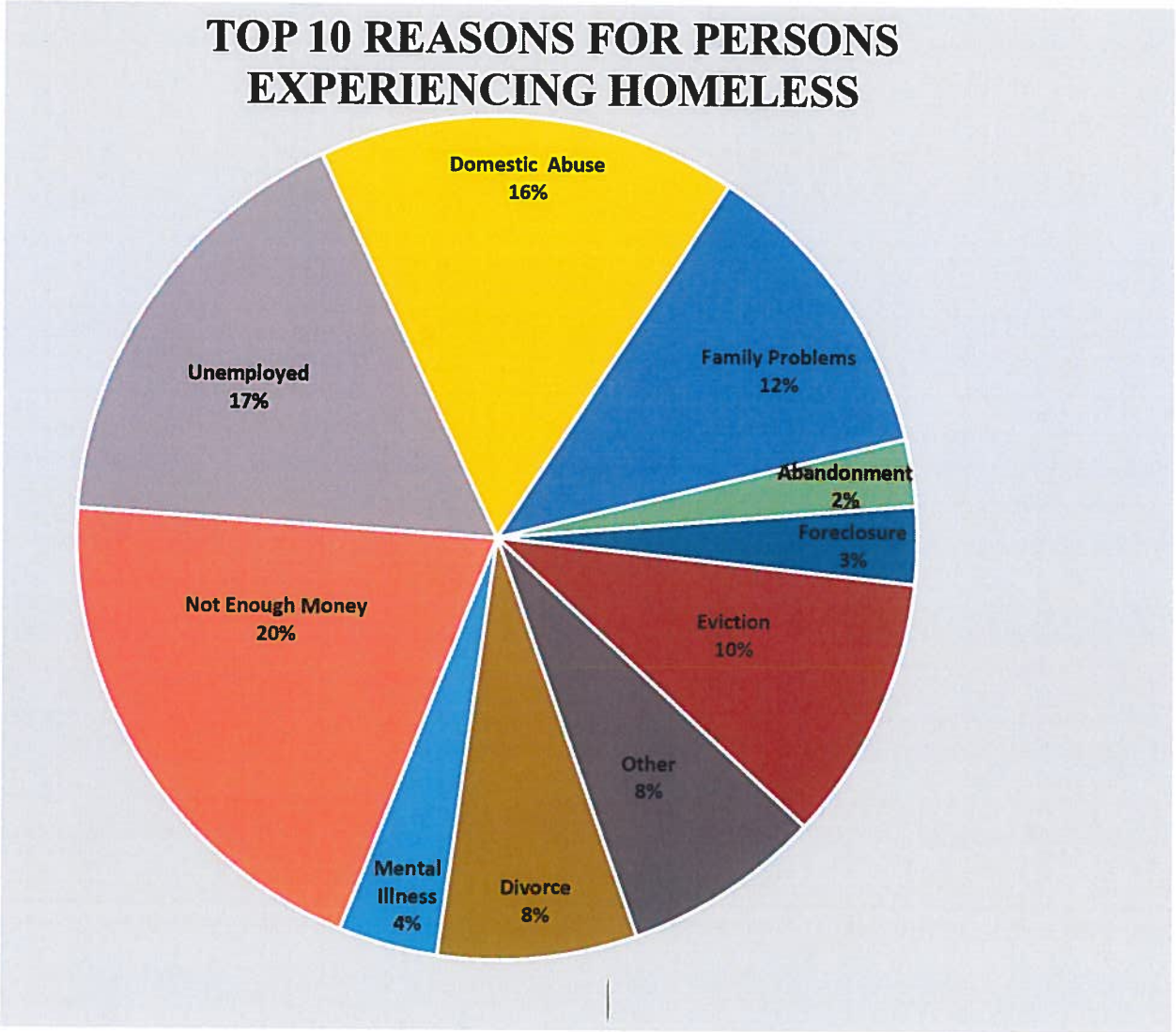
Persons Represented on the Annual Homeless Census Surveys



The number of persons in Collin County represented on the Annual Homeless Census Surveys taken Thursday, January 22, 2015 was 367 persons. This one night snapshot of persons experiencing homelessness does not tell the whole story, as the social service agencies providing shelter in Collin County provided **71,922 number of nights of shelter in 2014**.

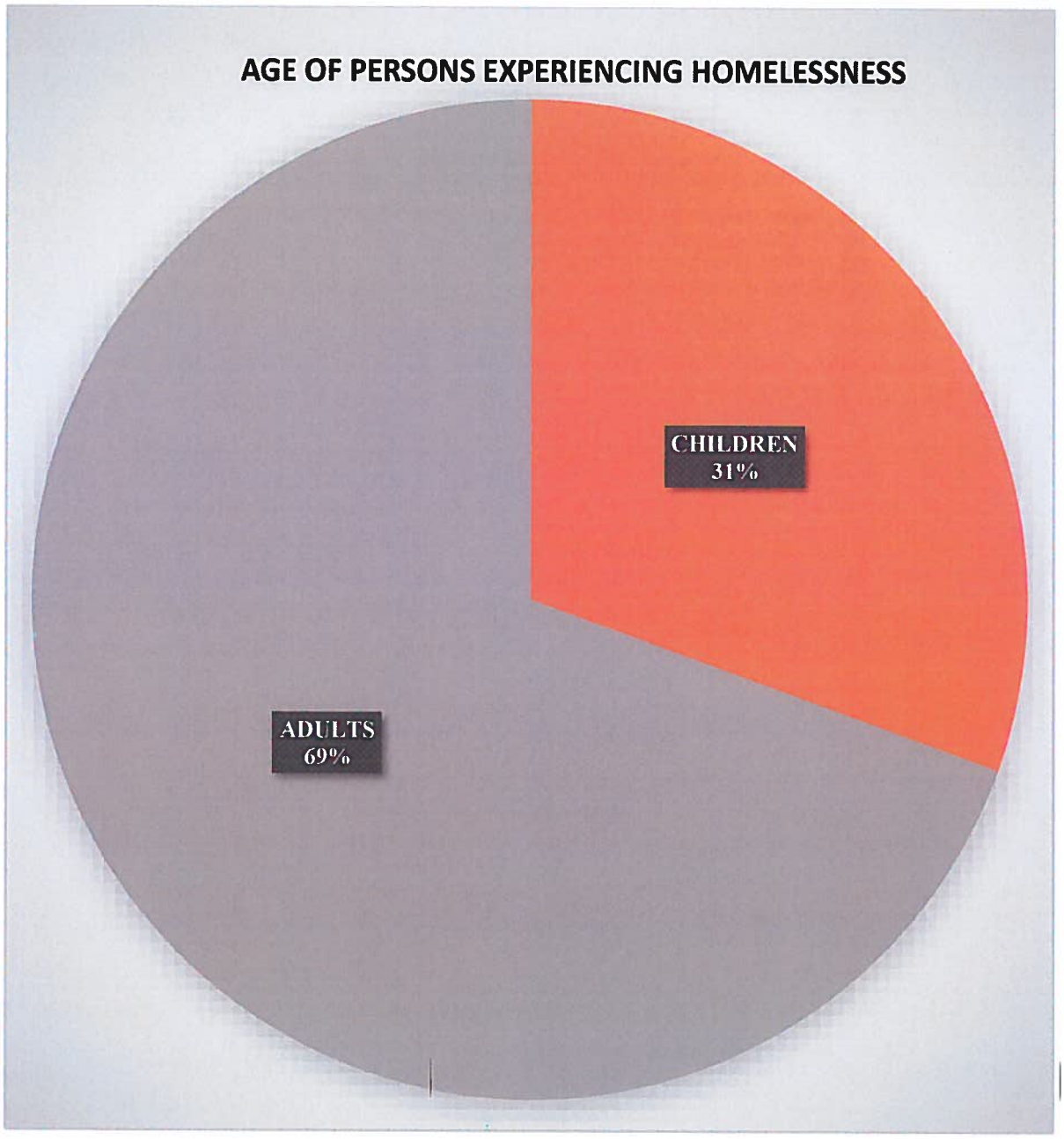
Of the persons represented on the survey, the following top 10 reasons were given as to why persons are experiencing homelessness:

Not enough money	20%
Unemployed	17%
Domestic Abuse	16%
Family Problems	12%
Eviction	10%
Divorce	8%
Other	8%
Mental Illness	4%
Foreclosure	3%
Abandonment	2%



AGE OF PERSONS

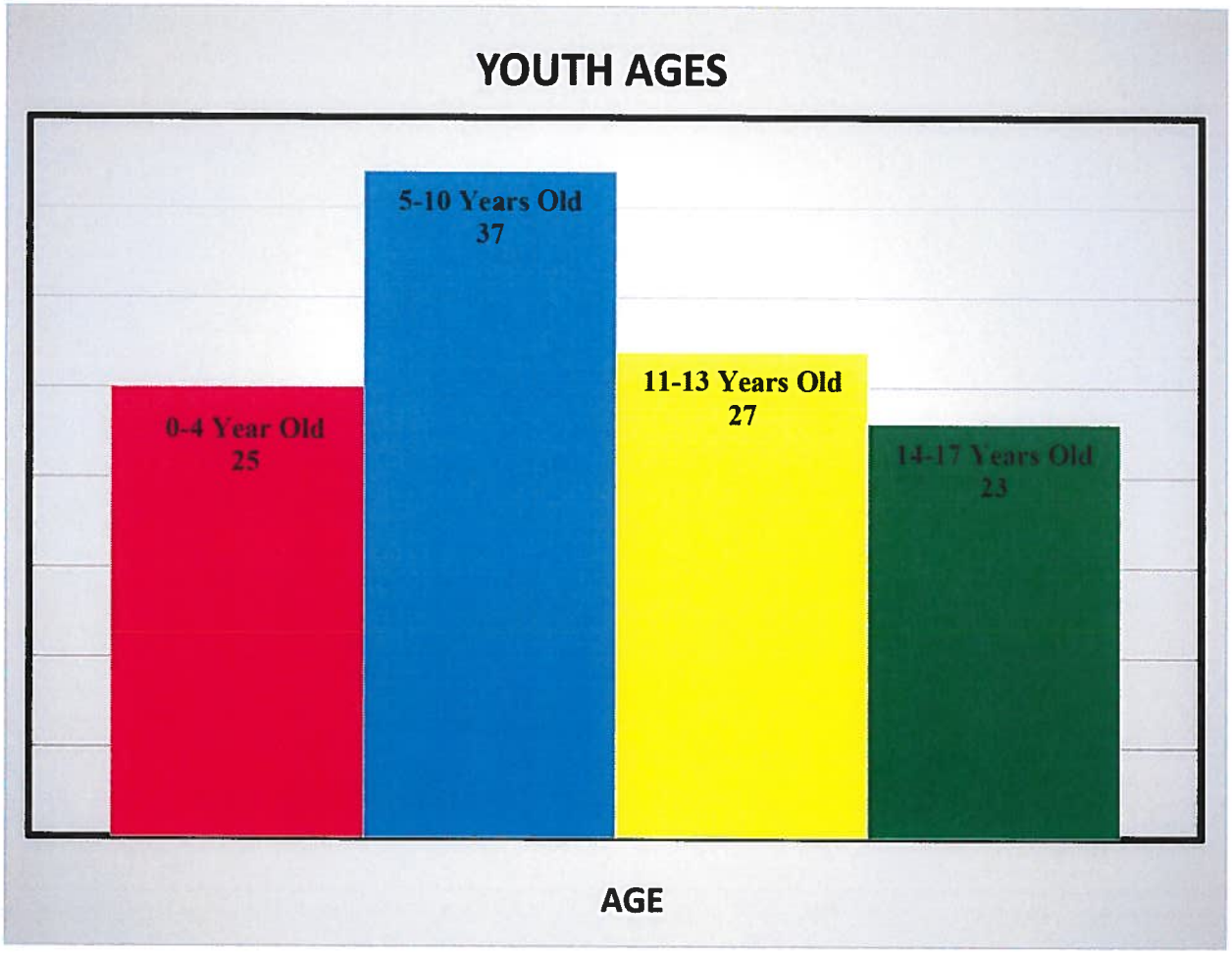
The age of persons represented by the surveys is categorized by adults and children in the following table. The definition of Youth used was, a person from birth to 17 years of age, and the definition of adult used was, a person 18 years of age and older. As you can see, children account for 31% of the persons represented on the surveys and adults make up 69% of persons.



AGE OF CHILDREN

The table below shows the ages of the children that were represented by the surveys. This **table does not represent the school districts** accounting of homeless students as they use a different definition of the term homeless.

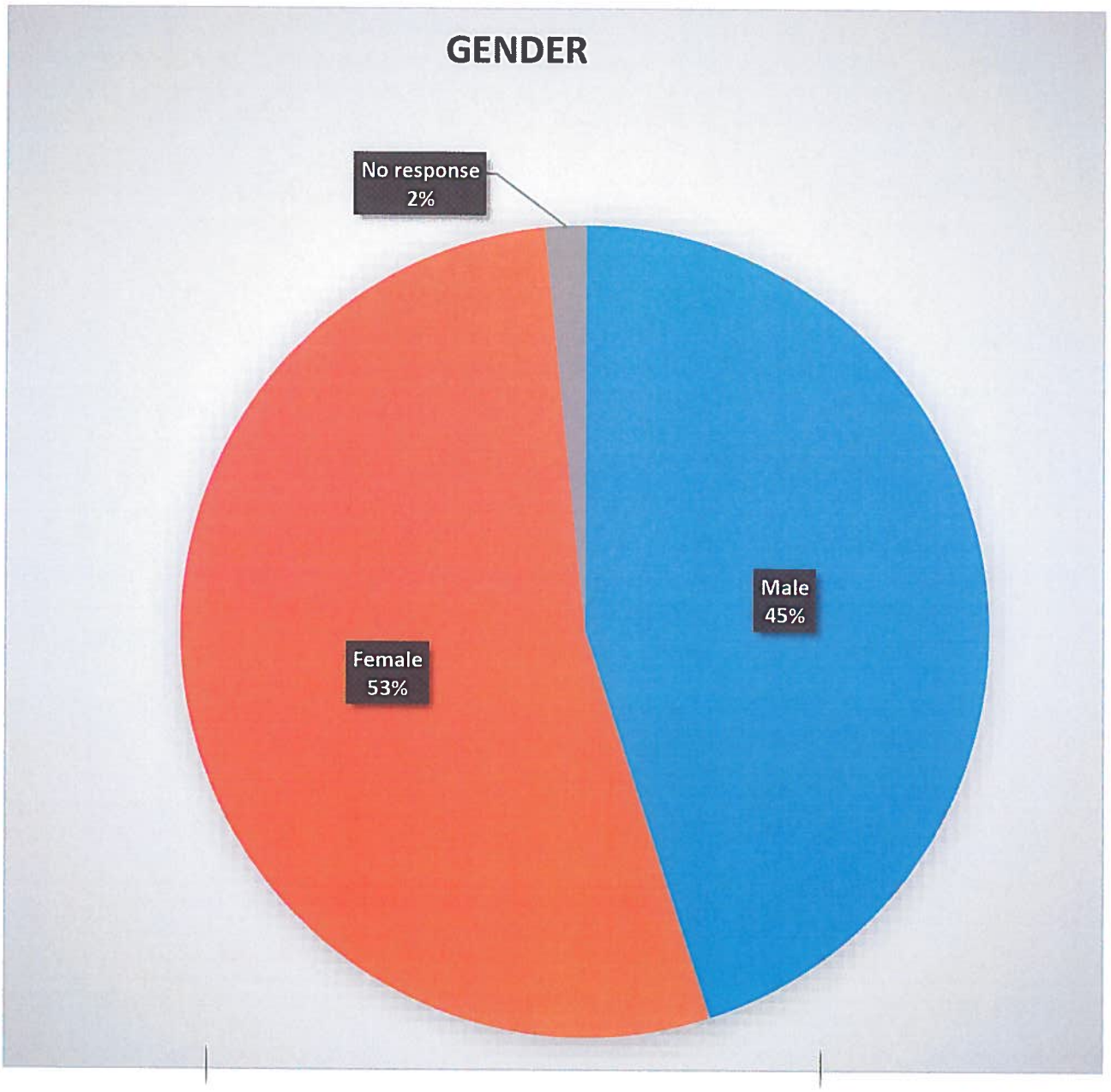
The category with the most children represented by the surveys was the Elementary School category with 37 children, or 33% of the children. The next highest age category was the Middle School category with 27 children. The third highest category was the Preschool category with 25 children, and the least category with the least amount of children was the High School category with 23 children.



NOTE: Table does not represent the school districts.

GENDER

This table shows the gender of the persons represented on the surveys. Females comprise 53% of the persons, males comprise 45% of the persons, and 2% of the persons surveyed did not respond to this question.

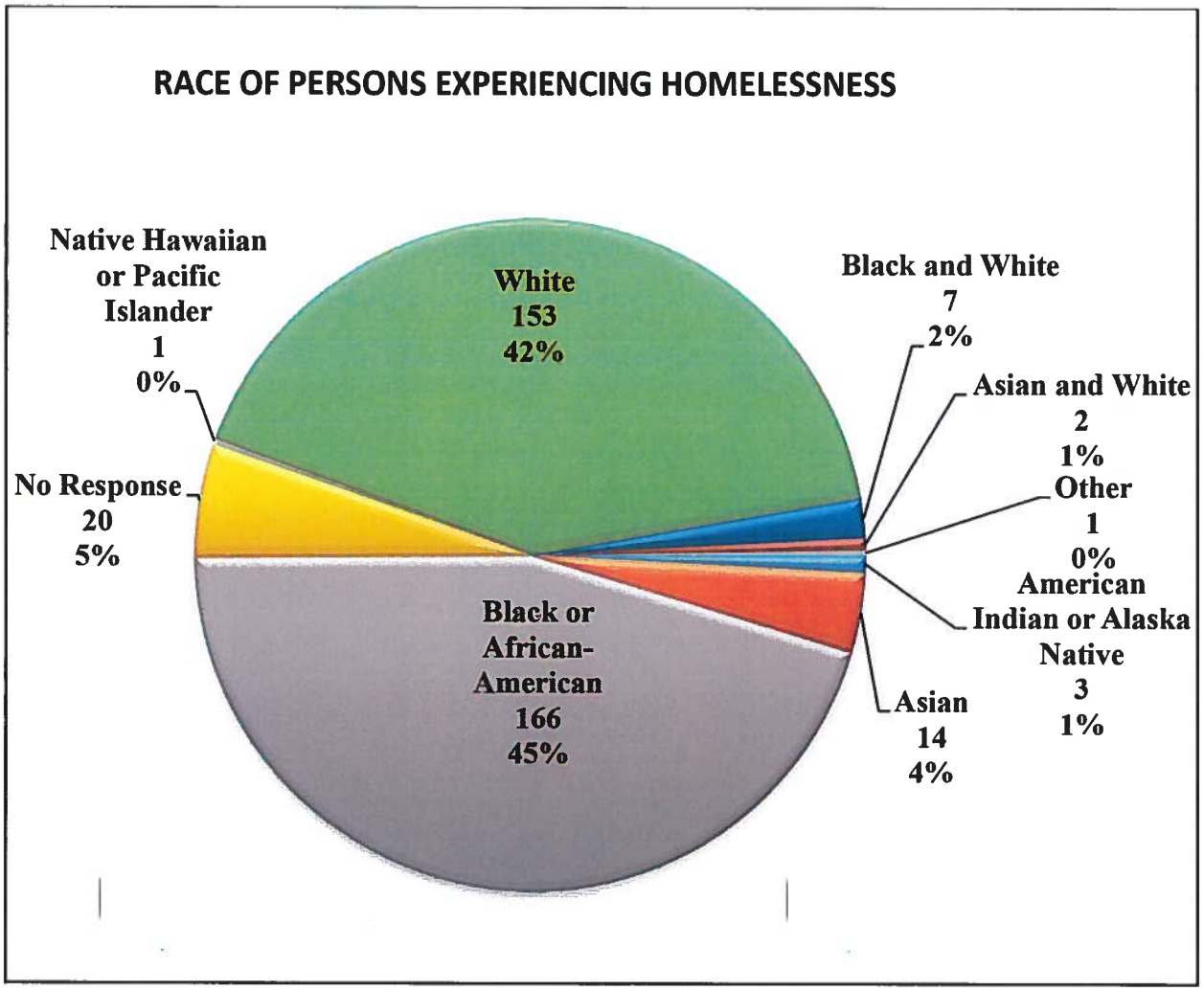


RACE OF PERSONS

The representation of persons on the surveys by race was categorized by the following U.S. Department of Housing and Urban Development categories:

American Indian or Alaskan Native	1%
Asian	4%
Asian and White	1%
Black or African-American	45%
Black and White	2%
Native Hawaiian or Pacific Islander	less than 1%
Other	less than 1%
White	42%

In addition, 20 persons or 5% did not respond to this question.

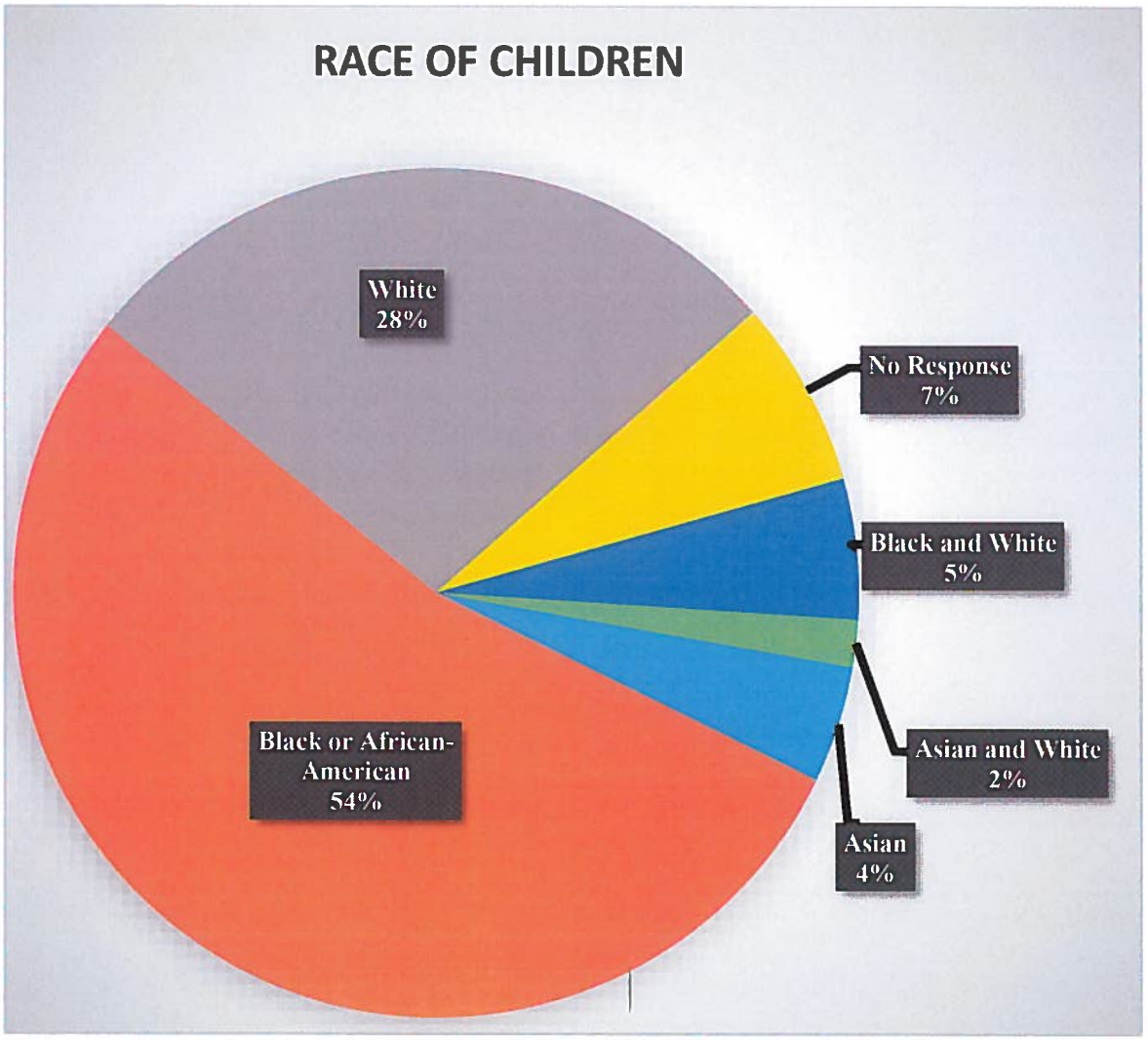


RACE OF CHILDREN

The race of the children fell into the following categories:

Asian	4%
Asian and White	2%
Black or African-American	54%
Black and White	5%
White	28%

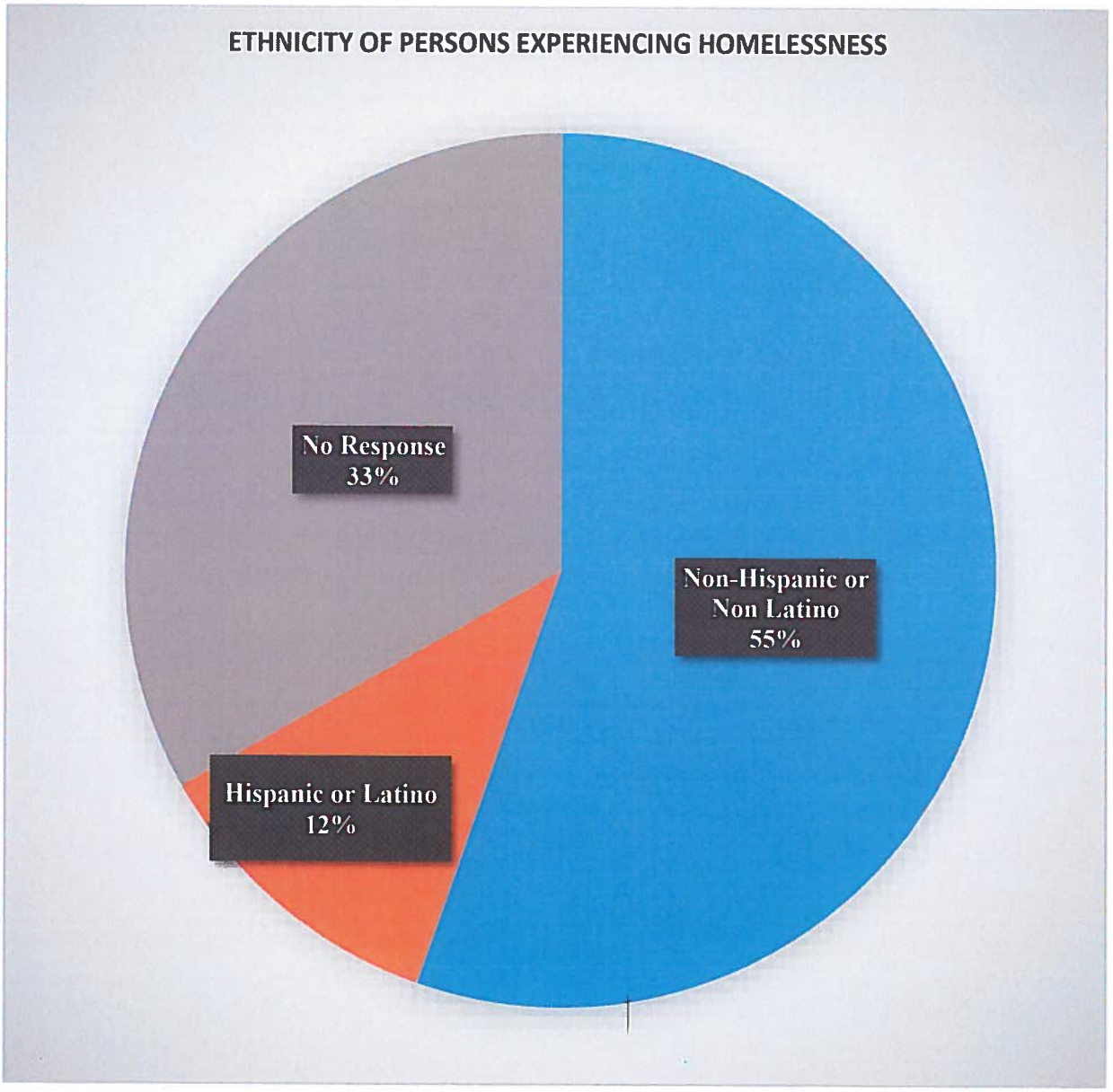
In addition, 7% of the children were not categorized because this questioned was not answered.



ETHNICITY OF PERSONS

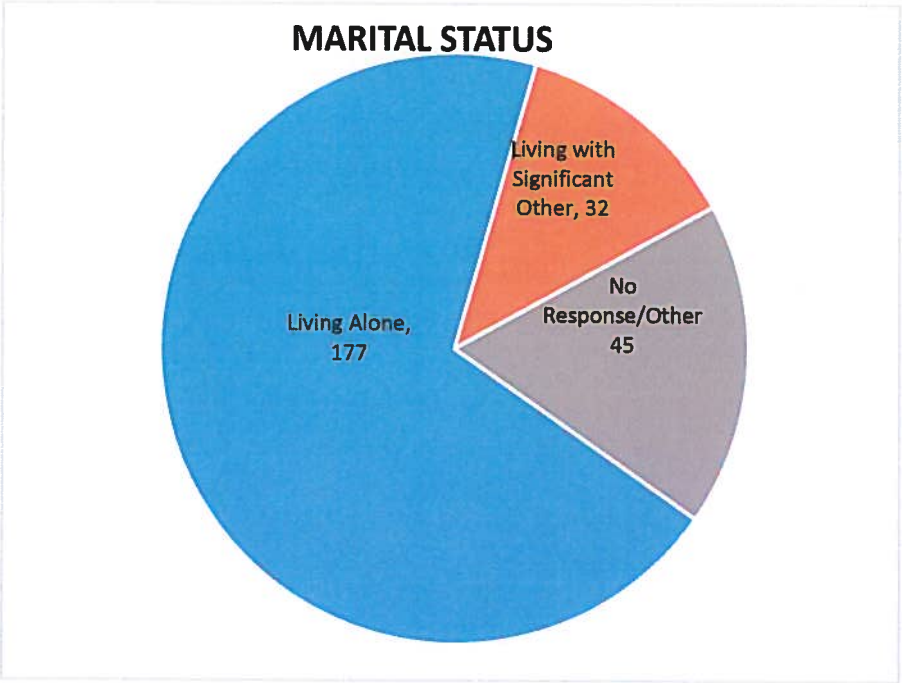
There one ethnicity question on the survey asks whether the person considers themselves Hispanic or Latino or Non-Hispanic/Non-Latino. The breakdown of the ethnicity of persons experiencing homelessness was as follows:

Hispanic or Latino	12%
Non-Hispanic/Non-Latino	55%
No Response	33%



MARITAL STATUS OF PERSONS

As you can see, the majority of adults represented in this survey are living alone. The following Table breaks the three categories into smaller categories:



The marital status of adults represented on the survey include the following categories:

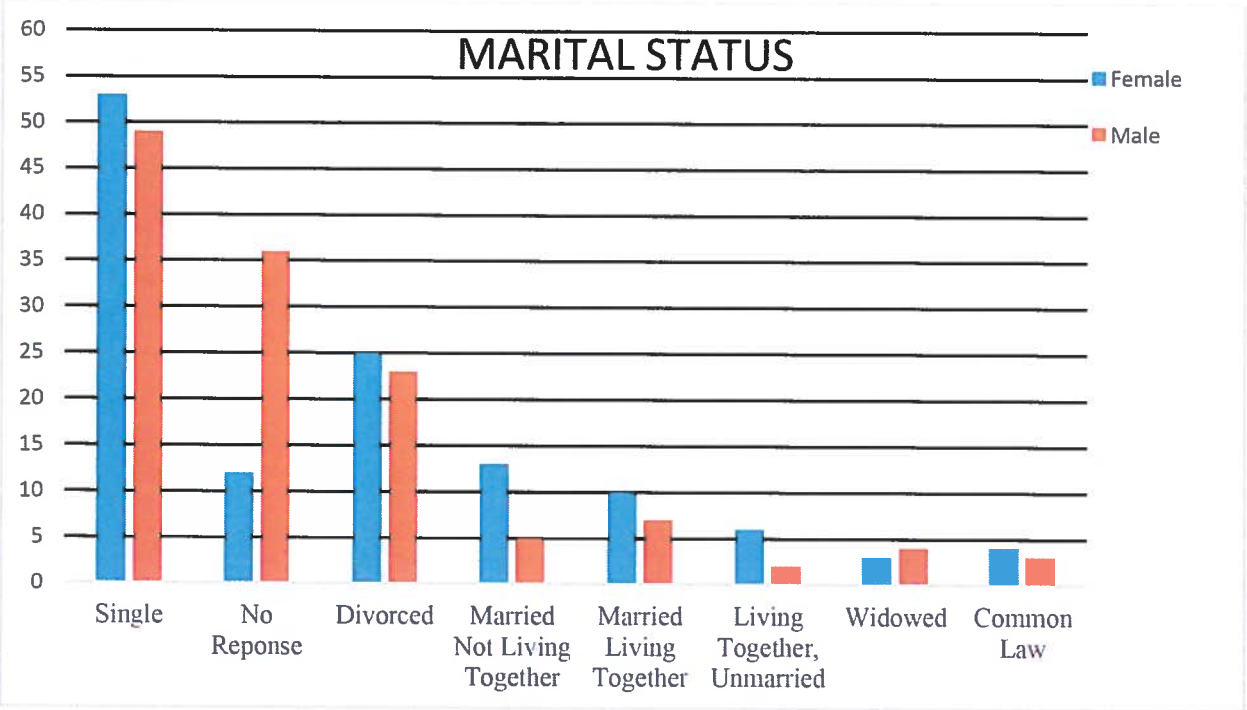
Living alone – 177 persons, 69%
- Single
- Divorced
- Widowed
- Married, not living together

Living with a significant other – 32 persons, 13%
- Married, living together
- Common Law
- Not married, living together

Other, No Response – 45 persons, 18%

The next Table uses the categories above to show the marital status of persons represented on the survey.

This Table represents the marital status of adults by gender.

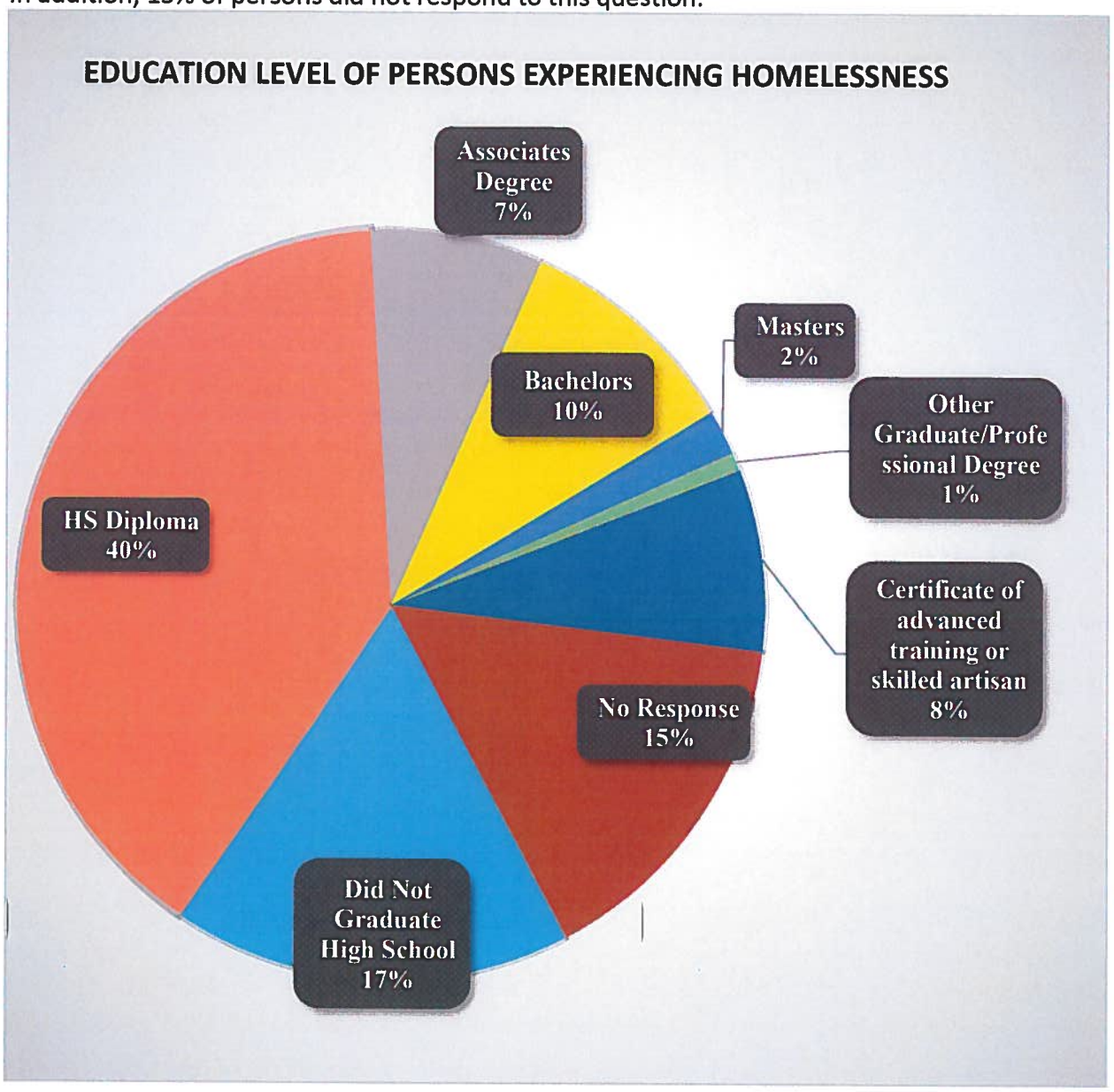


EDUCATION OF PERSONS

The following chart shows the highest educational level of adult persons represented on the survey. These categories include:

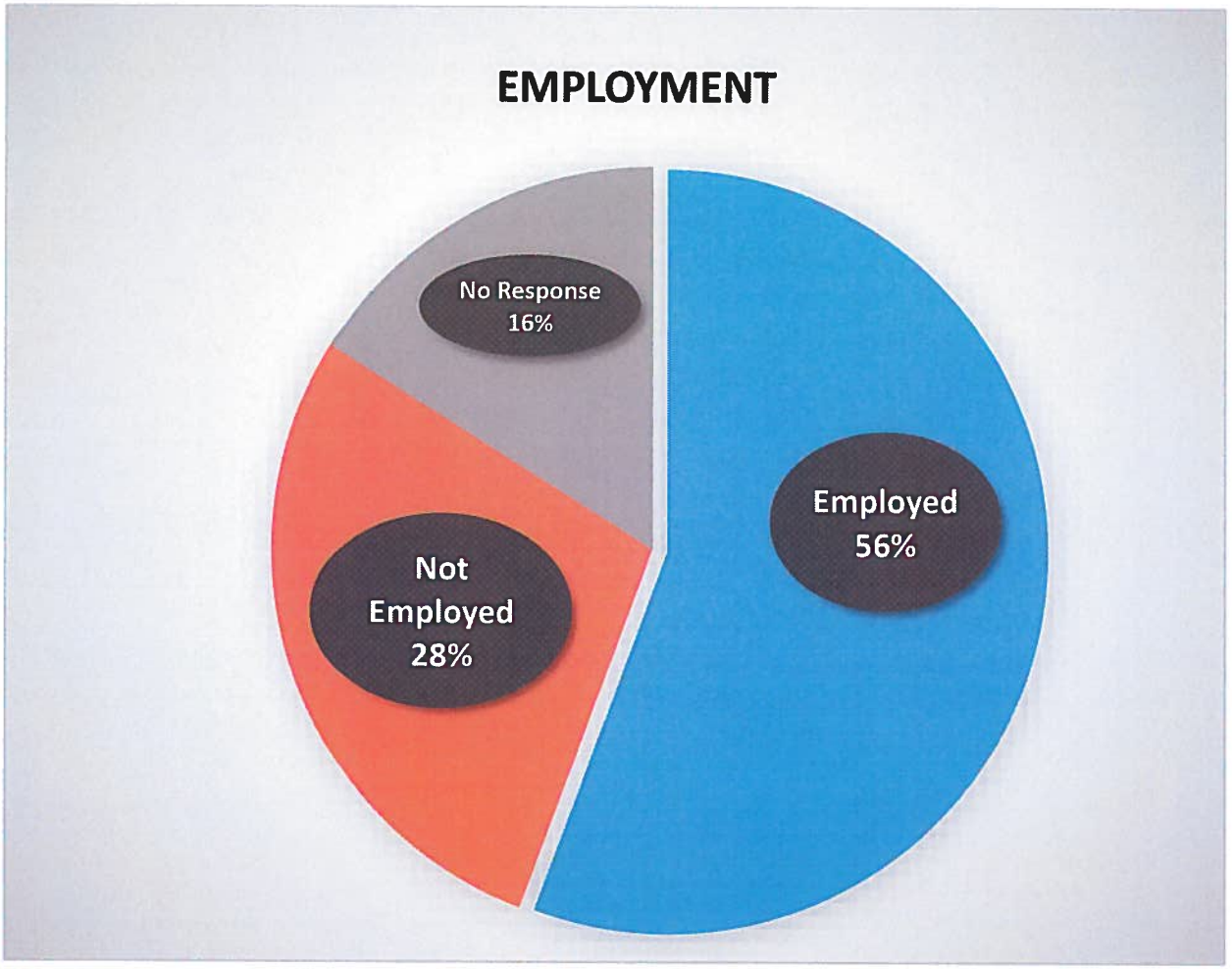
Master's Degree	2%
Bachelors' Degree	10%
Associates Degree	7%
Certificate of Advanced Training/Artisan	8%
HS Diploma	40%
Did not Graduate High School	17%
Other Graduate/Professional Degree	1%

In addition, 15% of persons did not respond to this question.



EMPLOYMENT OF PERSONS

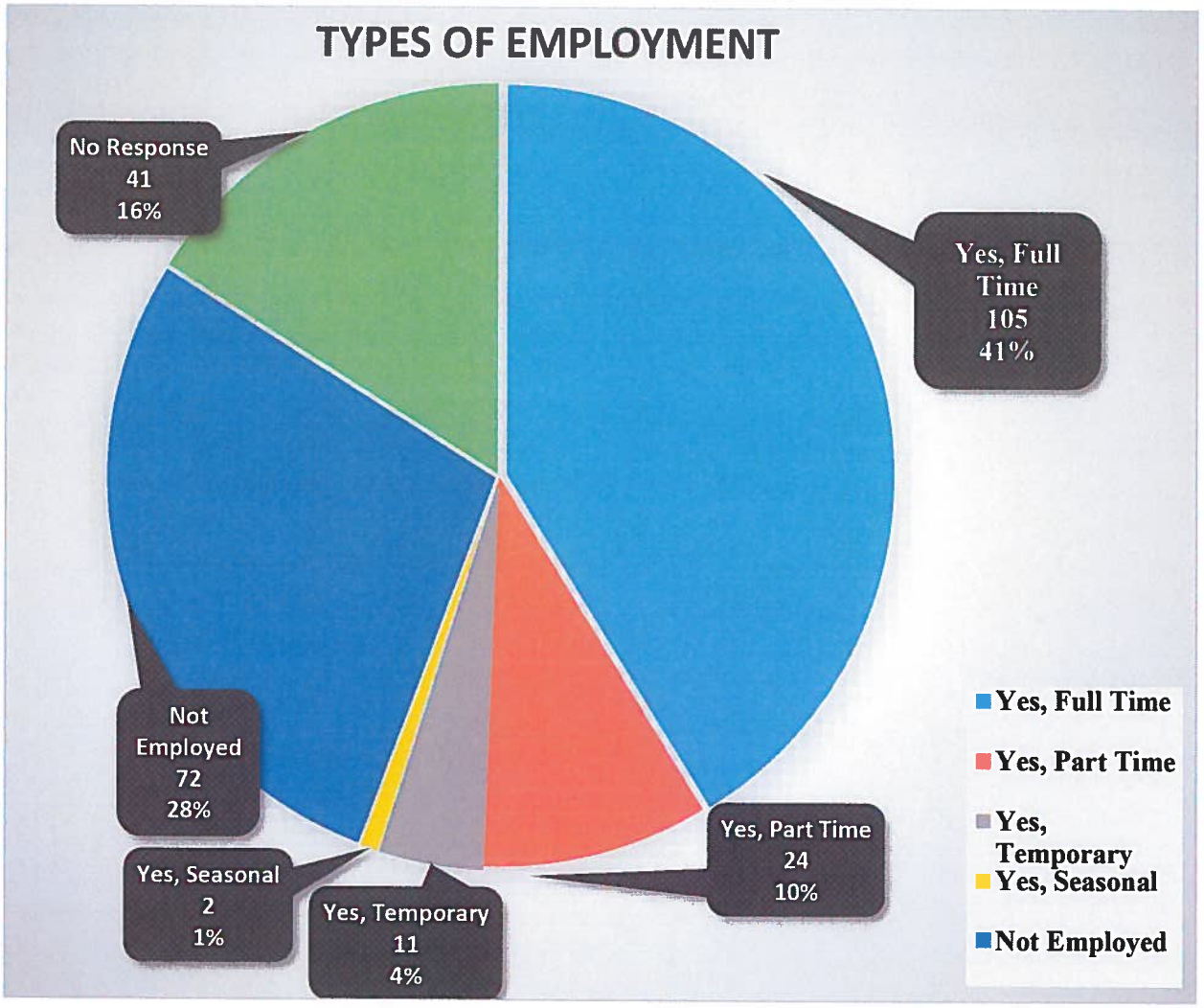
Employment was categorized in two ways. The first table shows the number of employed persons represented on the surveys was 56%. The number of persons not employed was 28%, and no response was 16%.



The second employment table shows the types of employment persons held.

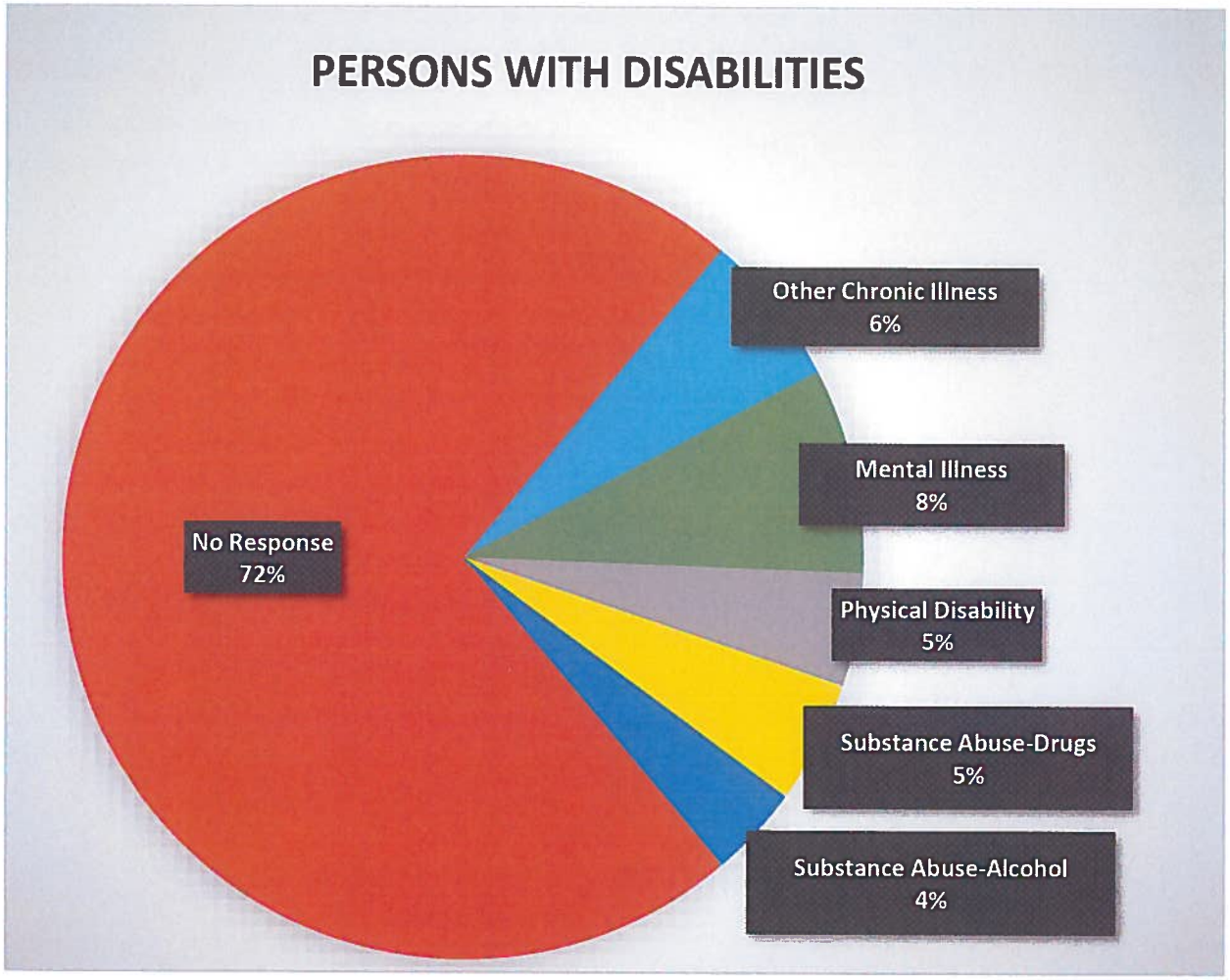
Full-time	41%
Not Employed	28%
Part-time	10%
Temporary	4%
Seasonal	1%

In addition, 16% of persons did not answer this question.


TYPES OF EMPLOYMENT
No Response
41
16%
Yes, Full Time
105
41%
Not Employed
72
28%
Yes, Seasonal
2
1%
Yes, Temporary
11
4%
Yes, Part Time
24
10%
Yes, Full Time
Yes, Part Time
Yes, Temporary
Yes, Seasonal
Not Employed

PERSONS WITH DISABILITIES

The number of persons reporting a disability was 16%, and the number of persons reporting multiple disabilities was 6%. Please note the 72% of persons did not answer this question. The graph below shows the self-reported answers to this question.

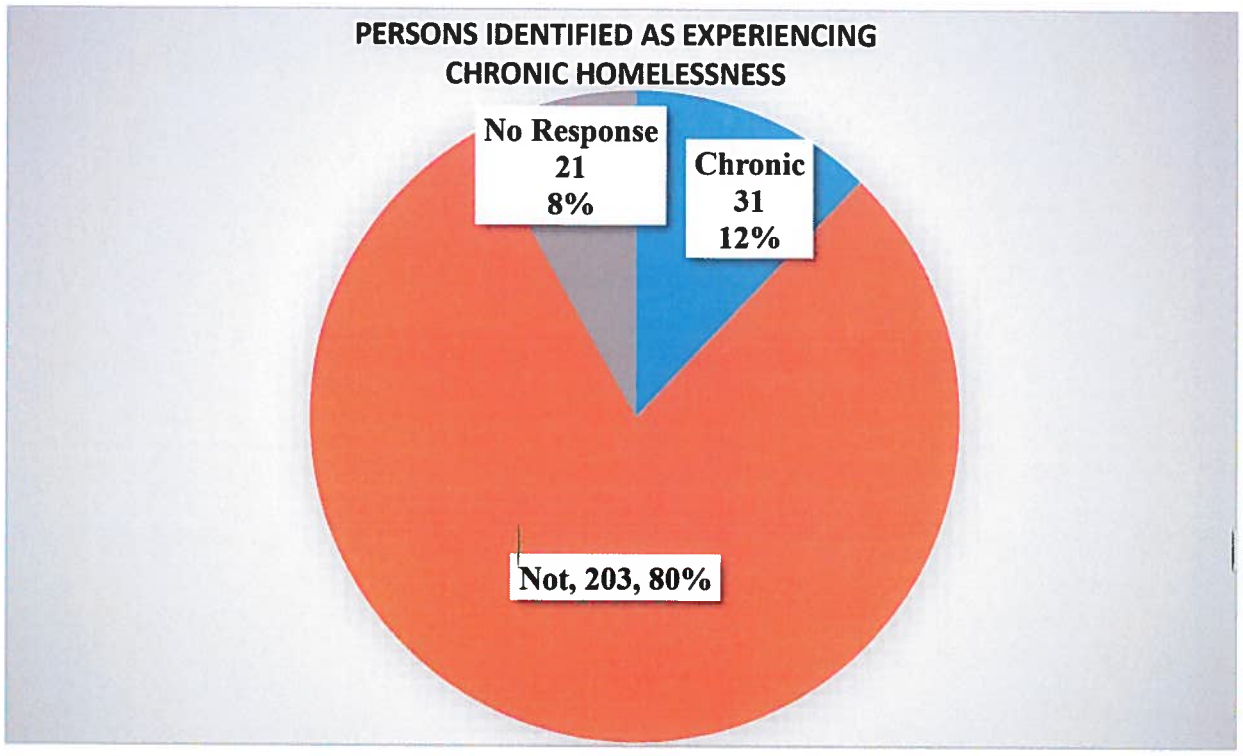


PERSONS IDENTIFIED AS EXPERIENCING CHRONIC HOMELESSNESS

The U.S. Department of Housing and Urban Development makes available grants to housing organizations providing housing to persons meeting the criteria to be considered "chronically homeless." According to the Department of Housing and Urban Development a person meets the definition of "chronically homeless" if they meet all of the following criteria:

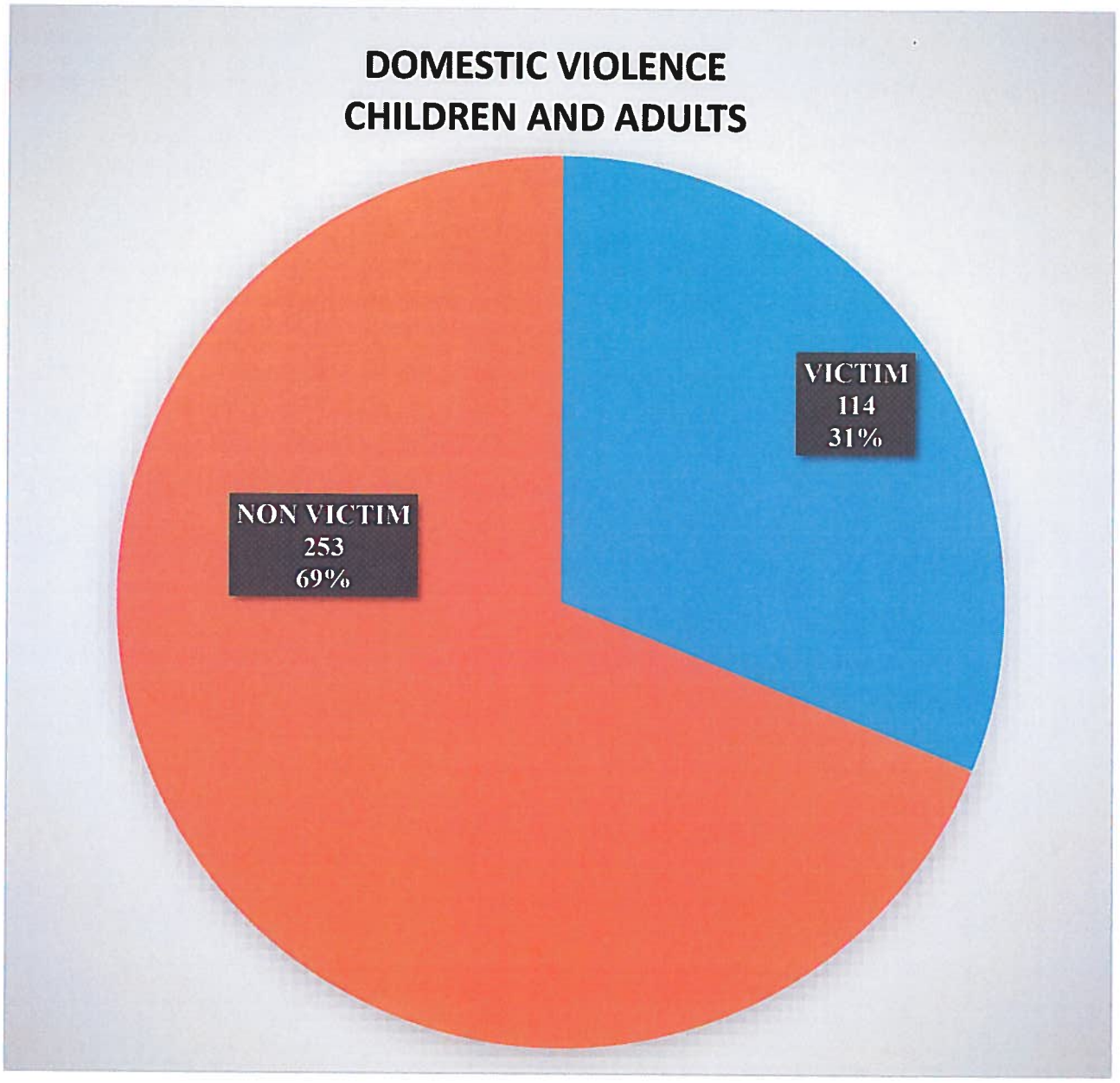
1. Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;
2. Has been homeless and living or residing in a place not meant for habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or at least 4 separate occasions in the last three years; and
3. Has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable disability including: chronic physical illness or disability, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002) substance use disorder, Cognitive impairments resulting from a brain injury, post-traumatic stress disorder, including the co-occurrence of 2 or more of those conditions.

This table shows thirty-one (31) persons or 12% of the persons represented on the surveys met the criteria to be considered as experiencing chronic homelessness. Persons experiencing chronic homelessness use the majority of community services of the homeless population due to the need to treat their disability(ies).



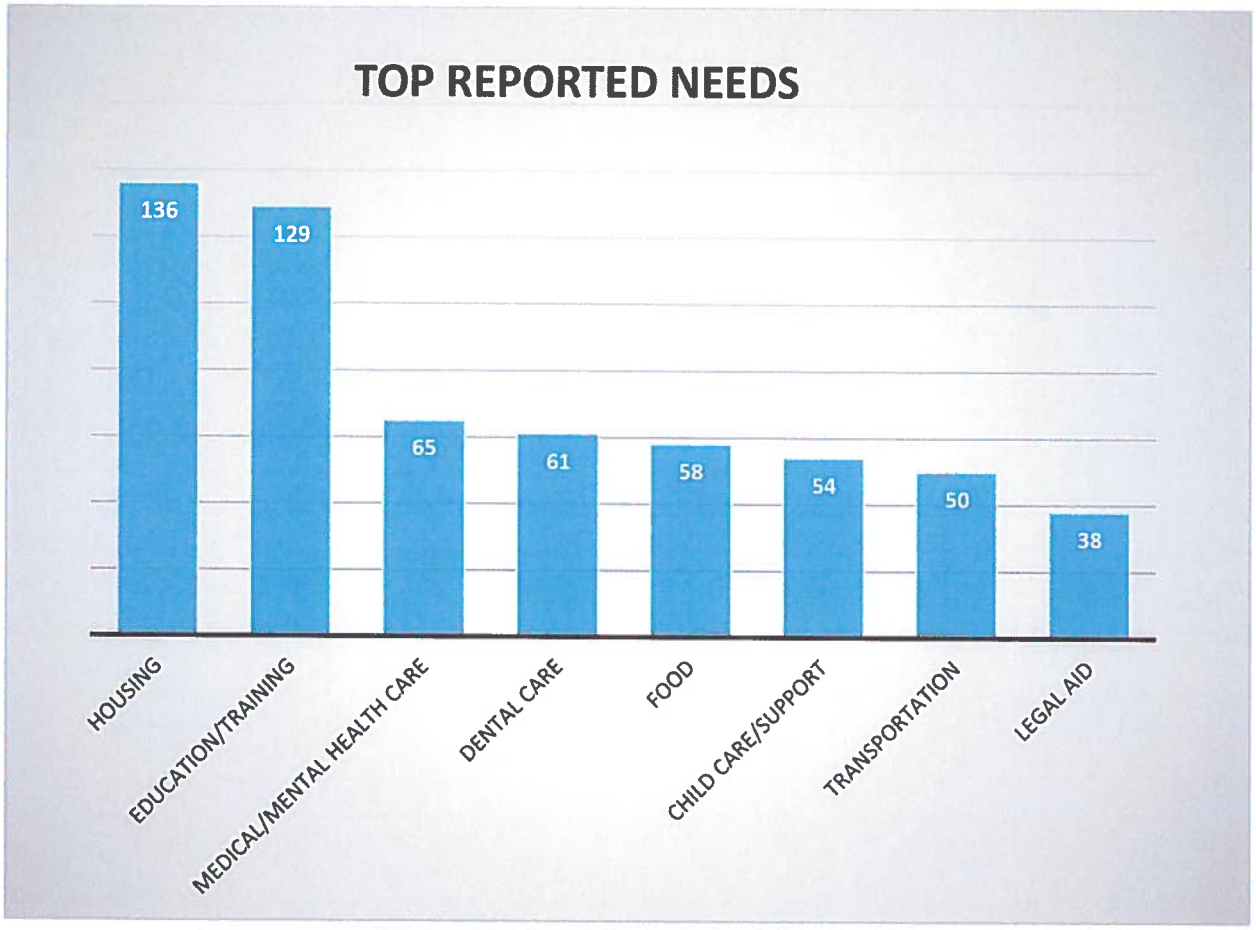
DOMESTIC VIOLENCE

The number of persons experiencing domestic violence was 31% or 114 persons.



TOP REPORTED NEEDS

The highest need reported was housing and a close second was education and training. The Employment section of the report noted 56% of adult persons were employed, but the earnings from employment was not enough to secure and sustain housing. Medical/Mental Health care was the third highest category of need, and dental care was the fourth highest category. Food was next, and then childcare/support which is an essential need for single working mothers. Transportation and legal aid are the next highest reported needs.



SCHOOL DISTRICT DATA

Three school districts reported a total of **1,578 students** as the number of students identified as experiencing homelessness on January 22, 2015.

As noted in the Executive Summary, the school districts use the following U.S. Department of Education definition of students experiencing homelessness as worded in the 'McKinney-Vento Homeless Education Assistance Improvements Act of 2001', Section 725: Definitions:

"...individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
(B) includes —

> ***(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;***
> ***(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));***
> ***(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and***
> ***(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)."***

The following schools provided the numbers of students identified as experiencing homelessness on January 22, 2015 according to the U.S. Department of Education definition:

Frisco Independent School District	**137 students**
McKinney Independent School District	**1,081 students**
Plano Independent School District	**360 students**
TOTAL	**1,578 STUDENTS**

This data was not included in any of the other sections of this report.

ACKNOWLEDGMENTS

The Collin County Homeless Coalition would like to acknowledge the following participants and supporters of the Homeless Census 2015 including Homeless Service Providers, cities (Allen, Frisco, McKinney, and Plano), School Districts, Collin College, Businesses, Advocates, and Faith Communities:

Homeless Service Provider Participants

Blake's House, http://blakeshouse.org/

City House, http://www.cityhouse.org/

Emily's Place, http://emilysplacetx.org/

Family Promise, http://www.familypromiseofcollincounty.org/

Hope's Door, http://www.hopesdoorinc.org/

LifeNet, http://www.lifenettexas.org/

Samaritan Inn, http://www.thesamaritaninn.org/

Shiloh Place, http://www.shilohplacemckinney.com/

Texas Muslim Women's Foundation. http://tmwf.org/

Homeless Census Events by City

City of Allen

Patrick Blaydes, *City of Allen, Community Integrity Planner*
Allen Police Department
First Baptist Church of Allen

City of Frisco

Stacy Brown, *City of Frisco, Housing and Grants Manager*
Terri Brown, *City of Frisco, Rehabilitation Specialist*
Christopher Bohen, *City of Frisco, Housing Coordinator*
Mary Reiswig, *City of Frisco, Administrative Assistant*
Frisco Police Department
City House Resource Center, *Survey Station*
First United Methodist Church of Frisco
Preston Trail Community Church

City of McKinney

Christine Lawton, *City of McKinney, Housing Services Coordinator*
Collin College

Independent Bank
Vintage Church
Volunteer Center of McKinney
McKinney Police Department

City of Plano

Shanette Brown, City of Plano, Community Services Manager
Jesse Madsen, City of Plano, Community Services Analyst
Custer Road United Methodist Church
Plano Police Department

Report Volunteers

Dawn Adams
Elfrieda Cole
Ron Johnson
Jennifer Jordan

Leadership Team – Collin County Homeless Coalition

Patrick Blaydes, *City of Allen, Community Integrity Planner*
Shanette Brown, *City of Plano, Community Services Manager*
Stacy Brown, *City of Frisco, Housing and Grants Manager*
Christy Daniel, *Community Advocate*
Mary Alice Garza, *First United Methodist Church of Plano*
Christopher Green, *The Point, Executive Director*
Terry Hockenbrough, *Collin College, Director for the Center of Scholarly and Civic Engagement*
Christine Lawton, *City of McKinney, Housing Services Coordinator*
Christine Ortega, *Preston Trail Community Church, Community Outreach Director*
LaShon Ross, *City of Plano, Assistant City Manager*
James Thomas, *Plano Independent School District, Homeless Liaison*

Collin County Homeless Coalition

The Collin County Homeless Coalition founded in 2004 is a community organization consisting of cities (Allen, Frisco, McKinney, and Plano), School Districts, Collin College, Homeless Service Providers, Businesses, Advocates, and Faith Communities **working together to provide solutions to homelessness in Collin County through:**

1. **Increasing Awareness of Homelessness**
2. **Coordinating Advocacy for the Homeless Issue**
3. **Facilitating Information to the Community**
4. **Empowering Collaborative Programs and Services**

www.facebook/collin/homeless

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

City of Allen

2010

CITY OF ALLEN

EQUAL HOUSING OPPORTUNITY

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Analysis of Impediments to Fair Housing Choice

I. INTRODUCTION

The City of Allen is entitled to receive federal Community Development Block Grant (CDBG) program funding through the U.S. Department of Housing and Urban Development (HUD). As a condition for receiving these funds, Allen is required to "affirmatively further fair housing choice" by identifying and working to mitigate barriers to fair housing in the city.

Fair Housing Choice is defined as the ability of all persons, regardless of race, color, religion, sex, disability, familial status or national origin to have available to them the same housing choices.

Impediments to Fair Housing Choice are:

- Any actions, omissions, or decisions *taken because* of race, color, religion, sex, disability, familial status or national origin which restrict housing choices or the availability of housing choices.
- Any actions, omissions, or decisions which have the affect of restricting housing choices or the availability of housing choices *on the basis* of race, color, religion, sex, disability, familial status or national origin.

The Analysis of Impediments to Fair Housing Choice (AI) is a comprehensive review of the city's laws, regulations, administrative policies, procedures and practices with regard to Fair Housing. It includes an assessment of public and private sector conditions affecting Fair Housing choice. The analysis seeks to identify legitimate problem areas experienced by people in constitutionally protected classes and establishes a plan that includes specific, measurable objectives for improving opportunities for fair housing choice.

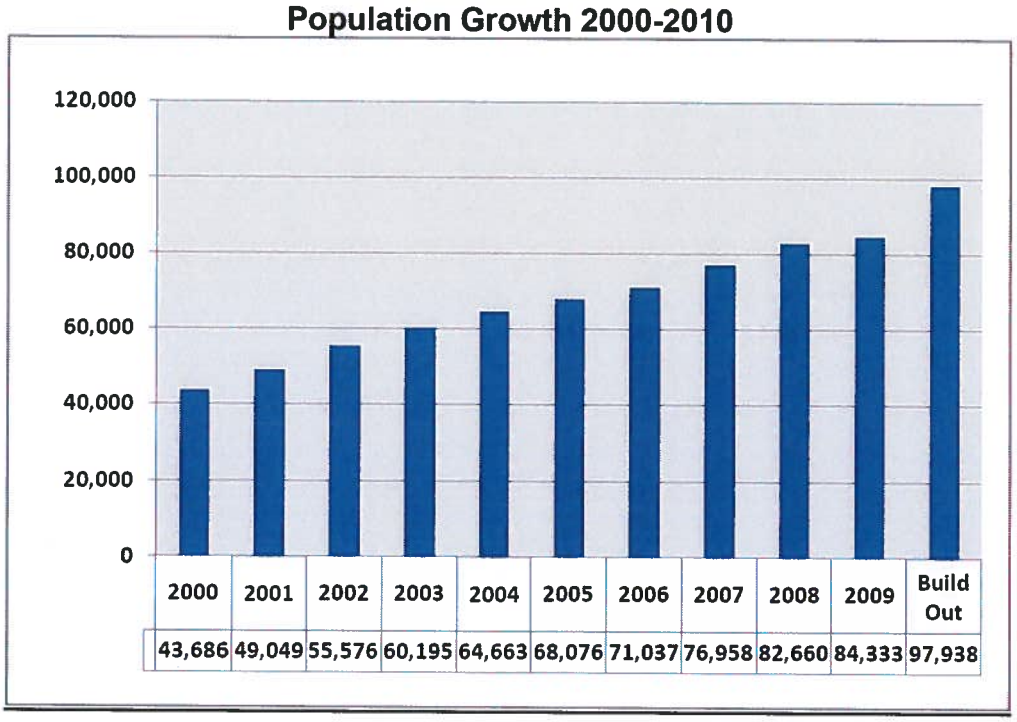
Methodology

The basic premise for the analysis is that people have a right to equal treatment in their search for a place to live and the City should take an active role in the community to help make life better for its citizens. In order to complete a comprehensive Analysis of Impediments, staff studied Census data, examined public and private sector policies, consulted with local public service and housing agencies and completed an assessment of housing discrimination complaints. This study occurred concurrently with development of the Consolidated Plan.

II. COMMUNITY PROFILE

Demographic Data

Allen is a rapidly growing suburban community within the Dallas MSA. The City of Allen is projecting continued population growth during the next five years. In the 2000 Census the population was 43,561 and in 2010 the population is projected to exceed 86,000. The City Planning Department projects the population to increase to approximately 92,700 by the year 2015. This represents a 9% increase in the population.



Population Ethnicity

According to the 2008 American Communities Survey (ACS), 78% of the population is white. The data shows that the population is becoming increasingly diversified as more families move into the community. Geographically, the disbursement of the population based on race and ethnicity is difficult to accurately portray. The community has grown so rapidly since the 2000 Census data became available that the use of that data would not provide an accurate picture of any current concentrations. It is anticipated that the 2010 census data will provide more accurate information when it is released.

Population Ethnicity 2000-2008

	2000 Census	%	2008 ACS	%
Total	43,561		77,119	
White	37,959	87.1%	60,779	78.8%
Black	1,915	4.4%	6,133	8.0%
Am Ind	228	0.5%	290	0.4%
Asian	1,625	3.7%	6,234	8.1%
Pac Is	20	0.0%	0	0.0%
Other	1,051	2.4%	988	1.3%
Two or more	763	1.8%	2,695	3.5%
Hisp	3,038	7.0%	7,699	10.0%
Nonhisp	40,523	93.0%	69,420	90.0%

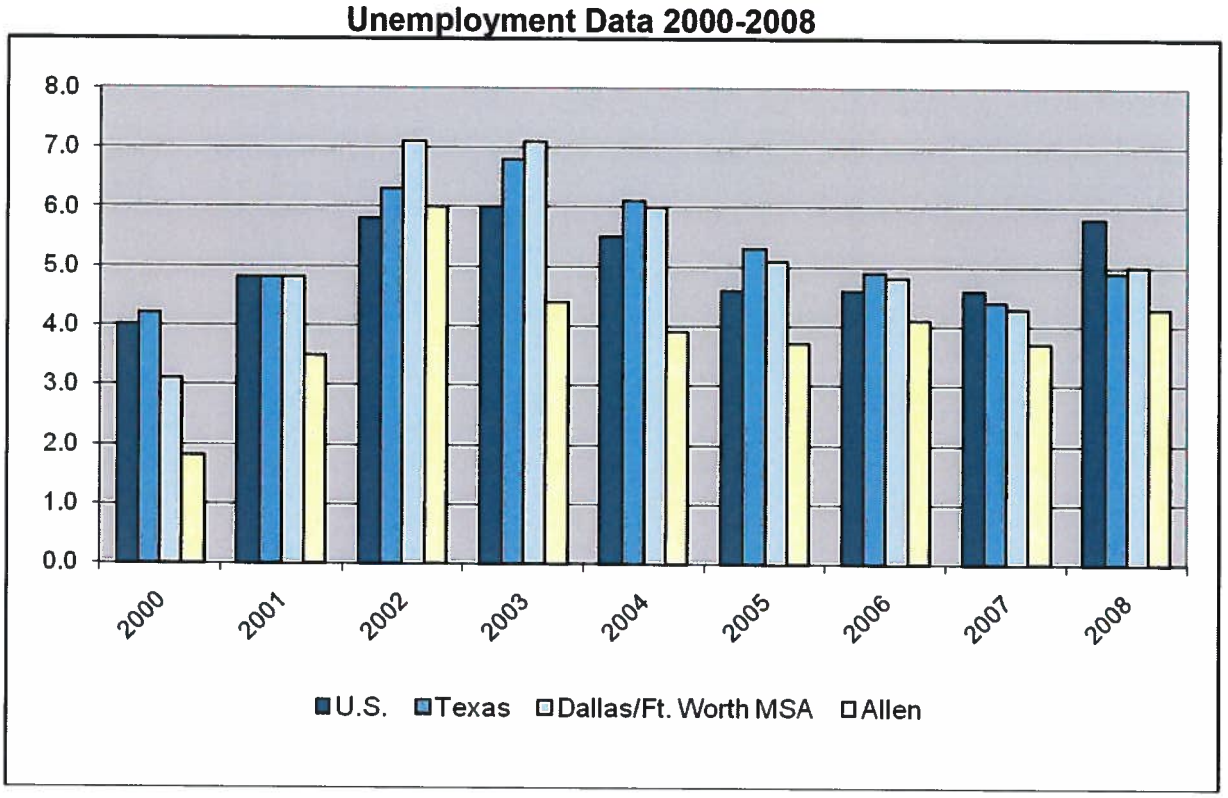
Source: 2000 Census & 2008 American Communities Survey

Income and Employment

According to the 2008 Allen Economic Development Corporation data, the median household income for Allen is $109,439, up from $82,001 in 2005. The median household income for Allen is greater than that for Collin County and the State of Texas. According to the 2008 ACS, 4.3% of families had income in the past 12 months fall below the poverty level. Employment has remained relatively high in Allen and continues to diversify as commercial growth increases and new business move into the community.

Employment Data

January 2009	Allen	Collin County	DFW MSA
Civilian Labor Force	41,677	403,076	3,150,161
Employed	38,992	376,724	2,928,084
Unemployed	2,685	26,352	222,077
Unemployment Rate	6.4%	6.5%	7.0%



Housing Profile

Allen's continued growth added 9,361 housing units since 2000, a 39% increase. Allen's older neighborhoods are generally 30 years old, with smaller residential units typical of a suburban bedroom community where housing was most affordable. More recent developments and increases in disposable income have resulted in single-family detached housing catering to a relatively affluent population.

Allen's residential neighborhoods are generally centered around neighborhood elementary schools, and are often combined with neighborhood parks. Linkages between neighborhoods, parks and schools by both local streets and a system of trails and greenbelts are prevalent. These amenities are sometimes limited in the older subdivisions.

The community maintains a desire to provide a wide range of housing types, including "affordable" housing. It is for this reason that the preservation of the older neighborhoods, characterized by smaller homes and lots, is considered a high priority. These neighborhoods provide the best housing opportunities for low income persons and families. It will be necessary to continue to upgrade infrastructure in several of these neighborhoods. The City continues to implement programs to increase the levels of homeownership, encourage the establishment of neighborhood associations and to continue an emphasis on code compliance and property maintenance.

Attached and multi-family housing is a clear alternative to expensive single-family detached housing. To the extent that the supply of this type of housing is market-driven based on a regional demand, the City may encourage the preservation of existing units and the creation of new units in higher density mixed-use developments.

Existing Housing Inventory

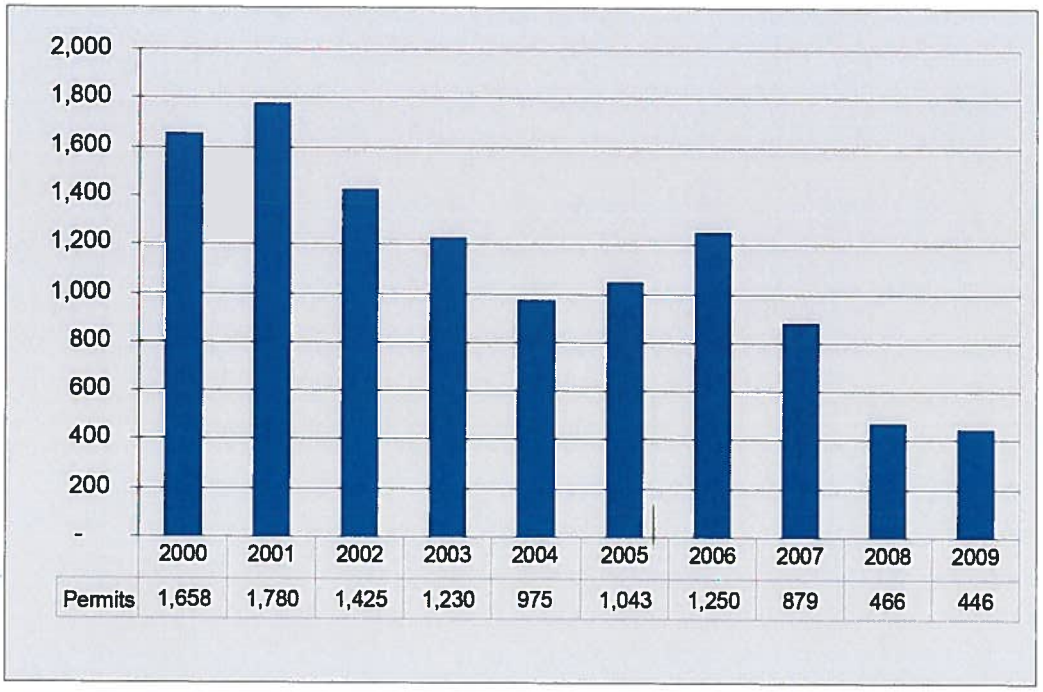
Increasing urbanization establishes a greater need for higher density housing, a trend that is reflected in both Census and city estimates. Permitting for construction of new single-family detached housing has declined. This is partially attributed to the national economy, but is also naturally occurring as the City approaches buildout.

Trends in Housing Types

	1980		1990		2000		2007		2009	
Housing Type	#	%	#	%	#	%	#	%	#	%
Single Family	2,685	95.9%	6,674	91.8%	15,618	89.9%	23,000	86.6%	23,879	86.0%
Multi-family	108	3.9%	590	8.1%	1,758	10.1%	3,573	13.4%	3873	14.0%
Mobile Home	7	0.3%	7	0.1%	0	0.0%	0	0.0%	0	0.0%
Total	2,800	100.0%	7,271	100.0%	17,376	100.0%	26,573	100.0%	27,752	100.0%

Source: U.S. Bureau of the Census

Trends in New Single Family Construction



Source: Building & Code Compliance

Equally important in assessing housing and neighborhood trends is information concerning the proportion of rental housing and housing vacancies. A comparison between 2000, 2005 and 2008 data is shown. The high vacancy rate in rental units is probably attributable to new multi-family units either under construction or just opening at the time the Census was taken. Overall the percentage of rental housing units has grown slowly. However, a greater number of rental units now exist in older single-family neighborhoods.

There are not a significant number of vacant or abandoned houses. Most vacant houses are in transition to do change in ownership or foreclosure. Census data does not show a significant concentration of minorities. The City has focused efforts on older neighborhoods that meet HUD's criteria for "Low / Moderate Area Benefit". This is the criteria that the City has used for identifying low-income concentrations.

Housing Tenure

	2000	2005	2008
Occupied Housing Units	17,205	22,287	24,355
Vacant Housing Units	1,022	736	1,246
Owner Occupied Housing Units	12,172	18,638	20,122
Renter Occupied Units	2,033	3,649	4,233
Homeowner Vacancy rate	1.60%	unknown	1.5%
Rental Vacancy rate	26.30%	unknown	6.5%
Owner Occupied Persons/Household	3.13	3.18	3.28
Renter Occupied persons/Household	2.69	2.94	2.48

Source: U.S. Bureau of the Census 2000, 2005, and 2008 American Fact Finder; Selected Housing Characteristics

Housing Costs and Affordability

Housing values in Allen have increased significantly since 1990. In 2009 the median value of a home was $233,166. This is up from $177,300 in 2005, $142,400 in 2000 and $84,100 in 1990, a 177% increase over 19 years. Similarly, monthly rents have increased from $643 to $1050, a 63% increase. Values tend to be higher in the new subdivisions located on the west side of Highway 75. The relatively high cost of housing in Allen may be traced to market demand for relatively low density housing, a dwindling supply of land and the desirability of public schools in Allen.

According to the 2008 ACS, the median monthly housing costs for mortgaged owners was $1,838, nonmortgaged owners $688, and renters $1,022. Twenty-five percent of owners with mortgages, 13 percent of owners without mortgages, and 69 percent of renters in Allen city spent 30 percent or more of household income on housing.

Of the 6,487 acres of land planned for single-family neighborhoods, 5,432 acres, or 83% is already developed. It is anticipated that the remaining will develop over the next few years. For multi-family developments, approximately 85% has been developed with only a couple of tracts remaining. With decreasing amounts of vacant land available, there will be limited opportunities for new housing.

Fair Housing Activities

To promote fair housing choice the City has actively been carrying out the following:

- Fair Housing flyers are being distributed with all Homebuyer Assistance and Home Repair applications.
- All contracts and funding agreements contain anti-discriminatory language.
- Fair Housing flyers and booklet are given to all public service agencies at the beginning of each program year.
- Fair Housing is discussed in annual training for public service agencies.
- Public service agencies are requested to post Fair Housing information at their facilities. Fair housing is covering during subrecipient monitoring visits.
- Fair Housing information is made available at all neighborhood meetings attended by department staff.
- Staff attends realtor / lender meetings to explain homeownership programs and provide Fair Housing information.
- Marketing / media efforts have been conducted to promote the Homebuyer Assistance program.
- Fair Housing information is distributed to all lenders participating in the Homebuyer Assistance program.
- Homeownership information is made available on the City's website.
- A Home Repair program is being implemented to maintain the viability of affordable housing stock.
- Infrastructure improvements have been made in low-income neighborhoods to improve affordable housing areas.
- Proactive code enforcement activities are focused on low-income neighborhoods to help preserve affordable housing.
- City has partnered with nonprofit / service groups to resolve property maintenance issues for low-income and elderly home owners.
- City departments have coordinated neighborhood clean-up programs in affordable housing neighborhoods.
- Staff has started to pursue options for public transit and rail transit through Allen.

Other Programs

The City operates a Multi-Family inspection program designed to ensure that properties are maintained in a safe and healthy condition. All apartment communities in Allen that are over 5 years of age receive an annual inspection. The inspections are conducted by Building Inspections and Environmental Health Staff. Currently, eleven properties are

being inspected annually. The most recent inspections revealed that the majority of the properties in Allen are in very good shape. The discrepancies usually consisted of unwrapped Freon lines at the AC units, missing gutter down-spouts, chipping paint and other miscellaneous items. A few of the older properties present some maintenance and repair challenges. Some of discrepancies found at these properties consist of rotten fascia boards, chipping/missing paint, missing sewer cleanout caps, missing landscaping/grass, ground erosion, crushed and clogged gutters, clogged dryer vents and several other minor to more serious violations.

After the initial inspections, the apartment communities were given a detailed report listing all of the violations. They were then given at least 30 days to repair the problems and re-inspections were conducted. Overall, most of the needed repairs were done accurately and in a timely manner. Some properties pose a challenge but the City is working with them on a repair schedule to ensure that these repairs are being made.

The City of Allen does not have a Public Housing Authority. Although the Plano Housing Authority and McKinney Housing Authority do on occasion coordinate assistance for residents in Allen, they do not actively promote housing assistance programs in the community. The City continues to coordinate activities with them. The City of Allen also continues to be a participant in the Collin County Plan to End Chronic Homelessness and support the Collin County Homeless Coalition.

IV. COMPLAINTS AND FAIR LENDING

Fair Housing Complaints

Allen residents may report fair housing complaints to HUD's Office of Fair Housing and Equal Opportunity or the Texas Workforce Commission Civil Rights Division.

HUD reported six complaints filed between 2005 and 2010. The basis for these complaints included accusations of discrimination to rent or finance due to disability, race, sex or family status. Of these complaints, three were dismissed due to a "no cause determination", meaning no violation was identified, one was withdrawn, one was closed due lack of cooperation, and one was settled successfully.

In May 2009, the City of Allen received a monitoring visit by the HUD's Office of Fair Housing and Equal Opportunity. The purpose of the review was to determine compliance with federal regulations including fair housing. The report received in October 2009 did not include any findings of noncompliance.

Fair Lending Analysis

The Community Reinvestment Act (CRA), enacted by Congress in 1977 is intended to encourage depository institutions to help meet the credit needs of the communities in which they operate. The CRA requires that each insured depository institution's record in helping meet the credit needs of its entire community be evaluated periodically. Institutions are rated from outstanding to substantial noncompliance. A search of CRA records found no banks with headquarters located in Allen. A review of surrounding communities found five banks in McKinney and twenty-one in Plano. Of these 26 institutions, five were rated outstanding and the others satisfactory.

The Home Mortgage Disclosure Act (HMDA), enacted by Congress in 1975 and implemented by the Federal Reserve Board's Regulation C, requires lending institutions to report public loan data. This regulation provides the public loan data that can be used to assist:

- in determining whether financial institutions are serving the housing needs of their communities;
- public officials in distributing public-sector investments so as to attract private investment to areas where it is needed;
- and in identifying possible discriminatory lending patterns.

Home Mortgage Disclosure Act data is only publicly available in an aggregated form for the Dallas MSA. Allen's relative size within that area is small enough that the aggregation would not be relevant to the conditions in Allen.

V. PUBLIC OUTREACH

Public input was received as part of the public participation process for the Consolidated Plan. A mail survey was conducted and public meetings were held in low-income areas. Part of the surveys were designed to assess resident's knowledge and experiences with housing discrimination, perceptions towards affordability of housing and access to housing information and resources. Below are the highlights from the surveys that relate to these areas:

- 27% stated that affordable housing was a significant or severe need in the community.
- Transportation was listed as the top social service need.
- 66% believe that they can afford to purchase a home.
- 6% believe that African Americans are discriminated against when purchasing a home.
- 17% believe that Hispanics are discriminated against when purchasing a home.
- 25% stated that being able to find a house that they like and can afford is a major obstacle to purchasing a home.
- 11% described discrimination or other "social barriers" as a major obstacle to purchasing a home.
- Respondents indicated Rehabilitation Assistance and Rental Assistance for low-income and elderly residents as the greatest unmet housing need.

Overall these results indicate that affordable housing is available in the community for a majority of respondents. While a small percentage indicated that discrimination is perceived to exist, most do not believe it is a major obstacle to purchasing a home. A larger number of residents listed the need for homebuyer assistance, both education and financial, and home rehabilitation assistance. The complete survey results are available in the 2010-2014 Consolidated Plan document.

VI. DESCRIPTION OF IMPEDIMENTS

Based on the information and data collected and analyzed, the following are potential impediments to fair housing choice in the City of Allen:

Lack of education and awareness
Individuals often times lack information on fair housing, specifically regarding their rights and their responsibilities on housing issues. Many who are aware of their rights are not aware of how to file a complaint. Although the City is a resource, the low number of inquiries suggests that many are still not educated on this topic or know where to go to get information.

Residents, landlords, realtors, and the community need more information about housing, home ownership, the Fair Housing Laws, and what to do if housing discrimination occurs. Additional issues that arise through limited information and understanding include lack of trust in local government, fear of reprisal, NIMBY (Not In My Back Yard) attitudes, public perception, and cultural awareness.

Limited affordable housing units for sale or rent
Fair housing and affordable housing are different but related issues. This analysis is an assessment on fair housing, which relates to discrimination based upon race, color, religion, sex, disability, familial status or national origin. None of the information collected indicates a systemic problem with discrimination. While a limited supply of available affordable housing is not an impediment, it can lead to discriminatory practices or undesirable concentrations. There is evidence that there are economic pressures affecting affordable housing choice. According to the data, a high percentage of renters are paying more than 30% of their income for housing. Because housing and employment in Allen is closely linked with the region and surrounding communities, it is difficult to implement activities that will specifically assist Allen residents. Residents from outside the community will compete with local residents for available affordable housing, making it challenging to focus on assisting low-income residents already living in Allen.

Decreasing supply of vacant land
According to the City Planning & Development Department, approximately 1000 acres of land is left available for single-family residential development. This decreasing supply causes land and housing prices to increase and limits the opportunities for diversifying housing.

Housing conditions
Substandard housing and inadequate property maintenance can contribute to the lack of safe, decent, and sanitary housing. The Property Conditions Survey conducted by the

City shows that most properties are in good condition on the exterior. However, the high demand for participation in the City's home rehabilitation program indicates that there are a significant number of low income residents that need some repair work completed. In addition, many homeowners fear rental property will adversely affect property values. Improved property maintenance can help improve attitudes as homeowners become more confident that both rental and owner occupied property will be properly maintained.

Limited public transportation options

Restricted mobility imposed by nonexistent public transportation can force the disabled and low-income population to remain in their homes and inhibit their ability to work. Low to moderate-income populations, which includes those working as well as the elderly, may have limited housing choices based on lack of transportation access. Workers living in Allen or outside the community may have trouble accessing jobs.

VII. RECOMMENDATIONS

The following items are recommended activities that can be implemented to reduce impediments to fair housing choice:

1. Education and Awareness

Residents will benefit from education and awareness regarding housing, home ownership, the Fair Housing Laws, and what to do if housing discrimination occurs. The City should promote first-time homebuyer education and counseling, fair housing education and credit counseling.

- Provide specific information and referrals on the City's website.
- Provide fair housing information to all participants in the City's housing and neighborhood programs.
- Coordinate the distribution of housing information with local public service agencies. Utilize neighborhood association partnerships to disseminate housing information.

2. Preserve Affordable Housing

Facilitate and encourage the maintenance of existing neighborhoods and affordable housing stock. The City should facilitate property maintenance that supports safe, decent, and sanitary affordable housing.

- Continue owner occupied rehabilitation program and assistance programs.
- Implement pro-active code enforcement programs and neighborhood clean-up projects.
- Continue to implement multi-family rental inspection program.
- Encourage home ownership and assist in the affordability of home ownership throughout the community as identified in the CDBG Consolidated Plan.

3. Pursue a Balanced Housing Strategy

Providing for a diversity of housing types and opportunities for affordable home ownership locally and in coordination with the region will increase housing choice. The City should encourage a balanced housing strategy.

- Encourage development and redevelopment that provides a variety of housing opportunities.
- Include housing diversity and strategy discussions in the next update to the Comprehensive Plan.
- Review zoning ordinances and other land use regulations to determine if there are regulations or restrictions that may be deterring the development of affordable housing.
- Coordinate with the Plano and McKinney housing authorities to utilize existing housing stock through landlord participation in affordable housing programs such as the Section 8 Housing Choice Voucher program.

4. Continue to explore options for public transit

Public transportation increases housing choice by providing better access between employment, housing and other services. The City should explore public transportation options.

- Pursue local public transit providing access to existing rail transit and employment areas.
- Continue to pursue the extension of rail transit into Allen.