



CITY OF TEXARKANA

CITY COUNCIL

AGENDA • JULY 10, 2017

Council Chambers

Regular Meeting

6:00 PM

**220 TEXAS BLVD.
TEXARKANA, TX 75501**

Mayor

Bob Bruggeman

Ward 1

Jean H. Matlock

Ward 3

Betty Williams

Ward 5

Christy P. Paddock

Ward 2

Willie Ray

Ward 4

Brian Matthews

Ward 6

Josh Davis



For any agenda item, the City Council reserves the right to advance the "Council Vote" date to a hearing or briefing date.

The City Council reserves the right to convene into closed session on any agenda item or issue should the need arise and if applicable pursuant to authorization by the Texas Open Meetings Act (Title 5, Chapter 551 of the Texas Government Code).

If the City Council convenes into closed session, they will reconvene in one hour or less to take any final action, decision, or vote on a matter deliberated in closed session.

- I. CALL TO ORDER, ROLL CALL, ESTABLISHMENT OF QUORUM**
- II. INVOCATION AND PLEDGE BY COUNCIL MEMBER JOSH DAVIS**
- III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST**

Upcoming City Council Meetings:

Monday, July 17, 2017 at 6:00 p.m. - Capital Improvement Plan Workshop
Monday, July 24, 2017 at 6:00 p.m.
Monday, August 14, 2017 at 6:00 p.m.
Monday, August 28, 2017 at 6:00 p.m.

Upcoming Public Meeting:

Monday, August 7, 2017 at 2:00 p.m. & 5:30 p.m. - Budget Open House

Parks & Recreation Events:

July 15 th	Cornerstone Sandslam	Bringle Lake West
	Volleyball Tournament	

For a complete list of Parks & Recreation activities and information call 903-798-3978 or visit the city website at <http://tx-texarkana.civicplus.com>

Appointments to Boards & Commissions

- IV. OPEN FORUM: COMMENTS FROM THE PUBLIC (LIMIT 5 MINUTES EACH)**

Items scheduled for "Public Hearing" or have been heard at a previous "Public Hearing" are not to be addressed at the "Open Forum".

V. ITEMS FOR CONSIDERATION***Consent Items***

1. Consider approval of the minutes of the Regular Meeting of the City Council held on June 26, 2017 at 6:00 PM.
2. Ordinance No. 2017-075 calling for a General Election to be held on Tuesday, November 7, 2017 for the purpose of electing a Council Member for Ward 2, a Council Member for Ward 3, and a Council Member for Ward 5.

Public Hearing:

Second Briefing:

Council Vote: July 10, 2017

Action Items

3. Ordinance No. 2017-056 amending PD-15-5(GR) for site plan approval on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. Texas Boulevard Properties, LLC, applicant. Bryan Callaway, agent.

Public Hearing: June 12, 2017

Second Briefing: June 26, 2017

Council Vote: July 10, 2017

4. Resolution No. 2017-063 revising the swap time policy in the fire department.

Public Hearing: June 12, 2017

Second Briefing: June 26, 2017

Council Vote: July 10, 2017

5. Resolution No. 2017-064 adopting the FY18 Master Fee List.

Public Hearing: June 12, 2017

Second Briefing: June 26, 2017

Council Vote: July 10, 2017

VI. FIRST BRIEFINGS

1. Ordinance No. 2017-076 calling for a Special Election to be held on Tuesday, November 7, 2017 to consider City Charter amendments.

Public Hearing:
Second Briefing:
Council Vote: July 24, 2017

VII. PUBLIC HEARINGS

1. Ordinance No. 2017-070 amending PD-79-5(GR) for site plan approval to allow a building expansion on Lot 1A, Rateliff Subdivision, located at 4105 Richmond Place. Danny and Rachael Rateliff, applicants.

Public Hearing: July 10, 2017
Second Briefing: July 24, 2017
Council Vote: August 14, 2017

2. Ordinance No. 2017-071 amending PD-79-5(GR) for site plan approval to allow the construction of a new building on Lot 2, Block 2, Richmond-McKnight Addition, located at 4207 Richmond Road. Aaron Gaylor, applicant.

Public Hearing: July 10, 2017
Second Briefing: July 24, 2017
Council Vote: August 14, 2017

3. Resolution No. 2017-072 authorizing the sale of a surplus water distribution system to Riverbend Water Resources District.

Public Hearing: July 10, 2017
Second Briefing: July 24, 2017
Council Vote: August 14, 2017

4. Resolution No. 2017-073 approving the 2017 CDBG Annual Action Plan and amendment of the CDBG 2013-2017 Consolidated Plan.

Public Hearing: July 10, 2017
Second Briefing:
Council Vote: July 10, 2017

VIII. SECOND BRIEFING WITH UPDATES

1. Resolution No. 2017-065 authorizing the City Manager to enter into a three-year contract for the annual audit for the fiscal years ending September 30, 2017, 2018, and 2019, with the option to renew.

Public Hearing: June 26, 2017
Second Briefing: July 10, 2017
Council Vote: July 24, 2017

2. Resolution No. 2017-068 authorizing the City Manager to enter into loan agreements with Grimm Lofts, LLC.

Public Hearing: June 26, 2017
Second Briefing: July 10, 2017
Council Vote: July 10, 2017

IX. SECOND BRIEFING WITHOUT UPDATES

1. Resolution No. 2017-066 approving a debt management policy.

Public Hearing: June 26, 2017
Second Briefing: July 10, 2017
Council Vote: July 24, 2017

2. Ordinance No. 2017-067 amending the city's traffic register to establish a forty mile per hour (40 mph) speed limit on University Avenue between the beginning of the boulevard section near 6800 University Avenue and Bringle Lake Village Drive, and University Avenue between Shilling Road and Summerhill Road, and amending the city's traffic register to establish a thirty-five mile per hour (35 mph) speed limit on Shilling Road between Bringle Ridge Road and the east end of University Avenue.

Public Hearing: June 26, 2017
Second Briefing: July 10, 2017
Council Vote: July 24, 2017

3. Ordinance No. 2017-069 amending the Land Development Code, Chapter 105 "Buildings and Construction", Section 105-4 "Insurance and Bonding Requirements".

Public Hearing: June 26, 2017
Second Briefing: July 10, 2017
Council Vote: July 24, 2017

X. ITEMS FOR DISCUSSION

Staff Updates

XI. ADMINISTRATIVE COMMENTS

1. City Council
2. City Staff

XII. CLOSED SESSION

The City Council will convene into closed session pursuant to Texas Government Code Section 551.087 - Deliberation Regarding Economic Development Negotiations and Section 551.071 - Consultation with Attorney.

XIII. RECONVENE INTO OPEN SESSION**XIV. ADJOURNMENT**

Jennifer Evans, City Secretary

This open meeting of a governmental entity is subject to the Texas Open Meetings Act (Chapter 551, Government Code). The "Council Chambers" is the room or property where the City Council holds this meeting.

Pursuant to Section 46.035(c), Penal Code (unlawful carrying of handgun by license holder), a license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for these services, please call 903.798.3917, Personnel or (TDD) 1.800.RELAY.TX (1.800.735.2989).



CITY OF TEXARKANA

CITY COUNCIL

MINUTES • JUNE 26, 2017

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD.
TEXARKANA, TX 75501

I. CALL TO ORDER, ROLL CALL, ESTABLISHMENT OF QUORUM

Member Name	Title	Status	Arrived
Aggeman	Mayor	Present	
Matlock	Ward 1	Present	
May	Ward 2	Late	6:11 PM
Williams	Ward 3	Present	
Matthews	Ward 4	Absent	
P. Paddock	Ward 5	Present	
Vis	Ward 6	Present	

Staff Present: City Manager John Whitson, Jennifer Evans, Shirley Jaster, Kristin Peeples, Sherry Jackson Hawkins, Karey Parker, Lisa Thompson, Robby Robertson, Dusty Henslee, Jim Powell, Mashell Daniel, J.D. Phillips, Rea Donna Jones, Eric Schlotter, Jennifer Strayhorn, and Jerry Sparks.

Legal Counsel: Jeff Lewis

II. INVOCATION AND PLEDGE BY COUNCIL MEMBER JEAN MATLOCK

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, July 10, 2017 at 6:00 p.m.

Monday, July 24, 2017 at 6:00 p.m.

Parks & Recreation Events:

July 1st - 3rd Dixie Coach Pitch State Spring Lake Park
Tournament

July 5th Men's Church League Softball Wallace Park
Begins

Minutes Acceptance: Minutes of Jun 26, 2017 6:00 PM (Consent Items)

July 8 th - 11 th	Dixie "O" Zone State Tournament	Spring Lake Park
July 8 th - 9 th	Freedom Rings Girls Softball Tournament	Karrh Park
July 15 th	Cornerstone Sandslam Volleyball Tournament	Bringle Lake West

For a complete list of Parks & Recreation activities and information call 903-798-3978 or visit the city website at <http://tx-texarkana.civicplus.com>

The Girls Softball Showcase Tournament was a huge success this past weekend. A total of 63 teams played a total of 260 games. States represented include: Texas, Alabama, Arkansas, Kansas, Louisiana, Mississippi, Missouri, and Oklahoma. Local Texas-side area hotels reported a record number of 874 rooms booked by guests who stayed in Texarkana during the showcase tournament.

Next year's tournament has been confirmed for June 22nd - June 24th. Texarkana is also a finalist for a National Tournament that is scheduled for July of 2018.

Mayor Bruggeman especially thanked Sandy Dixon, Robby Robertson & staff, Ross Cowling of the City of Texarkana, Arkansas, and Mike Burke of the City of Wake Village, Texas, for their tremendous preparation and hard work in providing for a major and productive event that allowed all participants and guests to enjoy.

Appointments to Boards & Commissions

There were no appointments made to any board or commission.

IV. OPEN FORUM: COMMENTS FROM THE PUBLIC (LIMIT 5 MINUTES EACH)

Items scheduled for "Public Hearing" or have been heard at a previous "Public Hearing" are not to be addressed at the "Open Forum".

Cliff Robertson addressed council concerning proposing an ordinance to protect and preserve trees around the city especially in regards to new construction.

V. CLOSED SESSION

The City Council convened into closed session pursuant to Texas Government Code Section 551.071 - Consultation with Attorney.

VI. RECONVENED INTO OPEN SESSION

VII. ITEMS FOR CONSIDERATION***Consent Items***

(6:55 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Josh Davis, Ward 6
SECONDER:	Christy P. Paddock, Ward 5
AYES:	Matlock, Ray, Williams, Paddock, Davis
ABSENT:	Matthews
EXCUSED:	Bruggeman

1. Consider approval of the minutes of the Regular Meeting of the City Council held on June 12, 2017 at 6:00 PM.

Action Items - None**VIII. FIRST BRIEFINGS**

1. Ordinance No. 2017-070 amending PD-79-5(GR) for site plan approval to allow a building expansion on Lot 1A, Rateliff Subdivision, located at 4105 Richmond Place. Danny and Rachael Rateliff, applicants.

Public Hearing: July 10, 2017
 Second Briefing: July 24, 2017
 Council Vote: August 14, 2017

David Orr briefed this item.

RESULT:	MOVED FORWARD	Next: 7/10/2017 6:00 PM
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2. Ordinance No. 2017-071 amending PD-79-5(GR) for site plan approval to allow the construction of a new building on Lot 2, Block 2, Richmond-McKnight Addition, located at 4207 Richmond Road. Aaron Gaylor, applicant.

Public Hearing: July 10, 2017
 Second Briefing: July 24, 2017
 Council Vote: August 14, 2017

David Orr briefed this item.

RESULT:	MOVED FORWARD
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Next: 7/10/2017 6:00 PM

3. Resolution No. 2017-072 authorizing the sale of a surplus water distribution system to Riverbend Water Resources District.

Public Hearing: July 10, 2017
 Second Briefing: July 24, 2017
 Council Vote: August 14, 2017

City Manager Whitson briefed this item.

RESULT:	MOVED FORWARD
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Next: 7/10/2017 6:00 PM

4. Resolution No. 2017-073 approving the 2017 CDBG Annual Action Plan and amendment of the CDBG 2013-2017 Consolidated Plan.

Public Hearing: July 10, 2017
 Second Briefing:
 Council Vote: July 10, 2017

David Orr briefed this item.

RESULT:	MOVED FORWARD
----------------	----------------------

Next: 7/10/2017 6:00 PM

IX. PUBLIC HEARINGS

1. Resolution No. 2017-065 authorizing the City Manager to enter into a three-year contract for the annual audit for the fiscal years ending September 30, 2017, 2018, and 2019, with the option to renew.

Public Hearing: June 26, 2017
 Second Briefing: July 10, 2017
 Council Vote: July 24, 2017

Rhonda Jones, of Holliday Lemons & Cox, P.C., expressed concerns relating to a proposed contract for independent audit services with BKD, LLP.

Ms. Jones asked council to reconsider continuing contracted independent audit services with Holliday, Lemons & Cox, P.C.

RESULT:	MOVED FORWARD
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Next: 7/10/2017 6:00 PM

2. Resolution No. 2017-066 approving a debt management policy.

Public Hearing: June 26, 2017
 Second Briefing: July 10, 2017
 Council Vote: July 24, 2017

There were no public comments made at this hearing.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

3. Ordinance No. 2017-067 amending the city's traffic register to establish a forty mile per hour (40 mph) speed limit on University Avenue between the beginning of the boulevard section near 6800 University Avenue and Bringle Lake Village Drive, and University Avenue between Shilling Road and Summerhill Road, and amending the city's traffic register to establish a thirty-five mile per hour (35 mph) speed limit on Shilling Road between Bringle Ridge Road and east end of University Avenue.

Public Hearing: June 26, 2017
 Second Briefing: July 10, 2017
 Council Vote: July 24, 2017

There were no public comments made at this hearing.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

4. Resolution No. 2017-068 authorizing City Manager to enter into loan agreements with Grimm Lofts, LLC.

Public Hearing: June 26, 2017
 Second Briefing: July 10, 2017
 Council Vote: July 10, 2017

Jeff Sandefur, Josh Morriss, Richard Reynolds, Mary Hart, and William Scurlock each addressed council stating reasons why they support the adoption of this resolution.

Sheila Osborne Wagnon addressed council stating reasons why she opposes the adoption of this resolution. Ms. Wagnon also expressed commendation to David Orr for his long time efforts and challenging work done in behalf of the Grim project and seeing it through to possible development.

Jennifer Strayhorn, Texarkana Library Director, addressed council stating the reasons why she supports the adoption of this resolution. Ms Strayhorn also added that the library is open until 9:00 p.m. four nights a week and that she would not allow staff to leave work in the downtown area, at that time of night, if she didn't feel it was safe enough to do so.

Council Member Matlock made comments contrasting low income and Section 8 housing to affordable housing based on median income levels for individuals and families.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

5. Ordinance No. 2017-069 amending the Land Development Code, Chapter 105 "Buildings and Construction", Section 105-4 "Insurance and Bonding Requirements".

Public Hearing: June 26, 2017

Second Briefing: July 10, 2017

Council Vote: July 24, 2017

There were no public comments made at this hearing.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

X. SECOND BRIEFING WITH UPDATES

1. Ordinance No. 2017-056 amending PD-15-5(GR) for site plan approval on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. Texas Boulevard Properties, LLC, applicant. Bryan Callaway, agent.

Public Hearing: June 12, 2017

Second Briefing: June 26, 2017

Council Vote: July 10, 2017

David Orr said staff added information to the council packet as a result of questions raised at the public hearing on June 12th. Staff just received information, from MTG Engineers & Surveyors regarding Texas Boulevard Site Design, that will be included in the next meeting agenda packet.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

2. Resolution No. 2017-063 revising the swap time policy in the fire department.

Public Hearing: June 12, 2017

Second Briefing: June 26, 2017

Council Vote: July 10, 2017

Eric Schlotter said staff is looking at proposing a change in the policy to the total number of shifts allowed in a given year comparable to a sliding scale for hours.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

3. Resolution No. 2017-064 adopting the FY18 Master Fee List.

Public Hearing: June 12, 2017
 Second Briefing: June 26, 2017
 Council Vote: July 10, 2017

City Manager Whitson said no significant fees have been added or removed. A final list of fees will be included in the next meeting agenda packet.

RESULT: MOVED FORWARD

Next: 7/10/2017 6:00 PM

XI. SECOND BRIEFING WITHOUT UPDATES - NONE

XII. ITEMS FOR DISCUSSION

Staff Updates

Mr. Whitson said the tree located at Crumpton and Cooper Lane, brought up during Open Forum at the June 12th council meeting, is on property located outside of the city limits. The tree is not eligible for city support or public funds. Mr. Whitson contacted Bowie County Commissioner Tom Whitten about the issue. Mr. Whitten said the county is also not responsible for the tree because it resides on private property.

Mr. Whitson said staff researched a proposal, made by Council Member Davis, to draft a spay & neuter ordinance for the city. State law does not allow a city to enact an ordinance that requires a pet to be altered because animals are considered private property and therefore the city has no jurisdiction.

XIII. ADMINISTRATIVE COMMENTS

1. City Council

Council Member Paddock, along with city staff, attended a meeting with TxDOT last week that discussed a proposed landscaping project for various Interstate 30 intersections. There is a potential for TxDOT to secure funding to beautify these intersections. TxDOT proposes to maintain the intersections for one year after completion. At that time, TxDOT would need a maintenance agreement to be effective with another entity to take over, either the city, county, the chamber or possibly a beautification group or a combination thereof.

Initially, TxDOT would like a formal statement from the city expressing interest in the project in order to proceed with checking into funding for the project. Ms. Paddock suggested, if council approved, that the City Manager draft and forward a letter of interest to TxDOT. Mr. Whitson said he would rather prepare a resolution that would express council concerns, confirmation of interest, and outline a solution for how the project will progress after the one year period ends for maintenance provided by TxDOT.

Ms. Paddock said the letter would not commit the city to the project but would only express interest in order to prompt TxDOT to move along in pursuit of funding. Council consensus was for the City Manager to prepare a brief and simple letter of interest and forward to council for review before sending to TxDOT.

Mayor Bruggeman said the "Sparks in the Parks" event, over the weekend, had an incredible fireworks display. He wishes everyone a great and safe fourth of July holiday.

2. City Staff

Mr. Whitson said, based on the fact that Texarkana, Arkansas employees will receive July 3rd as a city holiday, Texas employees will be allowed liberal leave as that day is not a scheduled holiday for Texas employees. Normally, if one jurisdiction at the Bi-State Justice Center building is closed, the other two jurisdictions will have minimal customer service traffic. Mr. Whitson said he will monitor the situation at the Bi-State building.

Council needs to be aware that management expects very light staff to report for work on Monday, July 3rd, since the official holiday is on Tuesday, July 4th when city offices will be closed.

XIV. ADJOURNMENT

A motion was made to adjourn the meeting.
(8:14 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Willie Ray, Ward 2
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Ray, Williams, Paddock, Davis
ABSENT:	Matthews
EXCUSED:	Bruggeman

City of Texarkana, Texas

Version:

Update Date: 6/25/2017 2:02 PM

Briefing Sheet

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary
Ordinance No. 2017-075 calling for a General Election to be held on Tuesday,
Subject: November 7, 2017 for the purpose of electing a Council Member for Ward 2, a
Council Member for Ward 3, and a Council Member for Ward 5.

Briefing: 7/10/2017 **Public Hearing:** **Second Briefing:** **Council Vote:** 7/10/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Calling a General Election to be held on Tuesday, November 7, 2017 to elect a Council Member for Ward 2, a Council Member for Ward 3, and a Council Member for Ward 5.

Potential Options:

- None
-

Fiscal Implications:

Budgeted.

Staff Recommendation:

Staff recommends approval pursuant to state law (Texas Election Code, Section 3.005(c)).

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

(Insert Date Here):
NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- 2017-075 ORD Calling General Election for W2W3W5 (DOC)
- 2017-075 ATTH 01 Appendix A App for Place on Ballot (PDF)

City of Texarkana, Texas

- c. 2017-075 EXH 'A' Interlocal Agreement with Bowie County (DOC)
 d. 2017-075 Goals & Perspectives (DOCX)

Staff Coordination

City Attorney 10:09 AM	Jeffery C. Lewis	City Attorney Review Completed	06/26/2017
City Manager	John Whitson 07/06/2017 9:05 PM	Department Head Review	Completed
Deputy City Manager - Shirley Jaster Review	John Whitson Skipped	Deputy City Manager	07/07/2017 8:32 AM
Deputy City Manager - Kyle Dooley Review	Kyle Dooley Completed	Deputy City Manager	07/07/2017 8:41 AM
Public Information Officer	Lisa Thompson	PIO Review	Completed
City Manager 8:54 AM	John Whitson	City Manager Review Completed	07/07/2017
City Council 6:00 PM	Vicky Coopwood	Meeting	Pending 07/10/2017

Meeting History

ORDINANCE NO. 2017-075

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, CALLING FOR A GENERAL CITY ELECTION TO BE HELD ON TUESDAY, THE 7TH DAY OF NOVEMBER, 2017 FOR THE PURPOSE OF ELECTING A COUNCILMEMBER FOR WARD TWO, A COUNCILMEMBER FOR WARD THREE AND A COUNCILMEMBER FOR WARD FIVE FOR THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS; PRESCRIBING THE TIME, PLACE, MANNER, AND FORM FOR THE HOLDING OF SAID ELECTION; PROVIDING INSTRUCTIONS FOR THE HOLDING OF SAID ELECTION IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, THE CITY CHARTER, AND ORDINANCES OF THE CITY OF TEXARKANA, TEXAS; PROVIDING FOR A LOYALTY OATH; DIRECTING THE CITY SECRETARY TO PROVIDE FOR TIMELY PRINTING OF BALLOTS; PROVIDING FOR EARLY VOTING; DIRECTING THAT POLLS BE OPENED FROM 7:00 A.M. TO 7:00 P.M. ON ELECTION DAY; PROVIDING FOR PUBLICATION OF PUBLIC NOTICE OF THIS ELECTION; PROVIDING FOR CANVASS OF THE ELECTION RESULTS BY THE CITY COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Election Code Chapter 3, Section 3.005(c) an election to be held on a uniform election date shall be ordered not later than the 78th day before election day ; and

WHEREAS, the 84th Texas Legislature enacted Senate Bill 733, amending Texas Election Code Section 41.0052(a), authorizing a city, by resolution, to change the date that the City holds its general election for municipal officers from the May uniform election date to the November uniform election date; and

WHEREAS, the City Council adopted Resolution No. 2015-118 changing the General Election date for members of the City Council from the May Uniform Election date to the November Uniform Election date as authorized by Texas Election Code Section 41.0052(a); and

WHEREAS, the Texas Election Code, Section 41.005 General Election of Political Subdivision other than County, requires the City to set its election on a date which complies with the Uniform Election Date which is November 7, 2017.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That an election is hereby called and ordered to be held in the City of Texarkana, Texas, at the respective voting places listed in the Interlocal Agreement (**Exhibit “A”**) with Bowie County, Texas and said joint election to be held on the **1st Tuesday after the 1st Monday**

Publish

in November 2017, the same being the **7th day of November, 2017**, for the purpose of electing a Councilmember for Ward Two, a Councilmember for Ward Three and a Councilmember for Ward Five of the City of Texarkana, Texas.

SECTION 2: That said election shall be held in accordance with the Interlocal Agreement with Bowie County, Texas, laws of the State of Texas, the provisions of the Texas Election Code, the Charter of the City of Texarkana, Texas, and city ordinances unless otherwise specified herein.

SECTION 3: In accordance with revisions to the City Charter as approved by voters of the City in a Special Election on November 12, 1983, and as canvassed by Ordinance 309-83, enacted on November 21, 1983, the Councilmember to be elected from Wards Two, Three and Five, respectively, shall be voted on solely by the voters of each of their respective Wards.

SECTION 4: Candidates for Councilmember in this election must meet the qualifications for candidacy as set forth in the Texas Election Code, the City Charter, and Ordinances of the City of Texarkana, Texas.

SECTION 5: That any eligible and qualified person may have his or her name printed upon the official ballot as a candidate for the office of Councilmember of **Ward Two**, Councilmember of **Ward Three** or Councilmember of **Ward Five** by filing the appropriate sworn application with the City Secretary between **July 24, 2017** through 5:00 p.m. on **August 21, 2017**, and by complying with the provisions of the Texas Election Code and applicable Statutes and Ordinances. The application shall be in the form as set forth in **Appendix "A"** which is attached hereto and made a part hereof as if fully set forth herein. Each candidate must also complete the Loyalty Affidavit as is set forth on the lower portion of **Appendix "A"** and the City Secretary is hereby directed to refuse any application for which the said affidavit has not been completed and sworn to by the candidate. The City Secretary shall provide a blank copy of **Appendix "A"** to those persons requesting same.

SECTION 6: That the specimen ballot shall be made available for public inspection in the office of the City Secretary and on the bulletin board in City Hall as soon as practicable after the official ballots have been prepared for the election, as required by Section 52.007, Texas Election Code.

SECTION 7: That the City Secretary be and is hereby ordered and directed to ensure that the official ballots are printed and on hand so that early voting by personal appearance may commence fifteen (15) days before the date of election (**October 23, 2017**). All early balloting shall be conducted in accordance with Title 7 and other applicable portions of the Texas Election Code. Each qualified voter who desires to cast an early voting ballot and who is qualified in accordance with Chapter 82 of the Texas Election Code shall be entitled to an official early voting ballot and the right to cast such ballot. All completed early voting ballots voted by personal appearance must be in the hands of the Bowie County Elections Administrator not later than the fourth (4th) day prior to the election (i.e. by 5:00 p.m. on **November 3, 2017**).

Publish

The deadline for receipt of applications for mail ballot shall be at 5:00 p.m. on **October 27, 2017** in the Bowie County Elections Administrator's Office in accordance with Section 84.007 of the Texas Election Code. The deadline for completed mail ballots shall be 7:00 p.m. on **November 7, 2017**, in the Bowie County Election Administrator's Office. Early voting ballots shall be delivered to and counted by an early voting board to be appointed by Bowie County.

SECTION 8: That the City Secretary shall give notice of this election by causing said notice to be published one time in the Texarkana Gazette, the official newspaper of the City. The said publication shall be not more than 30 days or less than 10 days prior to **November 7, 2017**. Such publication meets the requirements set forth in Section 1 of Article V of the Charter of the City of Texarkana, Texas, and the requirement set forth in Texas Election Code, Section 4.003. The City Secretary shall attach the returned certificate of publication from the newspaper editor to the original of this Ordinance on file.

SECTION 9: That the City Council shall, not later than the fourteenth day after Election Day, as set forth in Texas Election Code, Section 67.003(c), canvass the returns, investigate the qualifications of the candidate, and declare the official results of the election. The returns of the election shall be recorded in the Minutes of the Council by precinct totals, and the qualified person receiving the highest number of votes cast for each office shall thereupon be declared by said Council to have been elected.

SECTION 10: Ward lines for all Wards affected by this election shall be as set forth in **Chapter 12, Section 12-1 "City wards – Designated and defined by ordinance."** of the Code of Ordinances of the City of Texarkana, Texas.

SECTION 11: Precinct lines for all precincts affected by this election shall be as set forth in Texas Election Code **Chapter 42, "Election Precincts", Section 42.002(a)(5) "Required Use of County Precincts."**

SECTION 12: That the polling places for said election shall be as set forth in Texas Election Code **Chapter 43 "Polling Places", Section 43.004(b) "Designation of Location: Elections of Other Political Subdivisions."**

SECTION 13: That all polling places specified in the Interlocal Agreement (**Exhibit "A"**) with Bowie County, Texas, shall be open for voting from 7:00 a.m. to 7:00 p.m. on Election Day, **November 7, 2017**. The list of polling places is as follows:

Precinct	Location
2A	Liberty Eylau Pre-Kindergarten Center/Grandview Campus 3105 Norris Cooley Dr. - Texarkana
2B/5A	Westlawn Elementary School 410 Westlawn Dr. - Texarkana

Publish

2C	Theron Jones Early Literacy Center 2600 W. 15th St. - Texarkana
3A	Collins Memorial Building 3000 Texas Blvd. - Texarkana
3B	Texarkana City Hall 220 Texas Blvd. - Texarkana
2D/5B	Texarkana College 2500 N Robison Rd - Texarkana
5C	Pleasant Grove High School 5406 McKnight Rd. - Texarkana

SECTION 14: That all alleged criminal violations of the election laws of the State of Texas which are noted by election officials in the course of this election shall be examined by the City Attorney, who shall refer appropriate criminal complaints for prosecution to the Criminal District Attorney of Bowie County, Texas, in accordance with the laws of the State of Texas.

SECTION 15: That, by approving and signing this Ordinance, the Mayor officially confirms as his action all matters recited in the Ordinance which by law come within his jurisdiction.

SECTION 16: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2017-075 ORD Calling General Election for W2W3W5 (1673 : 2017-075 ORD Calling General Election for W2,3,5)

ALL INFORMATION IS **REQUIRED** TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE _____				GENERAL ELECTION BALLOT	
TO: City Secretary/Secretary of Board					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)				INDICATE TERM ☐ FULL ☐ UNEXPIRED	
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT ¹		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER (Optional) ²
TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN IN STATE ____ year (s) ____ month(s) IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED³ ____ year (s) ____ month(s)			
If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.					
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says: "I, (name) _____, of _____ County, Texas, being _____ candidate for the office of _____, swear that I will support and defend the Constitution and law of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."					
X SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the ____ day of _____, _____.					
SEAL					
Signature of Officer Administering Oath ⁴			Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
Voter Registration Status Verified ☐		Date Received _____		Signature of Secretary _____	

Attachment: 2017-075 ATTH 01 Appendix A App for Place on Ballot (1673 : 2017-075 ORD Calling General Election for W2,3,5)

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573 Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee of an officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's action with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL

SOLICITUD PARA FIGURAR EN LA BOLETA DE _____ ELECCIÓN GENERAL

A: Secretario(a) de la Ciudad/ Secretario del Consejo

Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.

PUESTO OFICIAL SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)	INDIQUE TÉRMINO
	☐ TÉRMINO COMPLETO ☐ TÉRMINO INCOMPLETO

NOMBRE COMPLETO (Primer nombre, segundo nombre, apellido)	ESCRIBA SU NOMBRE COMO DESEA QUE FIGURE EN LA BOLETA ¹
---	---

DIRECCIÓN RESIDENCIAL PERMANENTE (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)	DIRECCIÓN POSTAL PÚBLICA (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)
---	---

CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
--------	--------	---------------	--------	--------	---------------

CORREO ELECTRÓNICO PÚBLICO (Si está disponible.)	EMPLEO (No deje este espacio en blanco.)	FECHA DE NACIMIENTO / /	VID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE (Opcional) ²
--	--	----------------------------	---

INFORMACIÓN DE CONTACTO (Opcional) Tel. residencial: Tel. laboral: Tel. celular:	DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD	
	EN EL ESTADO ____ año(s) ____ mes(es)	EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A ³ ____ año(s) ____ mes(es)

En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.

Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara:

“Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre nepotismo según el Capítulo 573 del Código de Gobierno.

Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas”.

X

FIRMA DEL CANDIDATO

Jurado y suscrito ante mí en _____, este día ____ de _____.

SELLO

Firma del oficial que administra el juramento⁴ _____ Título del oficial que administra el juramento _____

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:

(See Section 1.007)

Date Received _____

Signature of Secretary _____

Voter Registration Status Verified ☐

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800 252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento de funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de la residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.

INTERLOCAL AGREEMENT

This Interlocal Agreement for a joint election, effective upon approval by the Texarkana, Texas City Manager and the Bowie County Commissioners Court is entered into by and between the City of Texarkana, Texas, and Bowie County, Texas.

Whereas, Texas Election Code Chapter 41, Section 41.001(a)(3) states than the election must be held on a uniform election date which is the **7th of November 2017**.

Whereas, the City of Texarkana, Texas, and Bowie County, Texas, find and determine that the City's General & Special Election and the County's General Election within the municipality of the City of Texarkana, Texas, should be held jointly in the election precincts that can be served by common polling places.

City of Texarkana, Texas, and Bowie County, Texas, agree as follows:

1. For the November 2017 General & Special Election, City elections shall be held jointly with the County's General Election on **November 7, 2017** at the polling locations established by Bowie County for November general elections. Those locations currently are:

Precinct	Location
1A / 4E	Academic Learning Center 3201 Lincoln St. - Texarkana
1B	Liberty-Eylau C.K. Bender Elementary School 2300 Buchanan Rd. - Texarkana
2A	Liberty Eylau Pre-Kindergarten Center/Grandview Campus 3105 Norris Cooley Dr. - Texarkana
2B / 4D / 5A	Westlawn Elementary School 410 Westlawn Dr. - Texarkana
2C	Theron Jones Early Literacy Center 2600 W. 15th St. - Texarkana
2D	<i>(With 4C)</i>
3A	Collins Memorial Building 3000 Texas Blvd. - Texarkana
3B	Texarkana City Hall – Municipal Building 220 Texas Blvd. - Texarkana
4A	<i>(With 4C)</i>

- 4B **Spring Lake Park School**
4324 Ghio-Fish Blvd. - Texarkana
- 4C /4A /2D /5B **Texarkana College**
2500 N Robison Rd. - Texarkana
- 4D *(With 2B)*
- 4E *(With 1A)*
- 5A *(With 2B)*
- 5B *(with 4C)*
- 5C **Pleasant Grove High School**
5406 McKnight Road - Texarkana
- 6A **First Baptist Church**
3015 Moores Ln. - Texarkana
- 6B **Pleasant Grove Middle School**
5605 Cooks Ln. - Texarkana
- 10 **Pleasant Grove Volunteer Fire Department**
3123 FM 559 - Texarkana

2. The City of Texarkana, Texas, and Bowie County, Texas, will conduct joint early voting by personal appearance at the times and locations as established by Bowie County for the November general election.
3. Bowie County will conduct voting by mail for the 'General Election' and applications for voting by mail must be submitted to:

Elections Administrator
710 James Bowie Dr.
New Boston, TX 75570-0248

4. Bowie County will provide locked ballot boxes for all precincts for the joint election.
5. Bowie County will appoint and compensate the respective election officials (Polling Judges and Alternates, Early Voting Clerks, etc.) for time and services provided as allowed by law.
6. The City of Texarkana, Texas, and Bowie County, Texas, will post the election results for the City's election.

7. The City of Texarkana, Texas, and Bowie County, Texas, will each be responsible for the cost of any published legal notices required by law.
8. The City of Texarkana, Texas, and Bowie County, Texas, will share electronic voting machines at common polling places. Bowie County will bear the cost of the rental of these machines.
9. Bowie County will timely provide the necessary information to the City Secretary for the City Council to conduct the canvass of the City of Texarkana, Texas' election returns.
10. Any further expenditures to be incurred pertaining to the joint elections not specifically addressed above will each be paid by the respective party incurring the expenditure.
11. For the November 2017 General and Special Election, the City of Texarkana, Texas, agrees to pay Bowie County, Texas: Six Thousand Dollars (\$6,000).

Both parties agree and acknowledge that these sums fairly and accurately estimate the City of Texarkana, Texas' share of joint election costs for the respective ballot measure and elections listed; provided, however, that upon the cancellation as allowed by law of any City elections, no sum shall be owed for the respective election that is cancelled.

CITY OF TEXARKANA, TEXAS

Attest:

By: _____
 John A. Whitson
 City Manager

 Jennifer Evans
 City Secretary

COUNTY OF BOWIE, TEXAS

Attest:

By: _____
 James Carlow
 County Judge

 Tina Petty
 County Clerk

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☒ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Version: C

Update Date: 6/27/2017 9:31 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-056 amending PD-15-5(GR) for site plan approval on Lot
Subject: 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. Texas
Boulevard Properties, LLC, applicant. Bryan Callaway, agent.

Briefing: 7/10/2017 **Public Hearing:** 6/12/2017 **Second Briefing:** June 26, 2017 **Council Vote:** 7/10/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

Staff has attached a copy of the paperwork from the 2015 rezoning case where this property was originally rezoned to PD-General Retail (ATTH 08) as well as a copy of an updated zoning map (ATTH 07).

Executive Summary and Background Information:

This is a request for site plan approval by Texas Boulevard Properties, LLC, owner, and Bryan Callaway, Studio 230, LLC, agent, on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. The proposed use is a general retail landscape business that includes a retail/office building, storage building and outside plant sales. Currently, the property is vacant.

The property is zoned Planned Development-General Retail [PD-15-5(GR)]. Approval of the site plan would constitute an amendment to that zoning, even though the overall classification of Planned Development-General Retail would be unchanged. The proposed use is consistent with the listed uses in the Land Development Code for Planned Development-General Retail. The adjacent zoning is Planned Development-Office to the north, east and south and Single Family-2 to the west. The adjacent land use is an insurance office to the south and residences to the north, east and west.

The site plan consists of the following:

- A 2078 square foot office/retail building with painted hardy panel siding to be located on the front portion of the property.
- A 940 square foot metal warehouse building with overhead door to be located along the north property line directly behind the office/retail building.
- Wall signage located on building front.
- 12 parking spaces including a handicapped space.
- A gravel area west of the parking lot to be used as a turn-around spot for longer vehicles and trailers.
- Asphalt or concrete parking lot and drive.
- An 8' wooden privacy fence along the south and west property lines and a cyclone fence along the north property line.
- An 8' wooden privacy fence extending south from the enclosed storage area to the south property line with a gate and Knox padlock.
- An irrigation well to be located at the rear of lot for watering of plants only (use of a well for irrigation purposes is not regulated by City ordinance).
- Wooden trellises for shade and plant storage to be located at the rear portion of the property.
- Screened dumpster located along south property line adjacent to parking lot inside fenced area.
- 48 square foot monument style sign allowed if additional signage is requested in the future (no CEVMS is allowed).

City of Texarkana, Texas

The applicant has been made aware that if this site plan is approved as submitted, there may be additional applicable city code/ordinance requirements in addition to those listed including but not limited to building, subdivision, fire, drainage, water and sewer prior to the issuance of building permits.

All notification and application requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

None

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission voted unanimously to recommend to the City Council the approval of the requested site plan with the following stipulations: (i) any outdoor lighting is to be shielded away from adjacent residential properties; (ii) the only items for outdoor display and storage will be plants and trees; and (iii) an irrigation well for watering of plants only shall be located at the rear of the lot.

Consistent with the unanimous recommendation of the Planning and Zoning Commission, staff recommends approval of the site plan as submitted with the following stipulations:

- Any lighting is to be shielded from adjacent residential properties;
- The only items for outdoor display and storage will be plants and trees; and
- The irrigation well location as specified in the site plan and its use as specified above.

Written Protest:

Section 140-317(d) of the Land Development Code and Section 211.006 of the Texas Local Government Code provide in pertinent parts that an affirmative vote of three-fourths of the City Council (that is, the affirmative vote of five councilmembers) is required for adoption of an ordinance approving any amendment or change to a zoning regulation upon timely receipt of a written protest signed by the owners of at least twenty percent of the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area. A written protest against the amendment to PD-15-5(GR) and against the proposed uses for the subject property was timely filed prior to consideration by the Planning and Zoning Commission of the application. Initial review by City staff of the petition signatures and what staff believes to be the corresponding land or lots suggests that the threshold percentage of area of lots or land as required by law has been met to trigger the need for an affirmative vote of five councilmembers to approve the site plan and amendment to PD-15-5(GR).

Staff Recommendation:

Consistent with the unanimous recommendation of the Planning and Zoning Commission, staff recommends approval of the site plan as submitted with the following stipulations:

- Any lighting is to be shielded from adjacent residential properties;
- The only items for outdoor display and storage will be plants and trees; and
- The irrigation well location as specified in the site plan and its use as specified above.

Additional Procedural History

City of Texarkana, Texas

In 2015, at the request of the owner, this property was rezoned from Planned Development-Office to Planned Development-General Retail for a contemplated use of a proposed restaurant for Flour Child Fine Foods Market. Earlier this year, a previous application for this property was conservatively construed by City staff as necessitating a specific use permit together with approval of a site plan. The Planning and Zoning Commission considered this application on April 3, 2017. A written protest to the proposed amendment was timely presented. Although the Commission unanimously approved the request, a site plan submitted thereafter differed from the plan approved by the Commission. Also, one of the protestors contacted the City Attorney with related questions. After City staff and the City Attorney met to review the Commission action and the changed site plan, a determination was made that the applicant's concessions and clarifications at the April 3rd Commission hearing dispensed with the need of a specific use permit (or, in other words, the proposed uses for the property as clarified are consistent with the listed uses in the Land Development Code for Planned Development-General Retail without requiring a specific use permit). The applicant agreed to withdraw this previous application, and the process was restarted with the current application and new notifications as required by the city code.

Attachments:

2017-056 Ordinance
 EXH 'A' – Site Plan
 ATTH 01 – Aerial Site Plan
 ATTH 02 – Maps
 ATTH 03 – Elevations
 ATTH 04 – Petition in opposition from owners within 200'
 ATTH 05 – Petition in opposition from owners outside 200'
 ATTH 06 - Request from property owner to remove name from petition

Attachments

- a. 2017-056 ORD amending PD-15-5(GR) - Copy (PDF)
- b. 2017-056 EXH 'A' Site plan (PDF)
- c. 2017-056 ATTH 01 Aerial site plan (PDF)
- d. 2017-056 ATTH 02 Maps (PDF)
- e. 2017-056 ATTH 03 Elevations (PDF)
- f. 2017-056 ATTH 04 Petition within 200' (PDF)
- g. 2017-056 ATTH 05 Petition outside 200' (PDF)
- h. 2017-056 ATTH 06 Request to remove name from petition (PDF)
- i. 2017-056 ATTH 07 Zoning Map (PDF)
- j. 2017-056 ATTH 08 Zoning items from 2015 rezoning case file (PDF)
- k. 2017-056 ATTH 09 iPetition (Subm by Horton) (PDF)
- l. 2017-056 ATTH 10 Photo-Trailers (Subm by Horton) (PDF)
- m. 2017-056 ATTH 11 Packet (Subm by Barnette) (PDF)
- n. 2017-056 ATTH 12 MTG Ltr to Callaway 062217 (PDF)
- o. 2017-056 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	05/12/2017 4:16 PM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	05/15/2017 8:46 AM	

City of Texarkana, Texas

Public Information Officer	Lisa Thompson	PIO Review	Completed
05/15/2017 8:56 AM			
City Attorney	Jeffery C. Lewis	Review	Completed
11:48 AM			05/15/2017
City Manager	John Whitson	City Manager Review	Completed
8:26 AM			05/19/2017
City Council	Jennifer Evans	Meeting	Completed
6:00 PM			05/22/2017

Meeting History

05/22/17 City Council MOVED FORWARD Next: 06/12/17

David Orr briefed this item. Bryan Callaway made additional comments and answered questions for council.

06/12/17 City Council MOVED FORWARD Next: 06/26/17

Doug Barnette, Jay Barnette, Kimberly Smith McMurry, and Fredye Alford each addressed council stating reasons why they are opposed to the adoption of this ordinance.

Chad Raney, of Keller Williams Realty, addressed council relating his knowledge of past businesses that were conducted at 3603 Texas Boulevard.

Jason Horton, property owner of 3603 Texas Blvd, addressed council explaining his reasons for selling 3603 Texas Boulevard to a prospective landscape architecture design business owner.

Bryan Callaway, of Studio 230, addressed council explaining he has revised his business plan to the greatest extent to accommodate all parties affected by his purchase of the property and proposed future business operations.

06/26/17 City Council MOVED FORWARD Next: 07/10/17

David Orr said staff added information to the council packet as a result of questions raised at the public hearing on June 12th. Staff just received information, from MTG Engineers & Surveyors regarding Texas Boulevard Site Design, that will be included in the next meeting agenda packet.

Amendment to
PD-15-5(GR)

ORDINANCE NO. 2017-056

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING PD-15-5(GR) FOR SITE PLAN APPROVAL TO ALLOW THE LOCATION OF A GENERAL RETAIL LANDSCAPE BUSINESS THAT INCLUDES AN OFFICE/RETAIL BUILDING, STORAGE BUILDING AND OUTSIDE PLANT SALES ON LOT 6, BLOCK 3, J.T. SPEARS ADDITION, LOCATED AT 3603 TEXAS BOULEVARD IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting the approval of a site plan (**Exhibit ‘A’**) to allow the location of a general retail business on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard in the City of Texarkana, Bowie County, Texas, (“the subject property”); and

WHEREAS, the subject property is zoned Planned Development-General Retail [PD-15-5(GR)], and approval of the site plan (**Exhibit ‘A’**) would constitute an amendment to PD-15-5(GR); and

WHEREAS, the proposed uses for a general retail landscaping business (an office/retail building, storage building and outside plant sales) are consistent with the listed uses in the Land Development Code for the zoning classification of Planned Development-General Retail; and

WHEREAS, the Planning and Zoning Commission of the City of Texarkana, Texas, and the City Council of the City of Texarkana, Texas, in compliance with the laws of the State of Texas with reference to the granting of this amendment, have given the requisite notices by publication and otherwise, and have held public hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, a written protest against the amendment to PD-15-5(GR) and against the proposed uses for the subject property was timely filed prior to consideration by the Planning and Zoning Commission of the application for approval of the site plan (**Exhibit ‘A’**); and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously by a vote of six (6) to zero (0) to recommend to the City Council of Texarkana, Texas, the approval of the petition for a site plan (Exhibit ‘A’)** to allow the location of a general retail landscape business that includes an office/retail building, storage building and outside plant sales, with the following stipulations: (i) any outdoor lighting is to be shielded away from adjacent residential properties; (ii) the only items for outdoor display and storage will be plants and trees; and (iii) an irrigation well for watering of plants only shall be located at the rear of the lot; and

WHEREAS, per Section 140-317(d) of the Land Development Code and Section 211.006 of the Texas Local Government Code, an affirmative vote of three-fourths of the City Council (that is, the affirmative vote of five councilmembers) is required for adoption of an ordinance approving any amendment or change to a zoning regulation upon timely receipt of a written protest signed by the owners of at least twenty percent of the area of the lots or land immediately adjoining the area covered by the proposed

Attachment: 2017-056 ORD amending PD-15-5(GR) - Copy (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

change and extending 200 feet from that area; and

WHEREAS, City staff recommends approval of the recommendation of the Planning and Zoning Commission, approval of the site plan (**Exhibit 'A'**), and adoption of this ordinance amending PD-15-5(GR).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: Subject to Section 2, below, the site plan (**Exhibit 'A'**) for a general retail landscape business that includes an office/retail building, storage building and outside plant sales on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard in the City of Texarkana, Texas, Bowie County, Texas, is hereby approved, with the City Council finding and determining that said approval is in the best interest of the public health, safety, morals and general welfare of the City.

SECTION 2: PD-15-5(GR) is hereby amended by approval of the site plan (**Exhibit 'A'**), incorporated herein by reference for all purposes, and with the following stipulations:

- 1) any outdoor lighting is to be shielded away from adjacent residential properties;
- 2) the only items for outdoor display and storage will be plants and trees; and
- 3) an irrigation well for watering of plants only shall be located at the rear of the lot.

SECTION 3: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval.

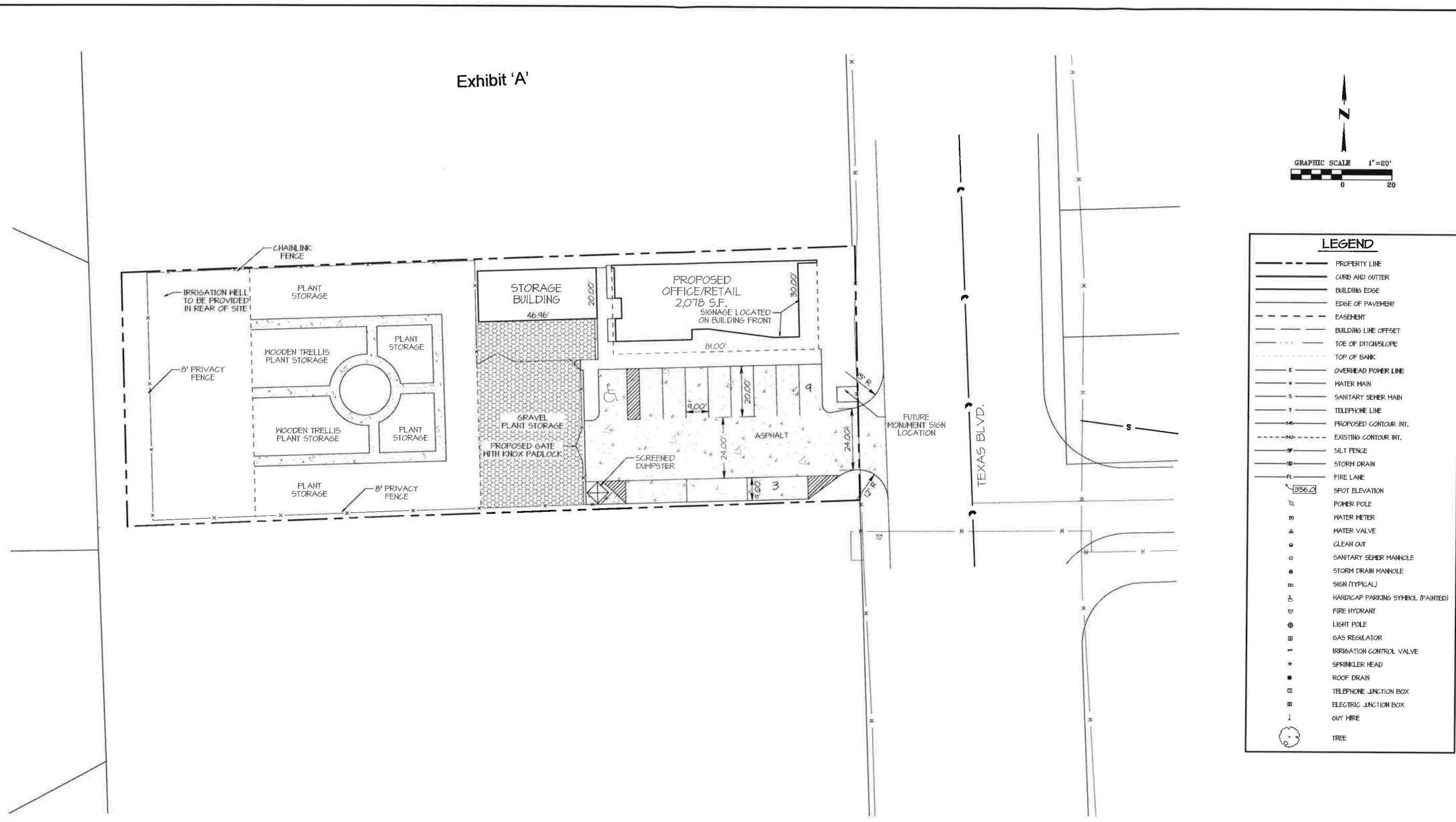
PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

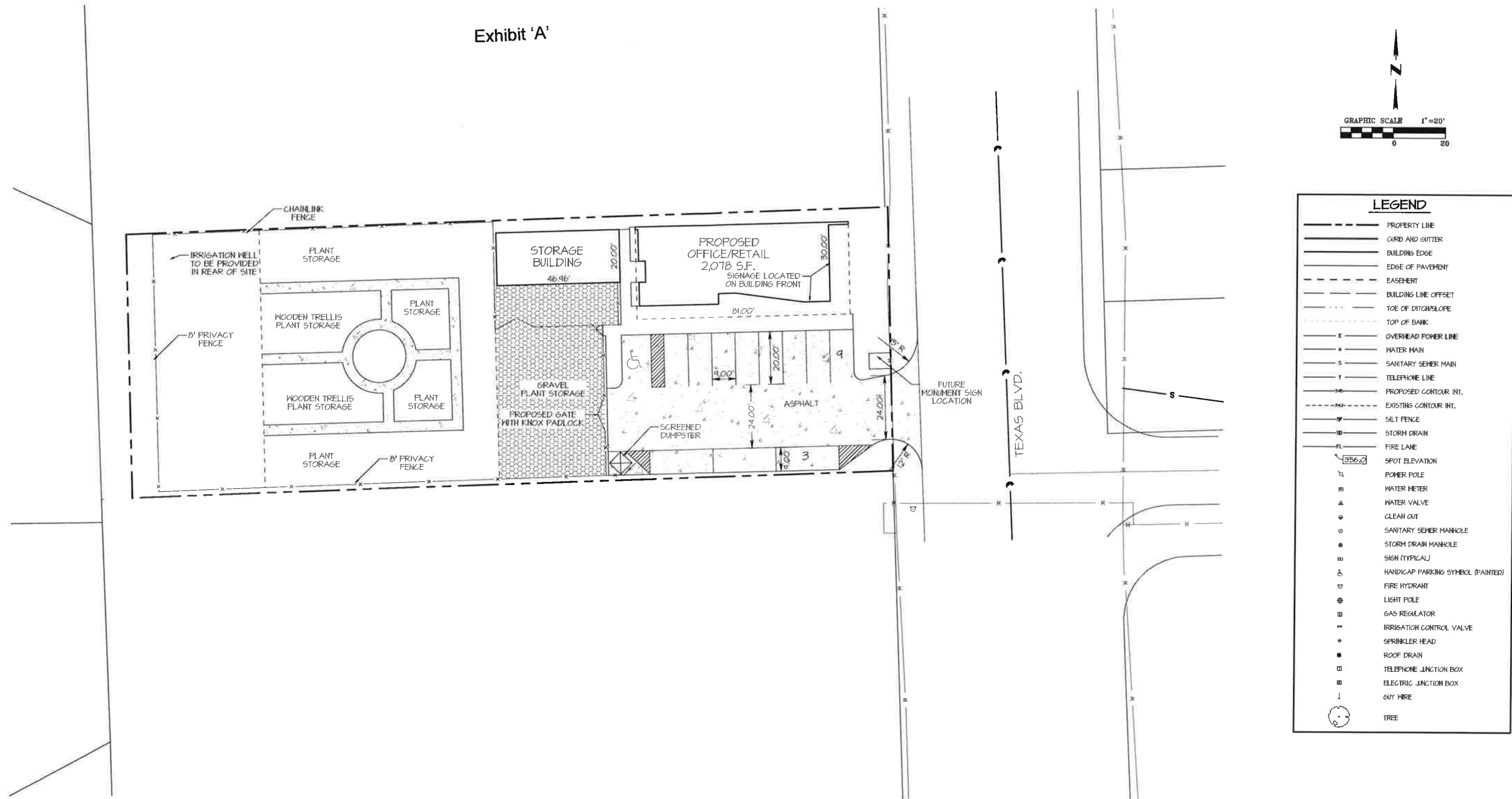
BOB BRUGGEMAN, MAYOR

HW: 1601 Four Child Fine Foods Site Layout.dwg
7/10/2019



2017-056

Exhibit 'A'

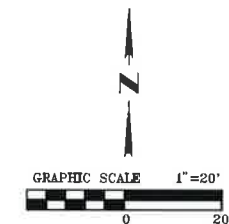


SITE LAYOUT

BRYAN CALLOWAY
TEXAS BLVD SITE



Packet Pg. 37



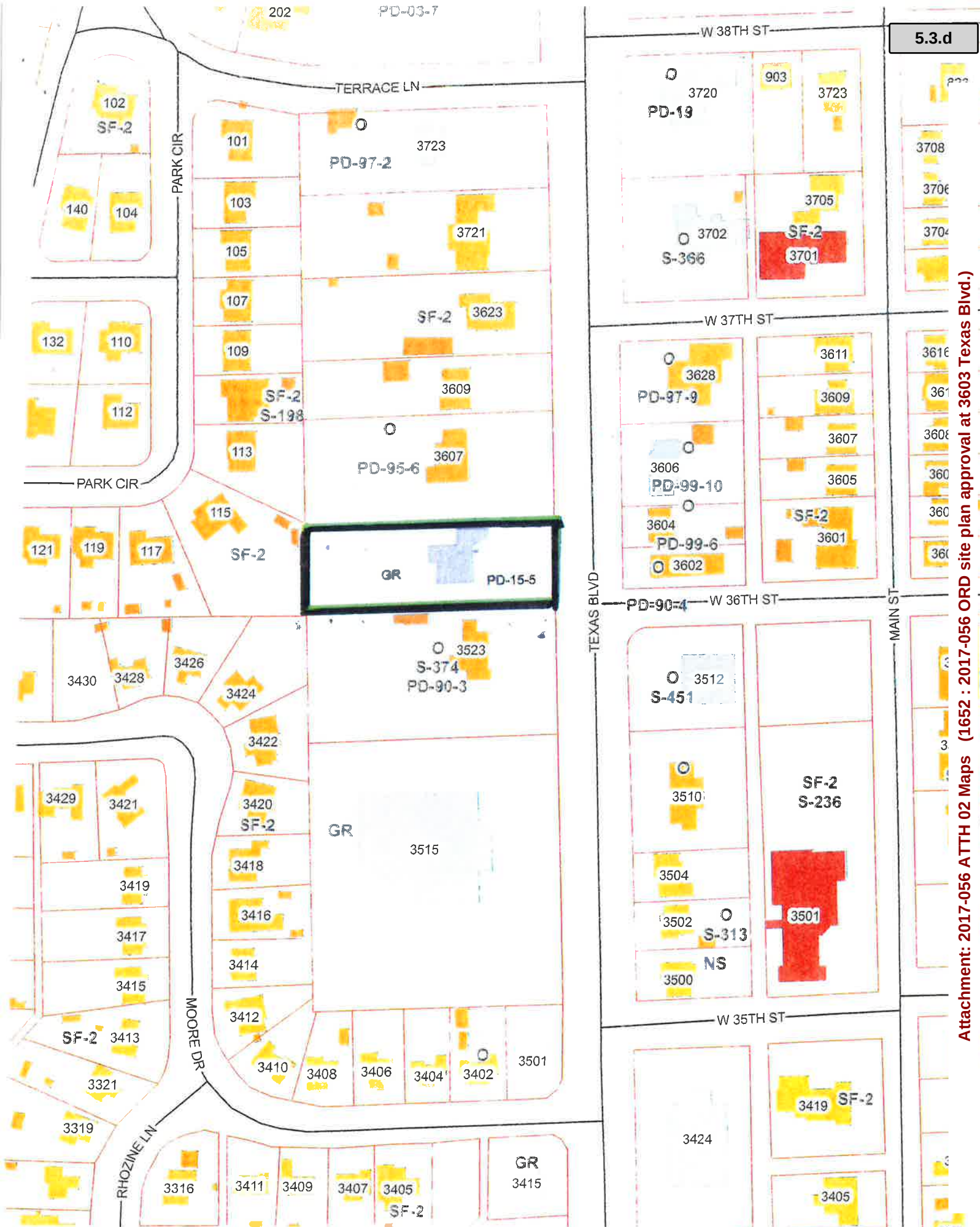
LEGEND	
	PROPERTY LINE
	CURB AND GUTTER
	BUILDING EDGE
	EDGE OF PAVEMENT
	EASEMENT
	BUILDING LINE OFFSET
	TOE OF DITCH/SLOPE
	TOP OF BANK
	OVERHEAD POWER LINE
	WATER MAIN
	SANITARY SEWER MAIN
	TELEPHONE LINE
	PROPOSED CONTOUR INT.
	EXISTING CONTOUR INT.
	SILT FENCE
	STORM DRAIN
	FIRE LANE
	SPOT ELEVATION
	POWER POLE
	WATER METER
	WATER VALVE
	CLEAN OUT
	SANITARY SEWER MANHOLE
	STORM DRAIN MANHOLE
	SIGN (TYPICAL)
	HANDICAP PARKING SYMBOL (PAINTED)
	FIRE HYDRANT
	LIGHT POLE
	GAS REGULATOR
	IRRIGATION CONTROL VALVE
	SPRINKLER HEAD
	ROOF DRAIN
	TELEPHONE JUNCTION BOX
	ELECTRIC JUNCTION BOX
	GUY WIRE
	TREE

SITE LAYOUT

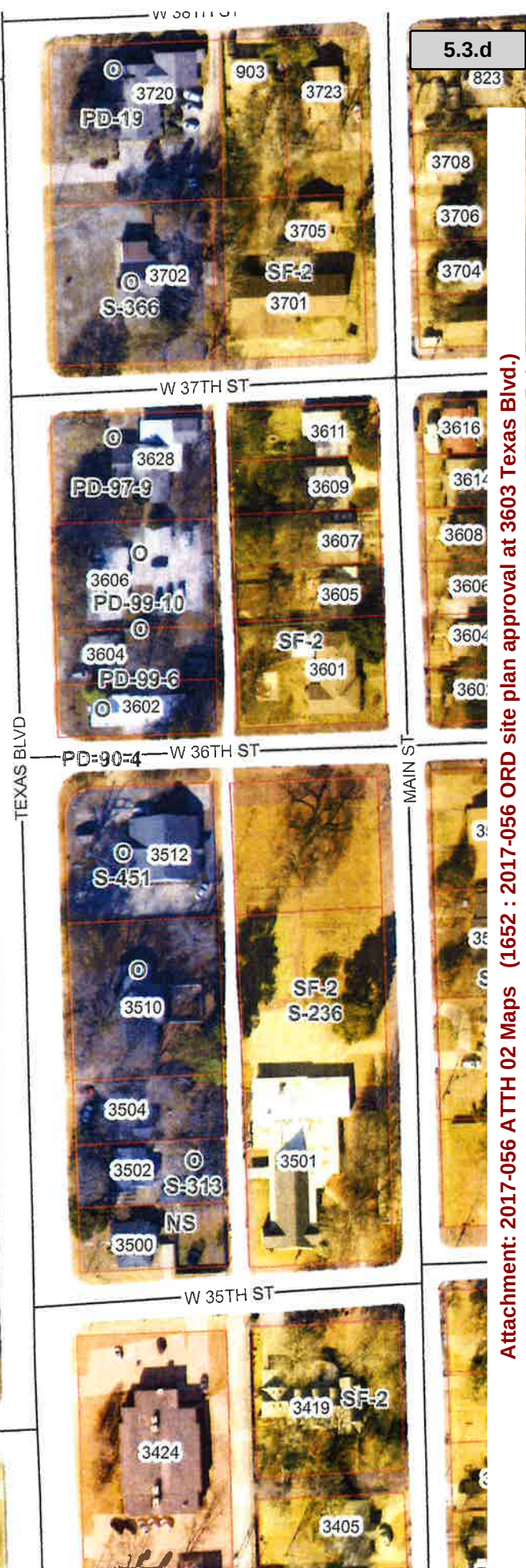
BRYAN CALLOWAY
TEXAS BLVD SITE



Packet Pg. 38

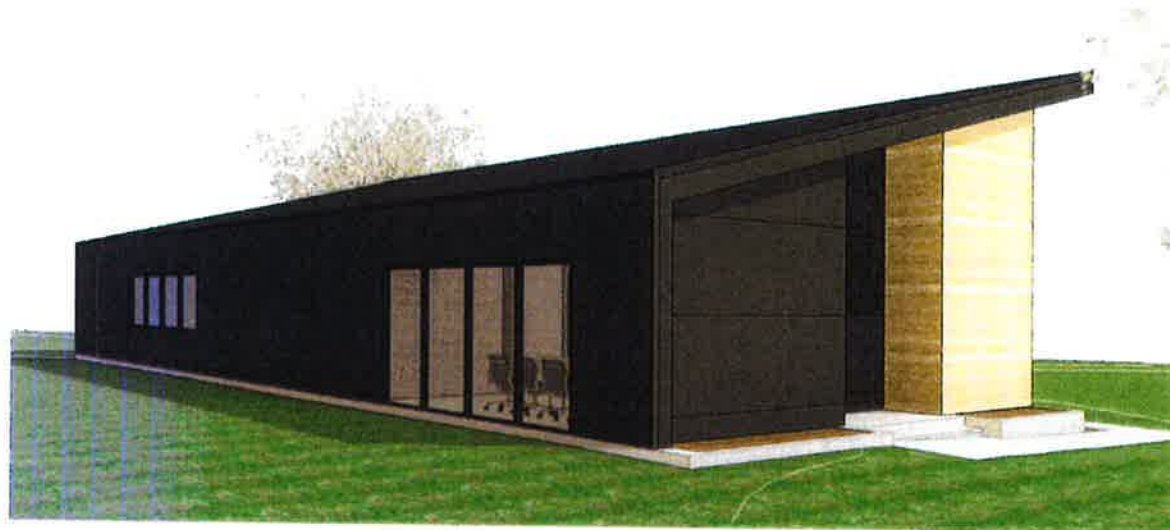


Attachment: 2017-056 ATTH 02 Maps (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)





SOUTHWEST CORNER



NORTHWEST CORNER

deMx architecture 479.966.4871
104 N. East Ave | Fayetteville, Arkansas 72701

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

3.2

SCHEMATIC DESIGN
03/23/2017
PROJECT NO. 43517

Attachment: 2017-056 ATTH 03 Elevations (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



SOUTHEAST CORNER

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD., TEXARKANA, TX 75503

deMx architecture 479.966.4871
104 N. East Ave | Fayetteville, Arkansas 72701

3.1

SCHEMATIC DESIGN

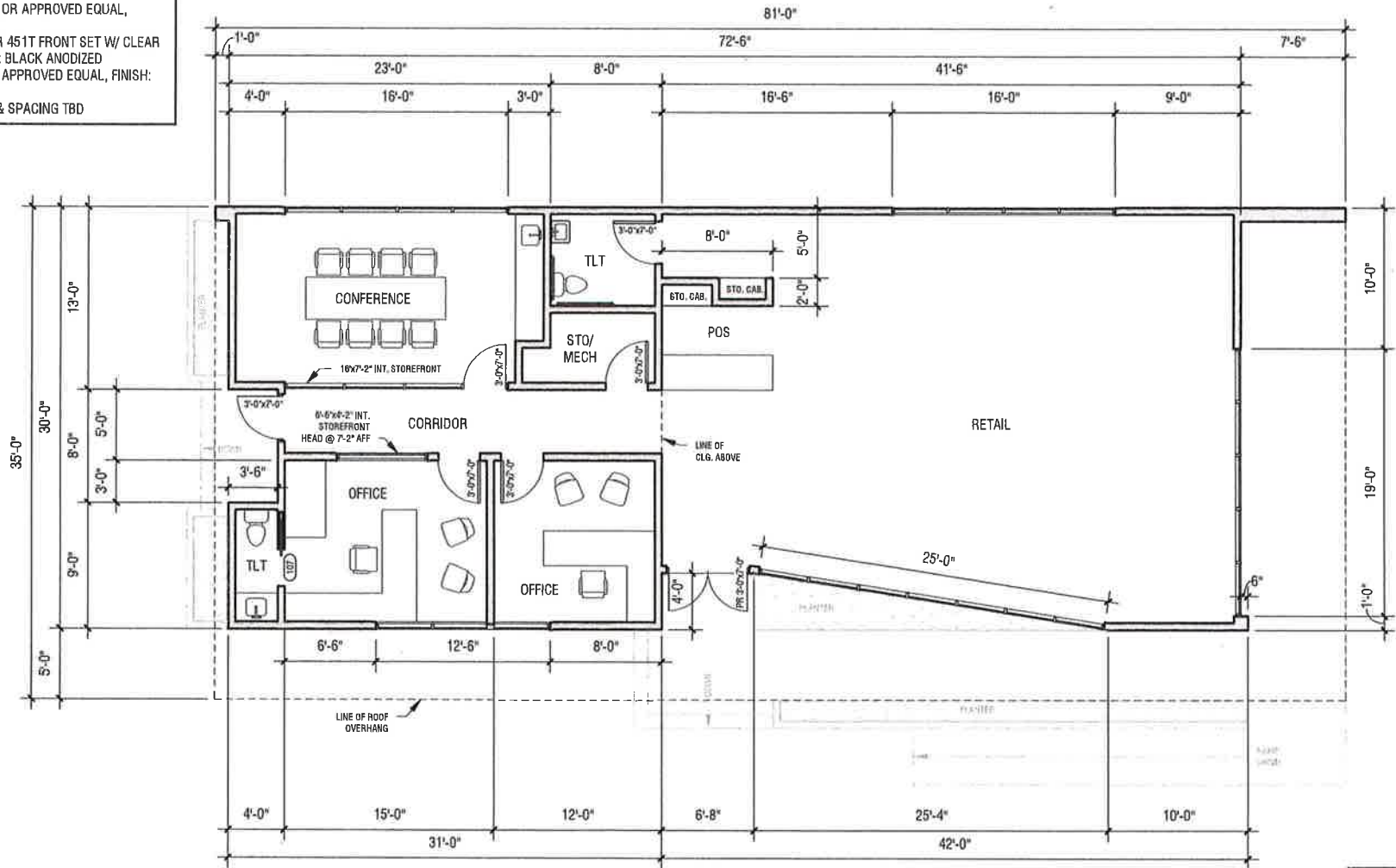
03/23/2017

PROJECT NO. 43517

Attachment: 2017-056 ATTH 03 Elevations (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

FLOOR PLAN NOTES

WALL TO BE 2x6 WOOD STUDS @ 16" O.C. W/ MIN R-16 INSUL.
 PLUMBING WALLS TO BE 2x6 WOOD STUDS @ 16" O.C.
 EXTERIOR WALLS TO BE 2x4 WOOD STUDS @ 16" O.C.
 FLOOR SURFACES TO BE SEALED CONCRETE
 WALL & CEILING FINISHES TO BE SMOOTH PAINTED GYP. BOARD
 DOORS TO BE EPOXY PAINTED
 STOREFRONTS TO BE KAWNEER 400 CENTER SET W/ CLEAR
 GLASS, FINISH: BLACK ANODIZED
 DOORS TO BE PAINT GRADE SOLID CORE WOOD DOORS W/
 FINISH: BLACK ANODIZED
 EXCEPT FOR CONFERENCE ROOM DOOR.
 ROOM DOOR TO BE KAWNEER 190 OR APPROVED EQUAL,
 FINISH: BLACK ANODIZED
 EXTERIOR STOREFRONTS TO BE KAWNEER 451T FRONT SET W/ CLEAR
 GLASS OR APPROVED EQUAL, FINISH: BLACK ANODIZED
 EXCEPT FOR CONFERENCE ROOM DOOR, FINISH:
 BLACK ANODIZED
 FLOOR FINISH TO BE WOOD "I" JOIST, SIZE & SPACING TBD



FLOOR PLAN

1/8" = 1'-0"

2071 SF



NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

11

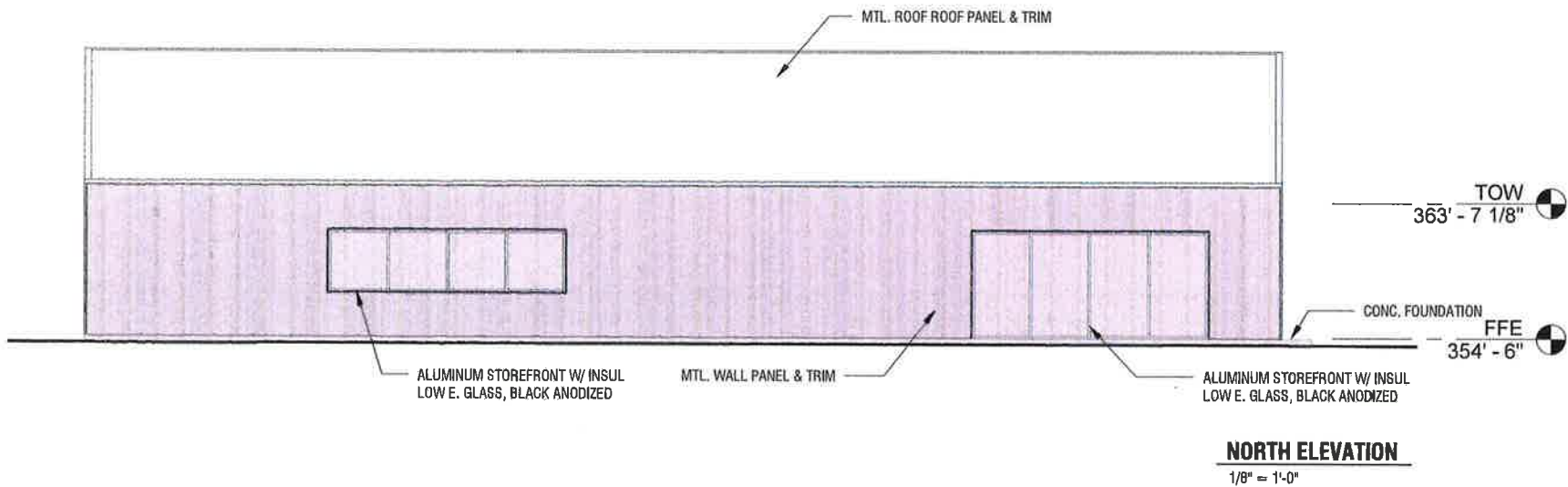
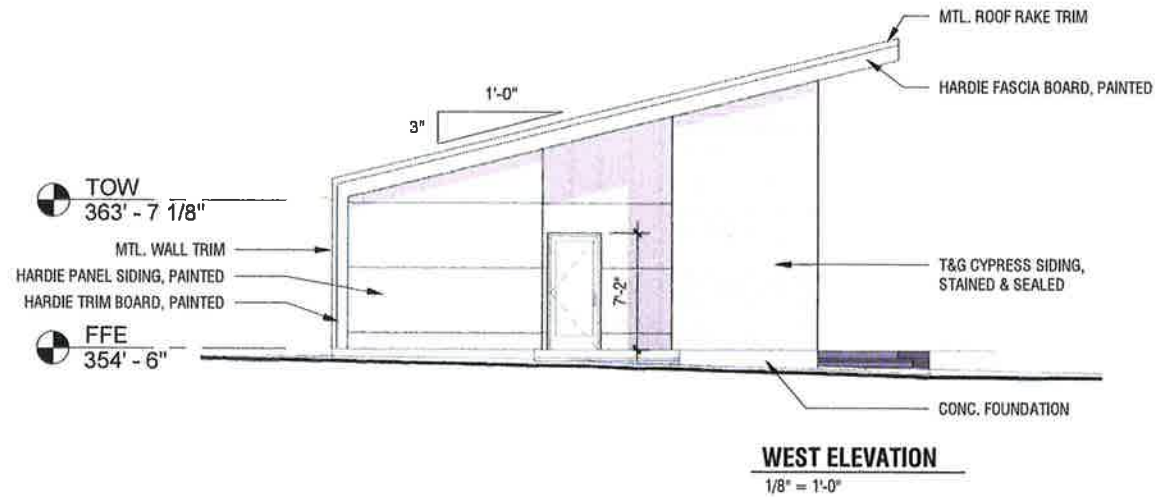
SCHEMATIC DESIGN

03/23/2017

PROJECT NO. 43517

deMx architecture 479.966.4871
 104 N. East Ave | Fayetteville, Arkansas 72701

Attachment: 2017-056 ATTH 03 Elevations (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



deMx architecture 479.966.4871
104 N. East Ave | Fayetteville, Arkansas 72701

NEW OFFICE + RETAIL SPACE FOR:
STUDIO 230
3803 TEXAS BLVD. | TEXARKANA, TX 75603

22

SCHEMATIC DESIGN
03/23/2017
PROJECT NO. 43517

Attachment: 2017-056 ATTH 03 Elevations (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

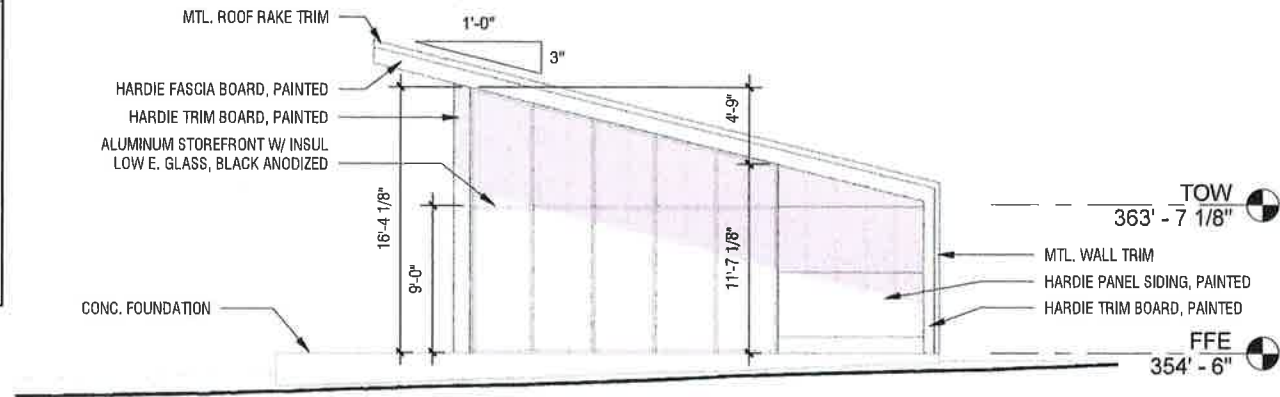
EXTERIOR MATERIAL NOTES

1. ROOF PANEL & MTL. WALL PANEL TO BE MBCI, P8C PANEL W/ EXPOSED JOINTS & CHARCOAL GRAY FINISH OR APPROVED EQUAL (DETAILS & FLASHINGS TO BE INSTALLED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS)

2. SIDING BOARD TO BE 4x10 SMOOTH PANELS, FACTORY PRIMED W/ PAINT TO MATCH MTL. ROOF PANEL & MTL. WALL PANEL. (DETAILS, FLASHINGS & JOINTS TO BE INSTALLED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS)

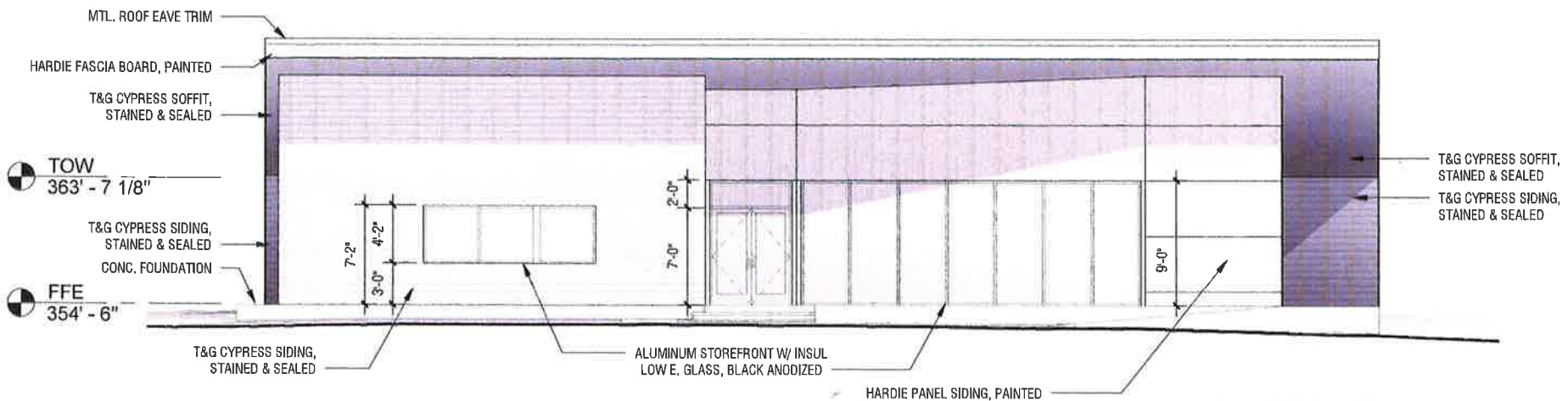
3. CEILING SIDING & SOFFIT MATERIAL TO BE TONGUE & GROOVE 1x6 SOLID WOOD OR APPROVED EQUAL, STAINED & SEALED FINISH (PROVIDE DRIP EDGES & FLASHING WHERE REQUIRED)

4. EXTERIOR STOREFRONTS TO BE KAWNEER 451T FRONT SET W/ CLEAR INSUL. GLASS OR APPROVED EQUAL, FINISH: BLACK ANODIZED



EAST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

deMx architecture 479.966.4871
104 N. East Ave | Fayetteville, Arkansas 72701

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

2.1

SCHEMATIC DESIGN

03/23/2017

PROJECT NO. 43517

Dec 1.28.17
HGB

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BOWIE

We, the undersigned, hereby state and represent to the Planning and Zoning Commission and the City Counsel of the City of Texarkana, Texas, that we own property that is within 200 feet of the property located at 3603 Texas Boulevard, Texarkana, Texas, that Bryan Calloway is attempting to secure an Amendment to PD-15-5 (GR) for site plan approval to allow the location of an office/retail building, storage building and outside plant sales.

This address, 3603 Texas Boulevard was re-zoned general retail for a restaurant/catering business in 2015. This was never done, and now the former owners wish to sell this location, and their buyer wishes to use it for a landscape business.

We signed the first petition opposing the site plan and a specific use permit to allow outside display and storage. Then it was withdrawn, and after a closed meeting with the City Attorney a new site plan has been proposed.

We further state and represent that we are opposed to the granting of said Amendment and request that said application be denied. It is our understanding that to have the landscape business, the buyer of 3603 Texas Boulevard intends to purchase the lot to the north which is not zoned general retail. We intend to oppose any proposed re-zoning of that lot as well.

NAME

ADDRESS

TELEPHONE NUMBER

Helen Asmus3510 Texan Blvd903-794-3236Helen Asmus3502 Texan Blvd903-794-3236Judge L. Alfred3606 Texas Blvd-903-278-7343

Attachment: 2017-056 ATTH 04 Petition within 200' (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

LEONEL MENDOZA 3422 Moore Drive 903 277 1044

Kimberly Smith McHenry 115 Park Circle 430-200-8612

James A. Barnett 3523 TX BLVD 903-794-9407

Jay Barnett 3523 Texas Blvd. 903-826-5026

Janod Barnett 3523 Texas Blvd 903-826-2112

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BOWIE

We, the undersigned, hereby state and represent to the Planning and Zoning Commission and the City Counsel of the City of Texarkana, Texas, that we own property that is not within 200 feet of the property located at 3603 Texas Boulevard, Texarkana, Texas that Bryan Calloway is attempting to secure an Amendment to PD-15-5 (GR) for site plan approval to allow the location of an office/retail building, storage building and outside plant sales *but that we own property in close proximity to this lot.*

This address, 3603 Texas Boulevard was re-zoned general retail for a restaurant/catering business in 2015. This was never done, and now the former owners wish to sell this location, and their buyer wishes to use it for a landscape business.

We signed the first petition opposing the site plan and a specific use permit to allow outside display and storage. Then it was withdrawn, and after a closed meeting with the City Attorney a new site plan has been proposed.

We further state and represent that we are opposed to the granting of said Amendment and request that said application be denied. It is our understanding that to have the landscape business, the buyer of 3603 Texas Boulevard intends to purchase the lot to the north which is not zoned general retail. We intend to oppose any proposed re-zoning of that lot as well.

NAME	ADDRESS	TELEPHONE NUMBER
<u>Howard Mowery</u>	<u>3723 Texas Blvd</u> <u>Texarkana, TX 75503</u>	<u>903-823-0101</u>
<u>[Signature]</u>	<u>3918 Texas Blvd</u> <u>TEXARKANA, TX 75503</u>	<u>903-823-3000</u>

Attachment: 2017-056 ATTH 05 Petition outside 200' (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

Sylvia Adams

3623 Texas Blvd

903-792-1525

Debra J. Ward

3901 Texas Blvd

903-277-8972

Attachment: 2017-056 ATTH 05 Petition outside 200' (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

TEX-Burk, Debbie

From: Reala Jo Kent <realajokent@yahoo.com>
Sent: Monday, May 08, 2017 4:28 PM
To: TEX-Burk, Debbie
Subject: Removal of name on petition

I, Reala Jo Ward owner of Fringe Salon & Beauty Bar would like my signature removed from the opposition petition against Bryan Calloway's business of Studio 230.

Sent from my iPhone

Attachment: 2017-056 ATTH 06 Request to remove name from petition (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



City of Texarkana, Texas

Version: C

Update Date: 6/17/2015 8:01 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Shawna Watkins,
Ordinance No. 2015-064 rezoning Lot 6, Block 3, J.T. Spears Addition, located
at 3603 Texas Boulevard. Planned Development-Office to Planned
Subject: Development-General Retail. Kyle Barrett, applicant. Chad Raney, agent.

Briefing: 7/13/2015 **Public Hearing:** 7/13/2015 **Second Briefing:** July 27, 2015 **Council Vote:** 8/10/2015

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

Executive Summary and Background Information:

Z-15-9: This is a request by Kyle Barrett, owner, and Chad Raney, agent, to rezone Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard from Planned Development-Office to Planned Development-General Retail. This is the former location of Sticks and Stones Florist shop that burned several months ago and has since been demolished. Amanda Horton who owns Flour Child Fine Foods is proposing to construct a new restaurant with a drive-thru at this location.

The adjacent zoning is Planned Development-Office to the north, south and east and Single Family-2 to the west. The adjacent land usage is an insurance office to the south and residences to the north, east and west.

The Comprehensive Plan has designated this as a Retail area.

The applicant should be aware that since this property is located in a Planned Development District, site approval process will be required.

All notification and application requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

None

Staff Recommendation:

The use and zoning is consistent with uses and zoning to the south of this property. Most of the properties along Texas Boulevard from West 36th to West 40th Street are zoned Planned Development-Office. Staff agrees this use is a good fit for the area and the lot should be large enough to accommodate a restaurant. Therefore, staff recommends for approval of the request to Planned Development-General Retail.

Advisory Board/Committee Review:

City of Texarkana, Texas

Planning and Zoning Commission

Board/Committee Recommendation:

Planning and Zoning Commission unanimously recommended for approval to Planned Development-General Retail.

Advisory Board/Committee Meeting Date and Minutes:

June 1, 2015

Attachments

- a. 2015-064 ATTCH 01 Goals & Perspectives (DOCX)
- b. 2015-064 ORD ATTCH 02 Rezoning 3603 Texas Blvd (DOCX)
- c. 2015-064 ORD ATTCH 03 Maps (PDF)
- d. 2015-064 ORD Rezoning 3603 Texas signed (PDF)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review	
Completed	06/10/2015 5:48 PM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Assistant City Manager	
Review	Completed	06/11/2015 2:11 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	06/11/2015 2:28 PM		
City Manager	John Whitson	City Manager Review	Completed 06/17/2015
8:02 AM			
City Council	Jennifer Evans	Meeting	Completed 06/22/2015
6:00 PM			

Meeting History

06/22/15 City Council MOVED FORWARD Next: 07/13/15
 Shawna Watkins briefed this item. Amanda Horton made additional comments.

ORDINANCE NO. 2015- 064

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING LOT 6, BLOCK 3, J.T. SPEARS ADDITION, LOCATED AT 3603 TEXAS BOULEVARD IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM PLANNED DEVELOPMENT-OFFICE TO PLANNED DEVELOPMENT-GENERAL RETAIL; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard in the City of Texarkana, Bowie County, Texas, from **Planned Development-Office to Planned Development- General Retail**; and

WHEREAS, the Planning and Zoning Commission of the City of Texarkana, Texas and the City Council of the City of Texarkana, Texas, in compliance with the laws of the State of Texas with reference to the granting of zoning classifications and changes, have given the requisite notices by publication and otherwise, and after holding hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas **voted six (6) to zero (0) to recommend the application for rezoning from Planned Development-Office to Planned Development-General Retail** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Planned Development-Office to Planned Development-General Retail** is in the best interest of the public health, safety, morals and general welfare of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to rezone Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard in the City of Texarkana, Bowie County, Texas, from **Planned Development-Office to Planned Development- General Retail**.

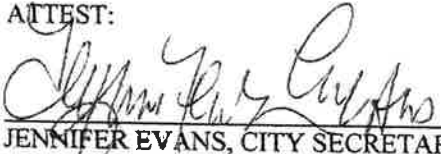
SECTION 2: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 3: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the 13th day of July, 2015.

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

7:49 p.m.

SUMMARY SHEET

Requested Zoning: PD-GR

Proposed Use: Restaurant

Present Use: Vacant lot

Location/Address: 3603 Texas Boulevard

Comprehensive Plan Designation: Retail area

Owner-applicant: Kyle Barrett Agent: Chad Raney

Zoning: North PD-Office West SF-2 South PD-Office East PD-Office

Adjacent Usage: North Residence South Insurance office
East Residences West Residence

CASE NO: Z-15-9

Present Zoning: PD-O

To P&Z: June 1, 2015

To C.C.: July 13, 2015

STAFF COMMENTARY

Z-15-9: This is a request by Kyle Barrett, owner, and Chad Raney, agent, to rezone Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard from Planned Development-Office to Planned Development-General Retail. This is the former location of Sticks and Stones Florist shop that burned several months ago and has since been demolished. Amanda Horton who owns Flour Child Fine Foods is proposing to construct a new restaurant with a drive-thru at this location.

The adjacent zoning is Planned Development-Office to the north, south and east and Single Family-2 to the west. The adjacent land usage is an insurance office to the south and residences to the north, east and west.

This use and zoning is consistent with uses and zoning to the south of this property. Most of the properties along Texas Boulevard from West 36th to West 40th Street are zoned Planned Development-Office. However, the Comprehensive Plan has designated this as a Retail area. Staff agrees this use is a good fit for the area and the lot should be large enough to accommodate a restaurant. Therefore, staff recommends for approval of the request to Planned Development-General Retail.

The applicant should be aware that since this property is located in a Planned Development District, site approval process will be required.

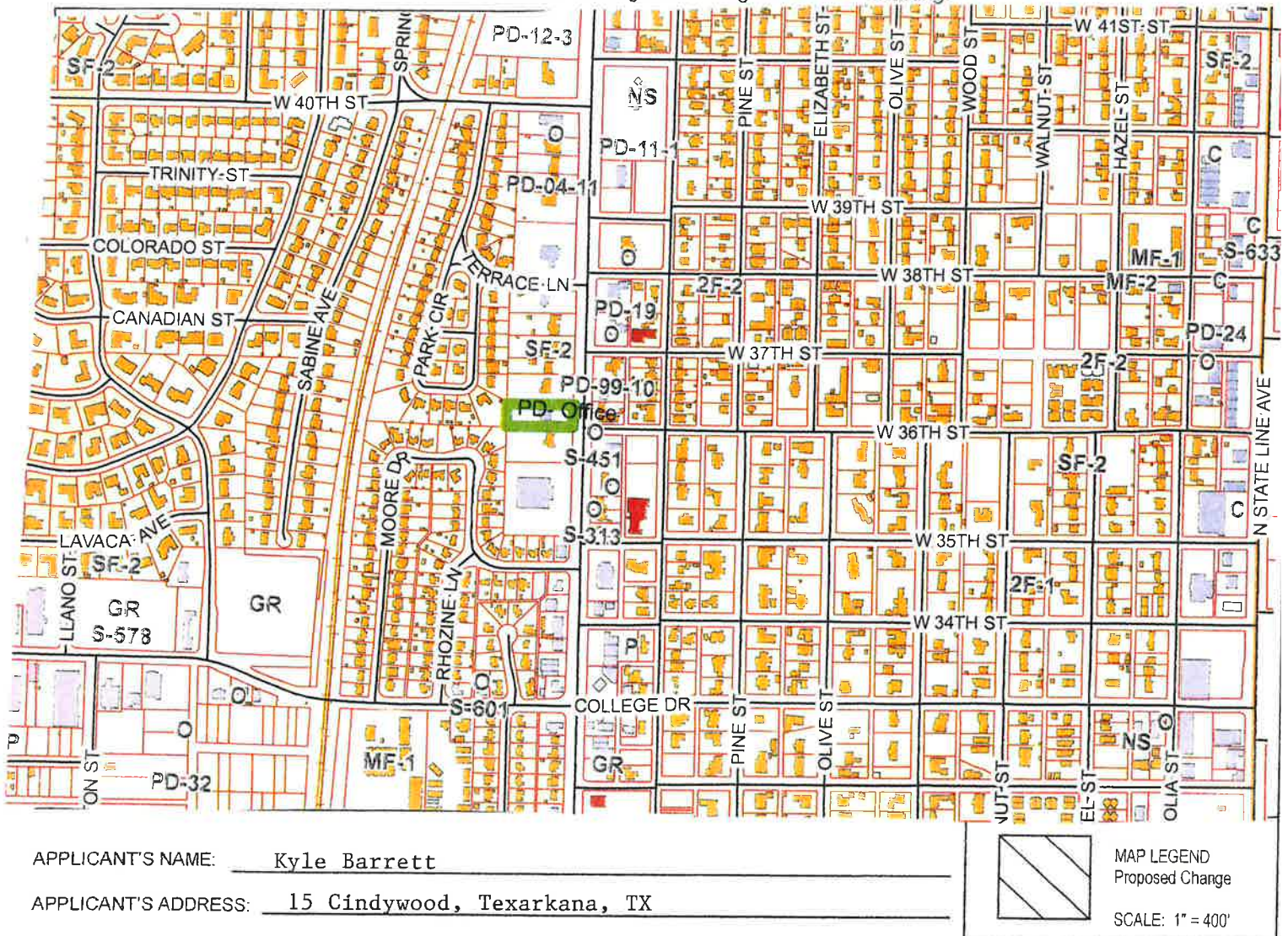
All notification and application requirements have been met to consider this request.

NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired please contact the Planning Department at (903) 798-3949.

PLANNING & ZONING COMMISSION: Hearing Date: June 1, 2015 Hearing Time: 6:00 pm
CITY COUNCIL Hearing Date: July 13, 2015 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a petition in opposition to or in favor of the proposed change. If a petition in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the petition must be received and filed before or at the Planning and Zoning Commission Meeting.



APPLICANT'S NAME: Kyle Barrett

APPLICANT'S ADDRESS: 15 Cindywood, Texarkana, TX

LOCATION OF REZONING: 3603 Texas Boulevard, Texarkana, TX

PROPOSED CHANGE: Proposed location of restaurant (Flour Child Fine Foods)

FROM: Planned Development-Office

TO: Planned Development-General Retail

LEGAL DESCRIPTION: Lot 6, Block 3, J.T. Spears Addition

CASE NUMBER: Z-15-9

DATE MAILED: May 21, 2015



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

PO Box
220 Texas
Texarkana TX 75504
(903) 798-3945
www.cityoftexarkana.tx.us

5.3.j

Receipt No. 73056

Case 2159

Date 5-14-15

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property.

Lot: 6 Block: 3 Addition: JT Spears
(Or see attached legal description)

Location: 3603 Texas Boulevard

Present Zoning: PD Office District

Proposed Zoning: PD Neighborhood Service District GK

If the Zoning Classification is changed by the Commission, this property will be used as:

Prepared Foods Market & Restaurant
(Flour Child Fine Foods New Location)

Describe the changed conditions, if any, occurring since the original zoning, which affect your property and which justify rezoning:

A majority of structures on this property have been changed from residential to commercial. The structure on this property burned and has been demolished. The new owners will build new facility from ground up.

Attorney or Agent Signature

3307 Texas Blvd

Address

Texarkana, TX 75503

City, State, Zip

(W) 903-838-4663 (C) 903-701-3830

Home Phone & Cell Phone

Fax Number

Property Owner Signature

15 Cingular Dr

Address

Texarkana TX 75503

City, State, Zip

(C) 903-748-351

Home Phone & Cell Phone

Fax Number

BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY

Attachment: 2017-056 ATTH 08 Zoning items from 2015 rezoning case file (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

BARRETT KYLE
3603 TEXAS BOULEVARD
TEXARKANA TX 75503

HOLT JAMES A
111 PARK CIRCLE
TEXARKANA TX 75501

SMITH KIMBERLY J
115 PARK CIR
TEXARKANA, TX 7550333201

BECCA PROPERTIES, LLC
2805 LONDON LN
TEXARKANA TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

ARNOLD DAVID SAXON TRUST
210 N STATE LINE
TEXARKANA TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

BIG OAK II
3606 TEXAS BLVD.
TEXARKANA TX 75503

FELLERS JUSTIN R
117 PARK DR
TEXARKANA TX 75503

HUGHES, BOBBY & CHRIS
BANCORP SOUTH TRUST DEPT
P.O. BOX 5608
TEXARKANA TX 75505

GMM LAND PARTNERSHIP
3512 TEXAS BLVD
TEXARKANA TX 75503

OSTERMANN SETH
3609 TEXAS BLVD
TEXARKANA TX 75503

BARNETTE ASSOCIATES INC
2505 SUGARHILL RD
TEXARKANA AR 71854

GRANT TERRY
3607 TEXAS BLVD
TEXARKANA TX 755033251

ASIMOS HELEN
4044 SUMMERHILL SQ
TEXARKANA TX 75503

WILLIAMS CALVIN & RITA
28 DOGWOOD LAKE DR
TEXARKANA TX 755031720

MENDOZA LEONEL & MONICA
3422 MOORE DR
TEXARKANA TX 75503

DORIS ADAMS
109 PARK CIRCLE
TEXARKANA, TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

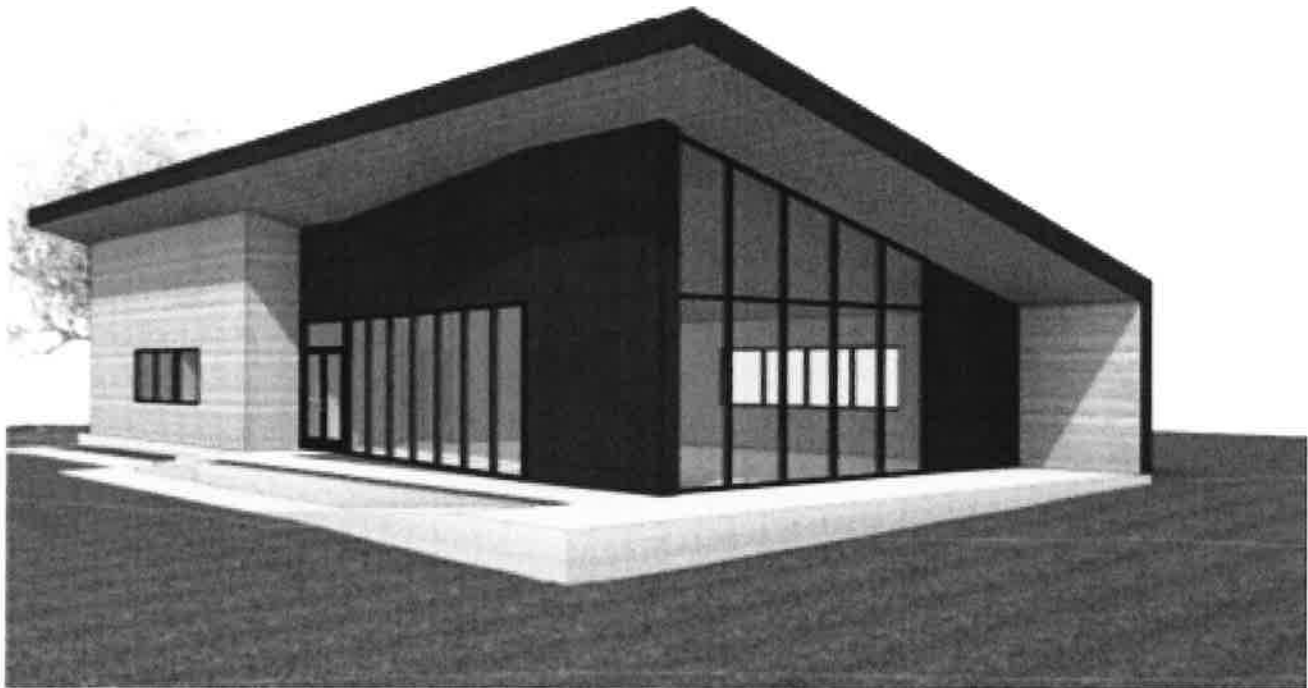
Share 692



Support Texas Boulevard Progress

495 Signatures

Goal: 500



Please help us to show our support for a new business wanting to locate to our beautiful stretch of Texas Boulevard. We are all concerned with helping Texas Boulevard continue to thrive. What better business than one focused on design and beautification!

Bryan Callaway of Studio 230 is going in front of City Council Monday, June 12th for approval of his site plan. Planning and Zoning approved the site plan on May 1st. A petition has been circulated opposing this project, but we ask that you join the hundreds of others who have voiced their support for this worthwhile endeavor that will help keep Texas Boulevard beautiful. He needs your support. Let's stand together to make Texas Boulevard GREAT!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

(Studio 230 is a landscape architecture design company with plans to have a retail section for art, outdoor plants (think small nursery), pots, plant education courses, family events like pumpkin patches and old fashioned Christmas tree farms, seasonal plant retail, design studio, etc.)

Amanda Horton, owner of Flour Child Fine Foods

1 HIGHLIGHT

May 1

We are now live!

105 COMMENTS

Filter

Jane Carl United States, Texarkana
Jun 17, 2017

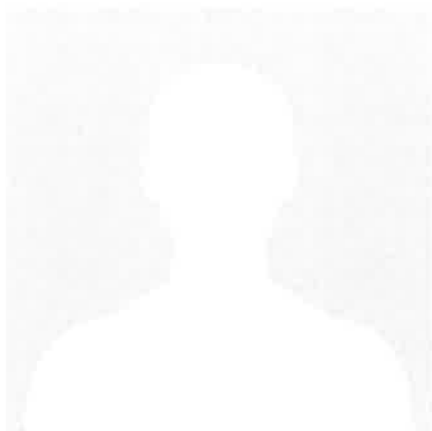
Jun 17, 2017
upvote reply show

The City Council should approve this! It would be an asset to Texas Boulevard!

Carolyn Fowler United States, Texarkana
Jun 16, 2017

Jun 16, 2017
upvote reply show

I live close to Texas Blvd. And keeping it nice andd updated will help the neighborhoods. The older homes need to be taken care of, but Texas Boulevard is a very convenient route to take.



Karen Schmidt United States, Texarkana

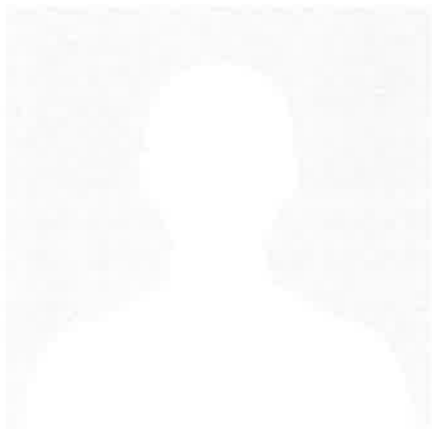
Jun 15, 2017



upvote reply show

Jun 15, 2017

kcs5978@me.com



Becky Blake United States, Texarkana

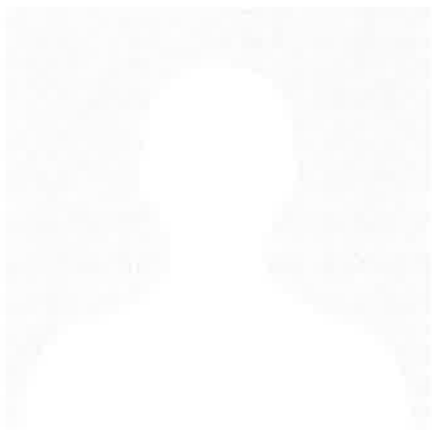
Jun 14, 2017



Jun 14, 2017

upvote reply show

We live in the Highland Park Historical district and this business is EXACTLY what we need. We all benefit when businesses like this one come into the area.



Chad Raney United States, Texarkana

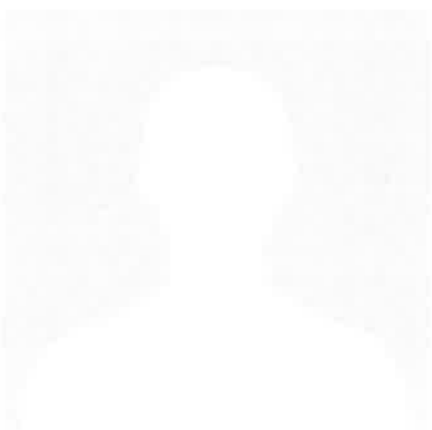
Jun 14, 2017



Jun 14, 2017

upvote reply show

The Callaway's have always been class acts. Brian's vision and business concept will only improve the neighborhood value. Anyone that tells you differently hasn't taken the time to sit down with him and listen to his vision.



Lois Patterson United States, Texarkana

Jun 13, 2017



Jun

upvote reply show 13,

2017

I support this petition

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Amanda beck United States, Texarkana

Jun 13, 2017



upvote reply show

Jun 13, 2017

Amanda Beck



Kyle Barrett United States, Irving

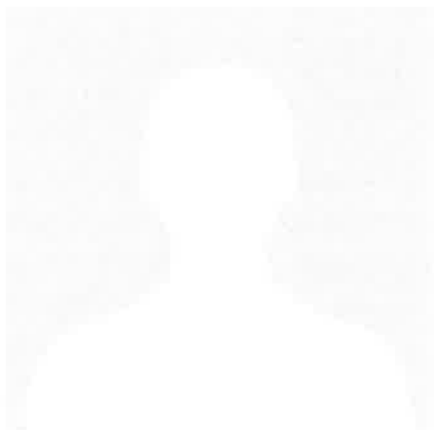
Jun 13, 2017



Jun 13, 2017

upvote reply show

I'm all about it! It's a jewel of a street ! Let's make it shine!



Kathleen Buchanan United States, Texarkana

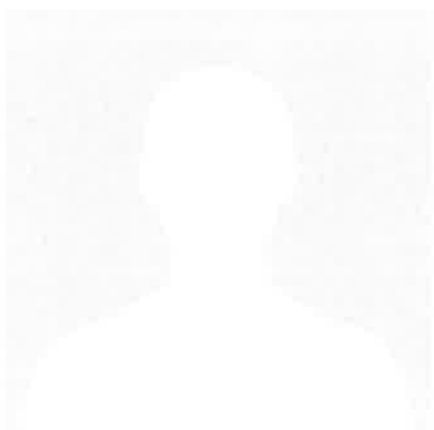
Jun 13, 2017



Jun 13, 2017

upvote reply show

I know Bryan will make a beautiful contribution to Texas blvd and the entire Texarkana area with this project!



Lawanda Bridges United States, Texarkana

Jun 13, 2017



upvote reply show

Jun 13, 2017

Neat Idea!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

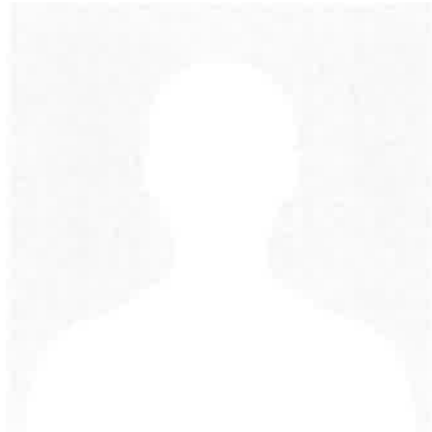


Sherry mcwilliams United States, Texarkana
Jun 13, 2017



upvote reply show
Jun 13, 2017

Great idea, yes

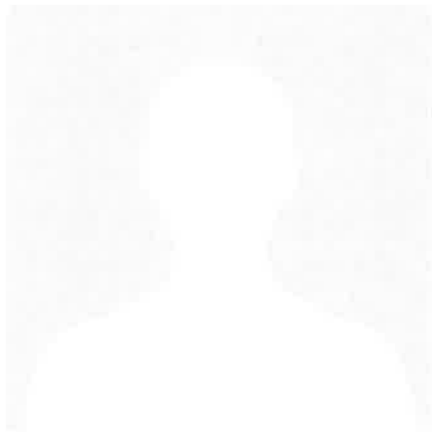


Ashley Ferguson United States, Bryan
Jun 13, 2017



upvote reply show
Jun 13, 2017

Yes



Michelle couch United States
Jun 13, 2017



upvote reply show
Jun 13, 2017

Love the concept.



Luke Holley United States
Jun 13, 2017



upvote reply show Jun 13, 2017

Very talented young man. Texarkana will enjoy this business as a whole. I can't wait!

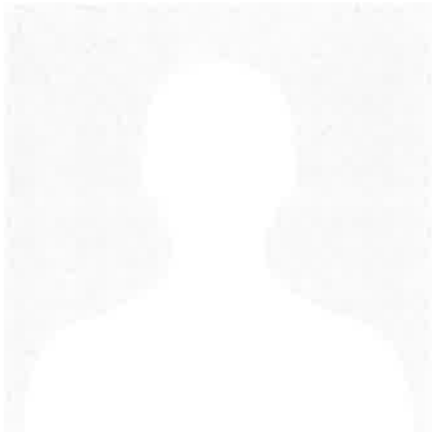
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Scott taylor United States, Little Rock
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Sounds great why would someone oppose this



Christal Prince United States, Dallas
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Would love to see Texas Blvd with more unique businesses.



Jeff loving United States, Boise
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Let's do it

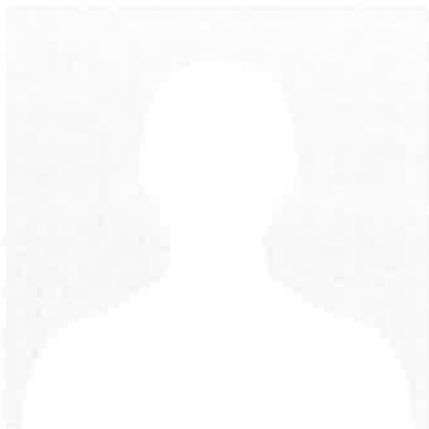


Andrew Curry United States
Jun 12, 2017

upvote  Jun 12, 2017
reply show

I own a business on Texas Blvd and support this for sure!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Amber Billingsley United States, Ranger

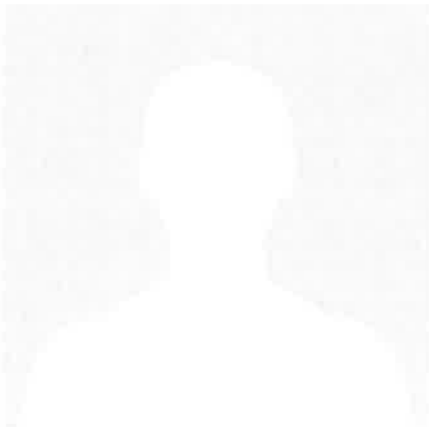
Jun 12, 2017



Jun 12, 2017

upvote reply show

This would be an amazing addition to the community of Texarkana.



Paige Mims United States

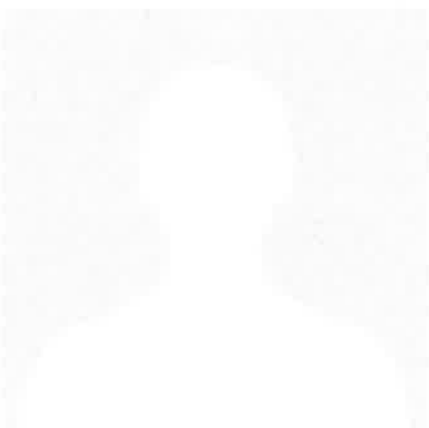
Jun 12, 2017



Jun 12, 2017

upvote reply show

Love this business and it's owner!!



Regulo Olvera United States, Texarkana

Jun 12, 2017



Jun 12, 2017

upvote reply show

This would be great for our community!



Anonymous

Jun 12, 2017



Jun 12, 2017

upvote reply show

I believe Texarkana is in desperate need of new businesses.

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Amber Stewart United States

Jun 12, 2017

← Jun 12, 2017
upvote reply show

This would be a wonderful business to have on Texas Boukevard!!!



Jon Sheppard United States, Texarkana

Jun 12, 2017

← Jun 12, 2017
upvote reply show

I 100% support this business venture and welcome Studio 230 to Texas Blvd.

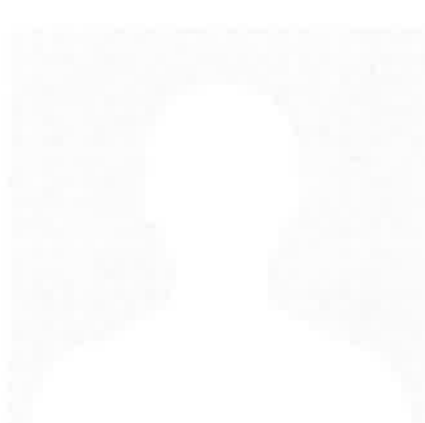


Jane Bruner United States, Boise

Jun 12, 2017

← Jun 12, 2017
upvote reply show

I have lived in this neighborhood for 30 years, we would be thrilled to have this nearby!



Heather Thompson United States, Texarkana

Jun 12, 2017

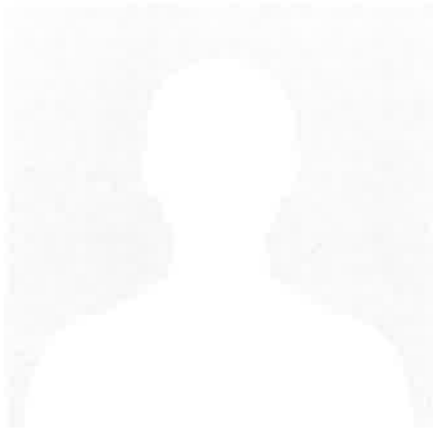
← Jun 12, 2017
upvote reply show

Sounds good

Chloe' Mims United States, Carrollton

Jun 12, 2017

← Jun 12, 2017
upvote reply show



This will be such an asset to this part of the community.



Courtney Williams United States, Texarkana

Jun 12, 2017

↶

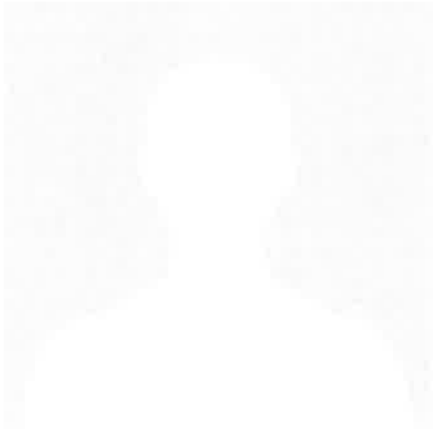
upvote

reply

show

Jun 12, 2017

This will be beautiful!!!



Monica Robertson United States, Dallas

Jun 12, 2017

↶

upvote

reply

show

Jun 12, 2017

Sounds wonderful!



Pollyann Garris Powers United States, Dallas

Jun 10, 2017

↶

upvote

reply

show

Jun 10, 2017

We always need new businesses in Texarkana.



Brenda Rochelle United States, Texarkana

May 21, 2017

May 21, 2017

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



upvote

reply

show

Sounds like it will be beautiful!



Jennifer Nason United States, Little Rock
May 14, 2017



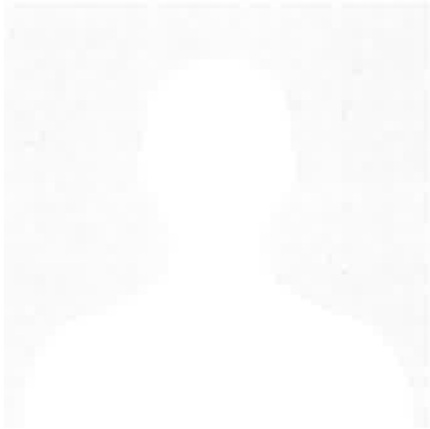
May 14, 2017

upvote

reply

show

This would be awesome. Full support!



Daniel Collier United States, The Colony
May 10, 2017



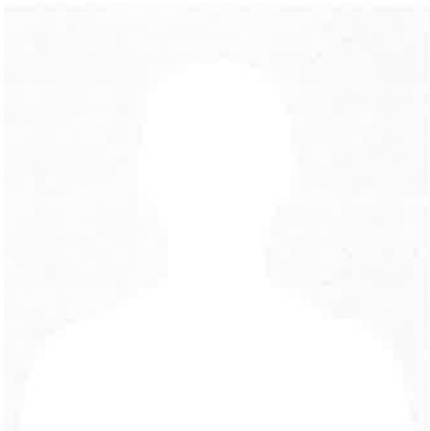
May 10, 2017

upvote

reply

show

Let him open it!!!!!! Why would you wish to block this excellent opportunity for someone!



mike jones United States
May 05, 2017



May 05, 2017

upvote

reply

show

I live in the vicinity and feel this would make a great addition.

Tina Syphers United States, Texarkana
May 05, 2017



May 05, 2017

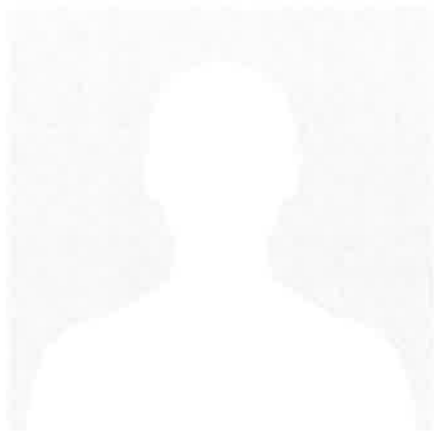
upvote

reply

show

Let's make Texas Boulevard and this addition an improvement for our city.

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Melinda Henry United States, Texarkana

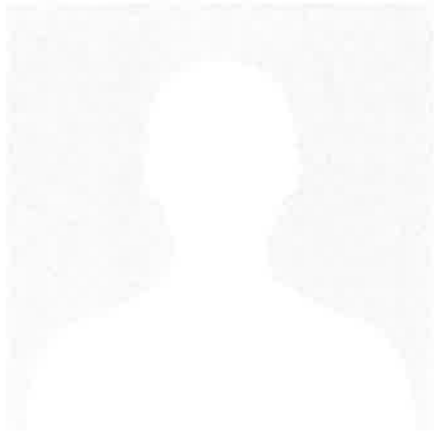
May 05, 2017



upvote reply show

May 05, 2017

This looks awesome!



Darren Anderson United States, Texarkana

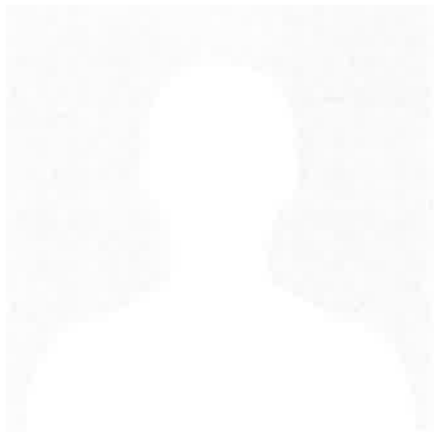
May 03, 2017



May 03, 2017

upvote reply show

Texas blvd could benefit by such a business



Anonymous

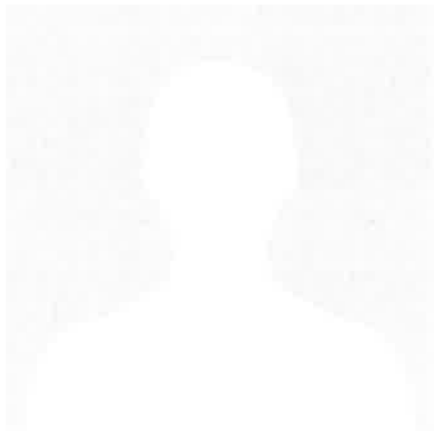
May 03, 2017

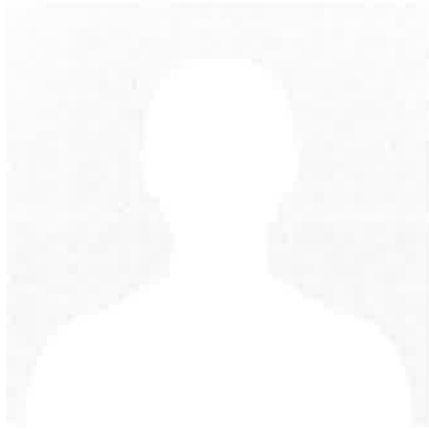


May 03, 2017

upvote reply show

Let him make a difference! Any improvement to the city
ANYWHERE should be welcomed





Irene Stanfill United States, Texarkana
May 03, 2017

upvote  reply show May 03, 2017

A welcome addition for sure!!!



Theresa Wardlaw United States, Texarkana
May 03, 2017

upvote  reply show May 03, 2017

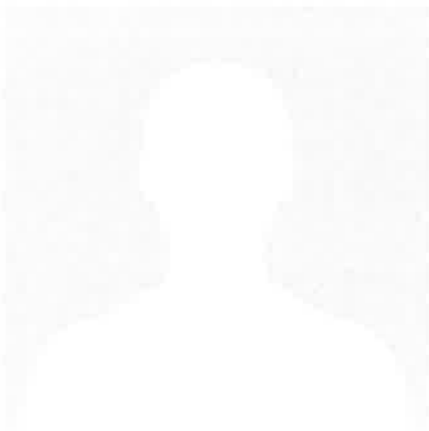
Always rebuild our history!



Judy Philyaw United States, Texarkana
May 02, 2017

upvote  reply show May 02, 2017

love to have you here, we need this Business



Jet Richardson United States, Texarkana
May 02, 2017

upvote  reply show May 02, 2017

Make it happen

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Cyenthia Page United States, Texarkana

May 02, 2017

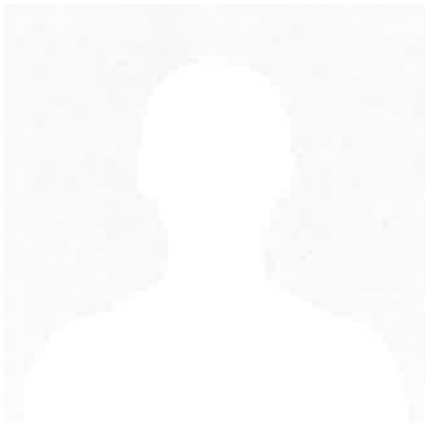


1

May 02, 2017

upvote reply show

I own property on Texas Blvd across from Flour Child. This type of investment on our lovely street is what we need to add culture, business growth, and more importantly beauty to on of the only beautiful commercial streets left.



Patricia Gunter United States, Dallas

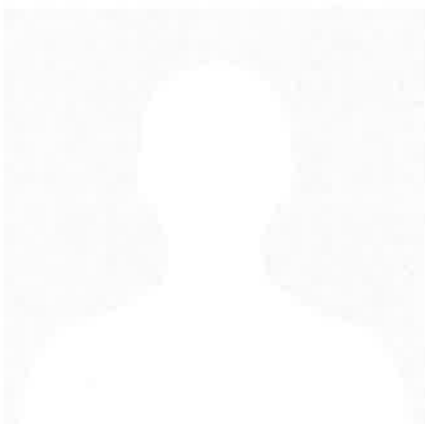
May 02, 2017



upvote reply show

May 02, 2017

Yay!!



Virginia Ann Prazak United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

This would add great value to Texas Blvd and to Texarkana!



Katlyn woods United States, Dallas

May 02, 2017



May 02, 2017

upvote reply show

We need more things like this in Texarkana!

Judy Thompson United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

This would be a fantastic addition to our community with something that is kid friendly. Our community is growing. This new business located on Texas Blvd would be a great location. There are already so many businesses on Texas Blvd .

Lindsey Oliver United States

May 02, 2017



upvote reply show

May 02, 2017

this would be great!

Stephanie WYLY United States, Texarkana

May 02, 2017



May

upvote reply show 02,

2017

This should go forward!

Vicki Tarter United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

Please allow this to move forward!

Jana Hicks United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

I'd be thankful for such a beautiful addition near my church, Sacred Heart, and my restaurant. Best of luck!

Jana Hicks

Sandra Plunkett United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

All of Texarkana should be beautiful.

Travis ONeill United States, Irving

May 02, 2017



May 02, 2017

upvote reply show

I was born and raised in Texarkana. I don't live there anymore because they economy isn't conducive to career, but I would love to see all of Texarkana, TX prosper, not just north of the interstate. Texas boulevard is a great place to do this considering its stretch across the Texas side. Lets do it!

Justin whitney United States, Russellville

May 02, 2017



May 02, 2017

upvote reply show

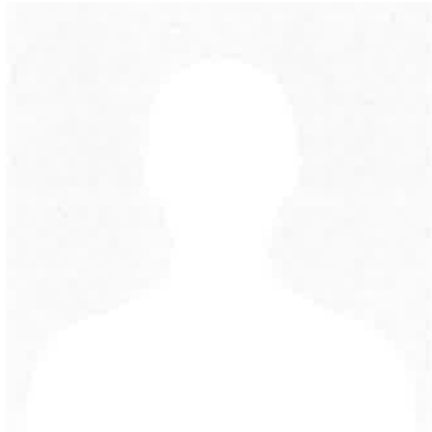
This will be awesome for the area



Theresa Tarantino United States, Texarkana
May 02, 2017

upvote reply show
May 02, 2017

Go for it!!!



Jana Adcock United States, Mesquite
May 02, 2017

upvote reply show
May 02, 2017

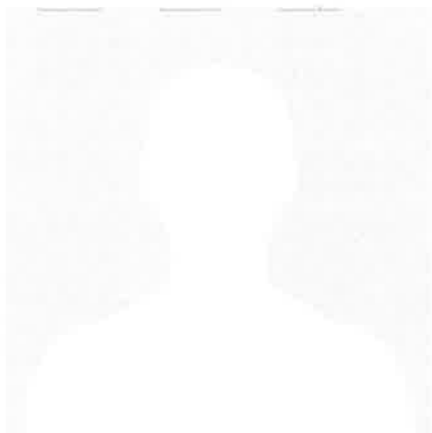
I would love to see this business on Texas Blvd!



David Turner United States, Dallas
May 02, 2017

495 signatures Goal: 500
upvote reply show
May 02, 2017

0 Shares Love seeing the new generation of business owners trying so hard to keep things local and improve the communities they service. Hat's off to you and the others. I know it's not easy. Thank you



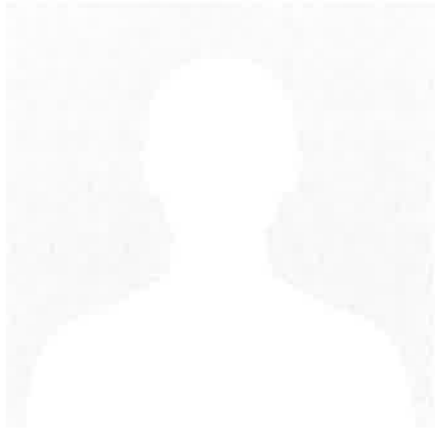
Michelle United States
May 02, 2017

upvote reply show
May 02, 2017

We need this ... It is time to catch up with our neighbors. Yay Brian!!!

Mike Tidwell United States, Texarkana
May 02, 2017

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



↩

May 02, 2017

upvote reply show

Sounds like a great business and something this part of town truly needs. I would love it. I live close by.



Melanie Easley United States, Texarkana

May 02, 2017

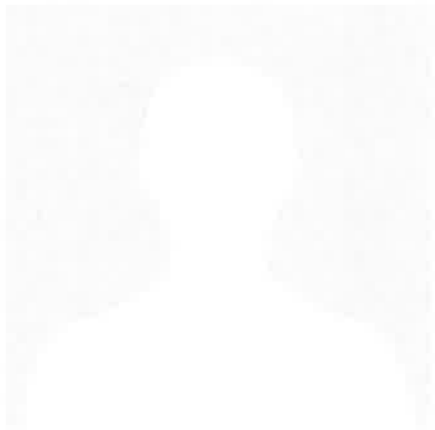
↩

May 02, 2017

upvote reply show

Texas Blvd needs a make over!

SIGN PETITION



KAREN LANSDELL United States, Texarkana

May 02, 2017

↩

May 02, 2017

upvote reply show

AWESOME!



Fabienne Thrash United States

May 02, 2017

↩

May 02, 2017

upvote reply show

What a great idea to bring families to downtown Texarkana, on a regular basis. Please consider voting for zoning this project. Thank you.

Anonymous

May 01, 2017

↩

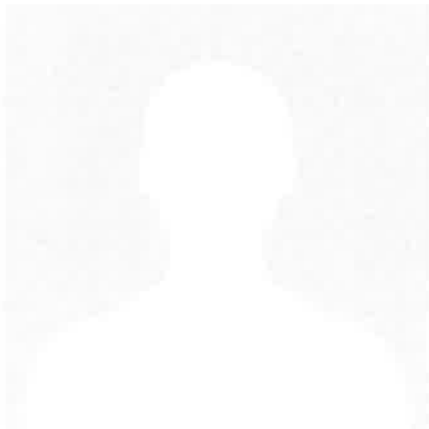
May 01, 2017

upvote reply show

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Sounds like a great addition to Texarkana and Texas Blvd.



Cindy Fletcher United States, Dallas

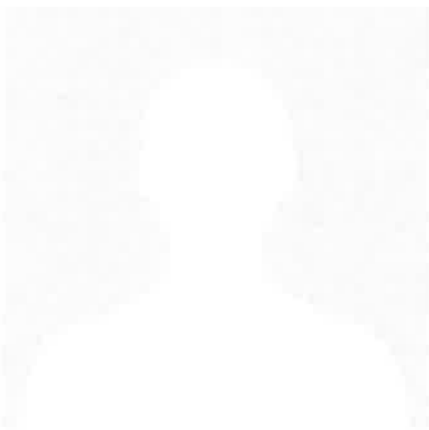
May 01, 2017



upvote reply show

May 01, 2017

Yes



Tony Asbille United States, Dallas

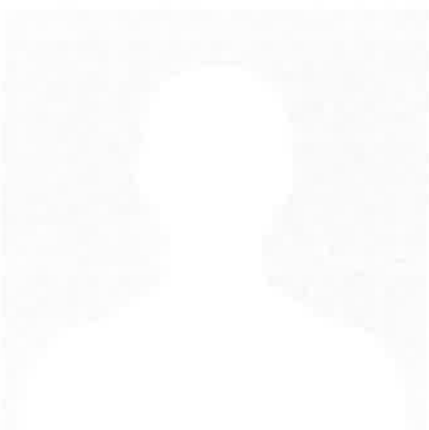
May 01, 2017



upvote reply show May 01,

2017

I support the rezoning



John Rich United States, Dallas

May 01, 2017

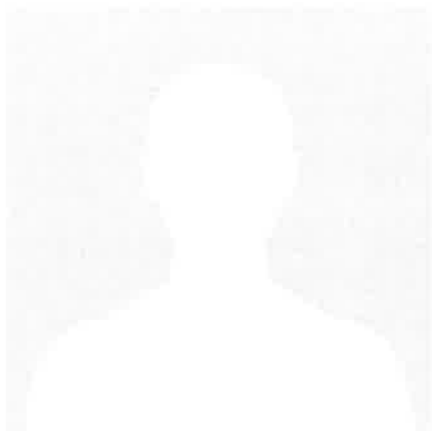


upvote reply show May 01,

2017

We need this to happen

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Rebecca Sanford RN United States, Texarkana

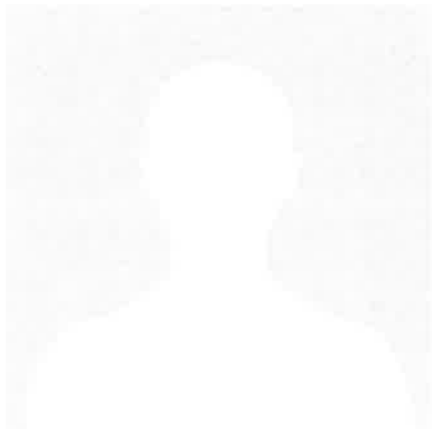
May 01, 2017



May 01, 2017

upvote reply show

I support this business opportunity for Texas Boulevard



Heather Beaty United States, Boise

May 01, 2017



May 01, 2017

upvote reply show

This would help Texarkana revival tremendously. Every business HELPS!



Kim Johnston United States, Texarkana

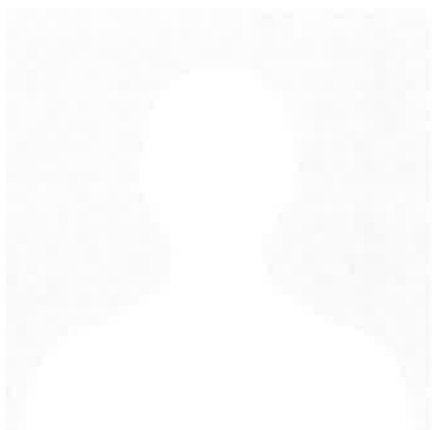
May 01, 2017



May 01, 2017

upvote reply show

We support this new business 100%. What a great addition to the Hugland Park and surrounding neighborhoods. Let's make Texas Blvd GREAT!



Corie Woodman United States

May 01, 2017



May 01, 2017

upvote reply show

This would be such a great addition... Bryan is so talented!

Ron Mills United States

May 01, 2017



May 01, 2017

upvote reply show

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Love this part of town. Appreciate all your efforts!



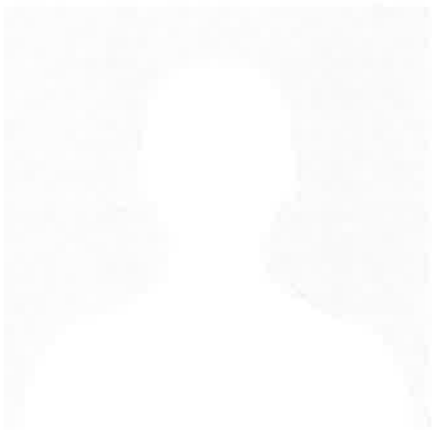
Anonymous
May 01, 2017

↩

May 01, 2017

upvote reply show

Anything is better than a payday loan building



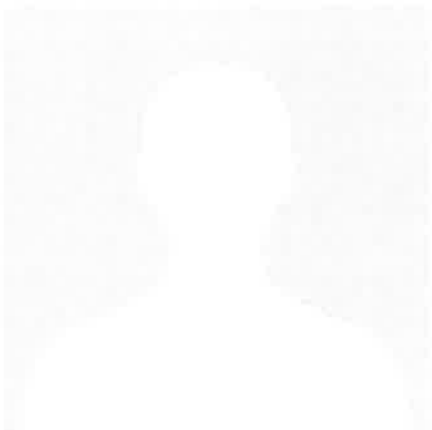
Ann Clowers United States, Birmingham
May 01, 2017

↩

May 01, 2017

upvote reply show

I am in favor of any enhancements to Texas Blvd.



Justin Bookout United States, Texarkana
May 01, 2017

↩

May 01, 2017

upvote reply show

Sounds like a great idea!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Elizabeth McClure United States, Texarkana

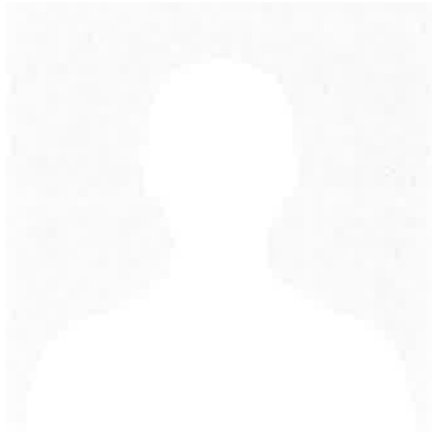
May 01, 2017



upvote reply show

May 01, 2017

So exciting!!



Jayme Culberson United States, Texarkana

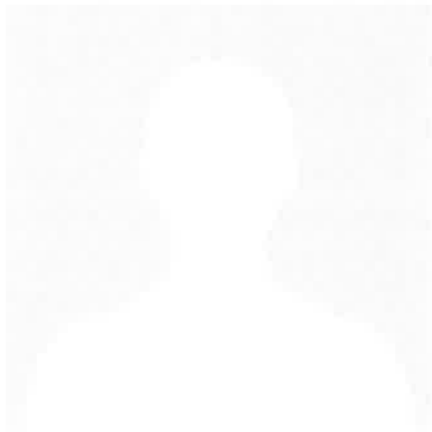
May 01, 2017



May 01, 2017

upvote reply show

Exciting plans for the Boulevard!! Can't wait!!



Jared Parker United States

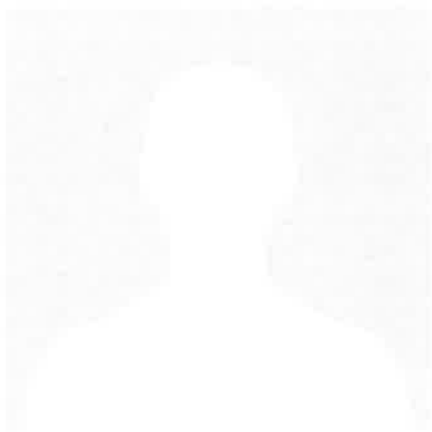
May 01, 2017



May 01, 2017

upvote reply show

Hopefully the city zoning board can understand what Bryan is trying to accomplish here.



Tosha Jackson United States

May 01, 2017



May 01, 2017

upvote reply show

This would be beautiful and allows great opportunities

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Rae Jarrell United States, Texarkana
May 01, 2017

 May 01,
 upvote reply show 2017

Yes! We support this 100%.

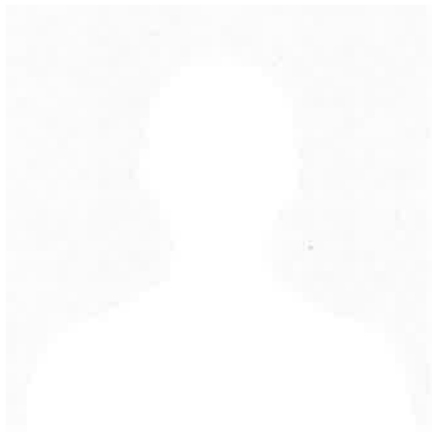


Haylee mudford United States, Texarkana
May 01, 2017



 upvote reply show
 May 01, 2017

Sounds great!



Caleb Pittman United States
May 01, 2017

 May 01, 2017
 upvote reply show

I support this request for a new proposed use on The Texas Blvd corridor.

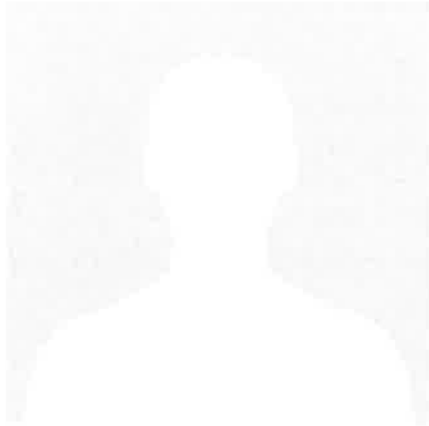


Alana Foster United States, South Jordan
May 01, 2017

 May 01, 2017
 upvote reply show

This would be GREAT for Texarkana!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Jennifer Lockman United States, Plano

May 01, 2017



May 01, 2017

upvote reply show

Studio 230 is an asset to the Texarkana community and a perfect business to complement the all the new businesses that have relocated to TX-Blvd.



Jon Raymond United States, Texarkana

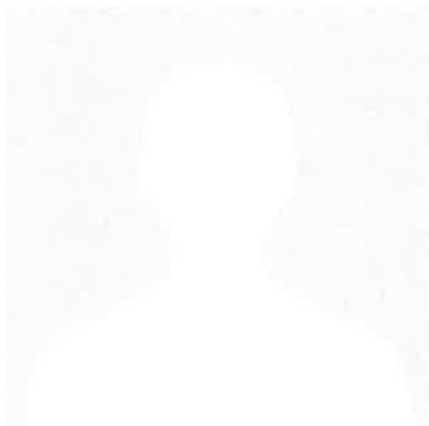
May 01, 2017



May 01,

upvote reply show 2017

Great Idea! 100% support



Mark James United States, Texarkana

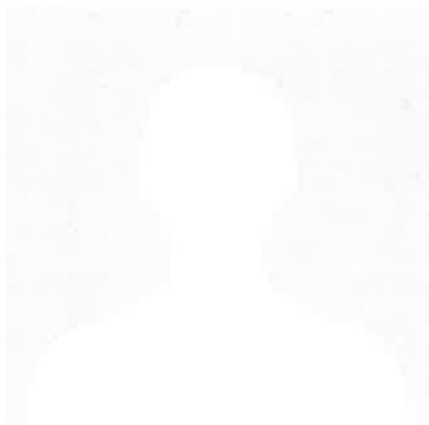
May 01, 2017



May 01, 2017

upvote reply show

This would be a great addition to Texas Blvd!



Alex White United States

May 01, 2017

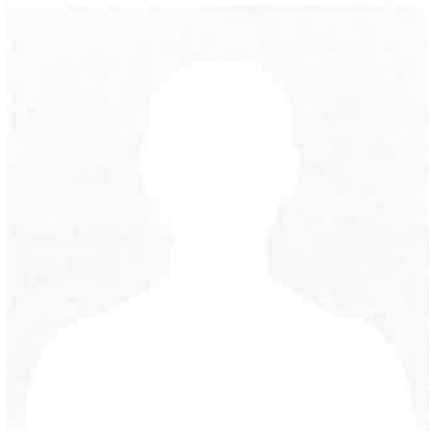


May 01, 2017

upvote reply show

All his work is done beautifully!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Courtney Hickey United States
May 01, 2017

upvote  May 01, 2017
reply show

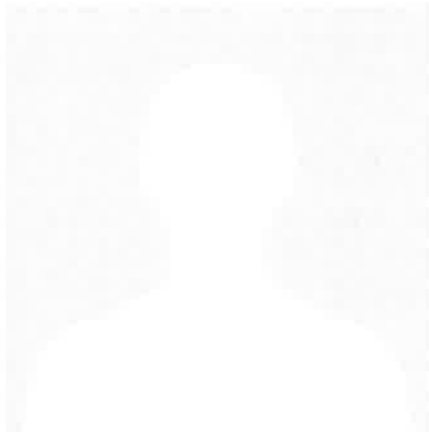
I live off of TX Blvd and would love to have this in my neighborhood!



Jane Bruner United States, Texarkana
May 01, 2017

upvote  May 01, 2017
reply show

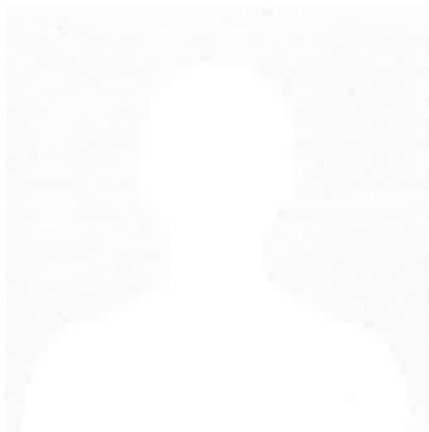
I would love to see this in my neighborhood!!!!



Jennifer Steele United States, Texarkana
May 01, 2017

upvote  May 01, 2017
reply show

I would love to support anything enriching the Texas blvd area.



Jason Horton United States, Texarkana
May 01, 2017

upvote  May 01, 2017
reply show

This business will be a welcome addition to Texas Boulevard.

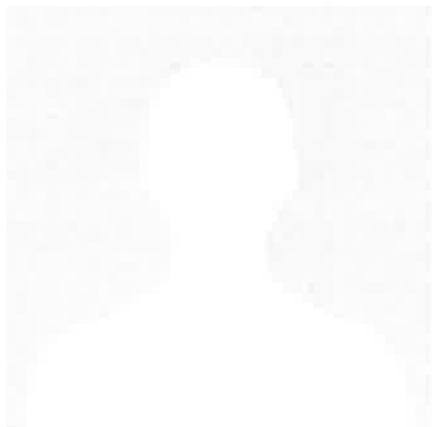
Andy Woodman United States, Texarkana
May 01, 2017

upvote  May 01, 2017
reply show

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



What a great idea!!!



Jordan Ewing-Schild United States, Dallas

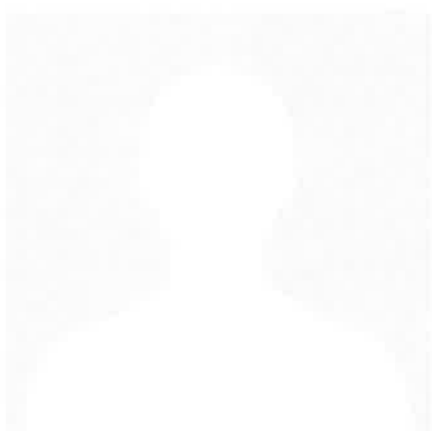
May 01, 2017



May 01, 2017

upvote reply show

I love this idea and fully support this venture.



Adriane Lippian United States, Dallas

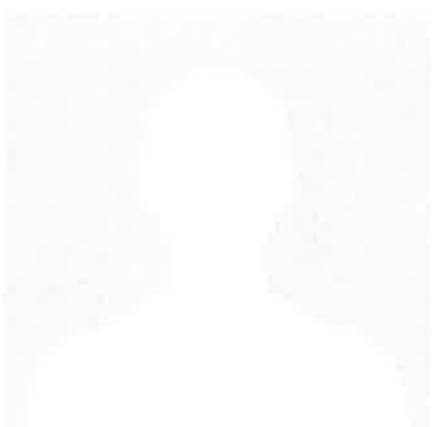
May 01, 2017



upvote reply show

May 01, 2017

Great idea



Monica Bruner United States, Boise

May 01, 2017



May 01, 2017

upvote reply show

Live off TX Blvd - gladly welcome to the neighborhood!

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Amy owens United States, Houston
May 01, 2017

upvote  show May 01, 2017

I live in this community & am looking forward to something like this to revitalize my community



Tiffany Robinette United States, Conway
May 01, 2017

upvote  show
May 01, 2017

Tiffany Robinette



Tiffany Robinette United States, Conway
May 01, 2017

upvote  show
May 01, 2017

Tiffany Robinette



Amanda Horton United States, Texarkana
May 01, 2017

upvote  show May 01, 2017

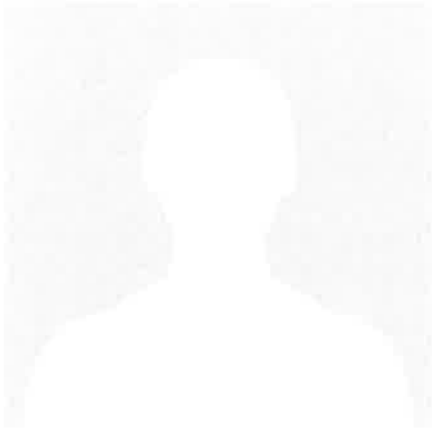
Bryan Callaway owns a landscape architecture/design business. He has plans to build an awesome office and retail space on Texas Boulevard. This is a last minute effort to show our support before going in front of Planning & Zoning again tonight. If you'd like to check out his work you can see some photos on instagram under @bryancallaway

Joyce Cook United States, Dallas
May 01, 2017

upvote  show May 01, 2017

what kind of business?

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

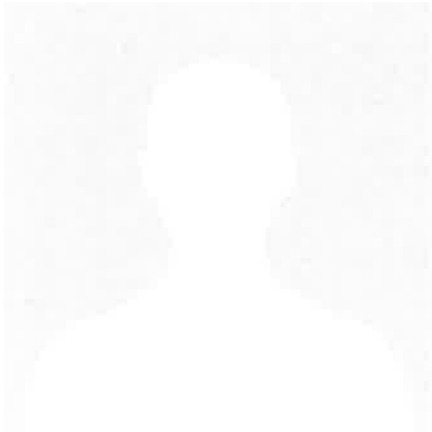


Jeffrey Turner United States, Richmond
May 01, 2017



upvote reply show
May 01, 2017

Byron is the best!

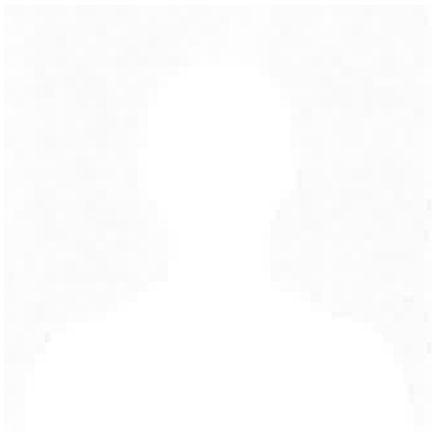


Brooke Dorsey United States
May 01, 2017



upvote reply show
May 01, 2017

Yes please!!!!

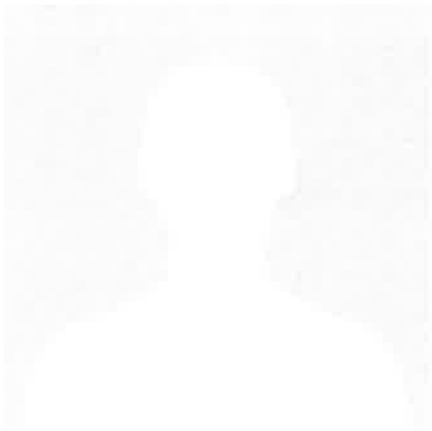


Katie Pesek United States, Texarkana
May 01, 2017

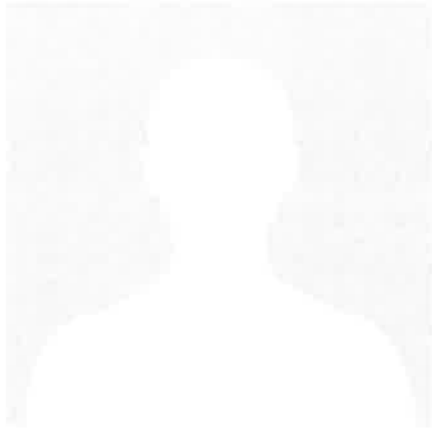


upvote reply show
May 01, 2017

This would be great!



Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Cody sims United States
May 01, 2017
upvote ↩️ reply show May 01, 2017

Bryan shows the professionalism that texarkana needs,having put in thousands of hours on jobs with Bryan I can honestly say it's a pleasure to make such beautiful work
Come to life.



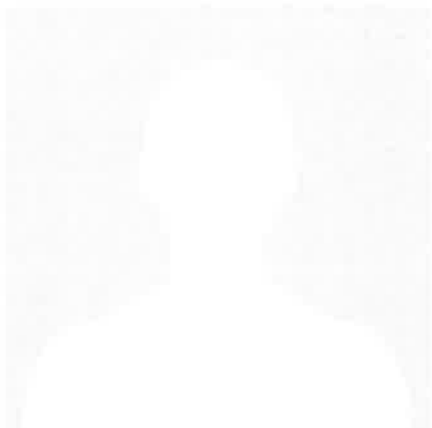
Paige Mims United States
May 01, 2017
upvote ↩️ reply show May 01, 2017

Great business that will thrive at this location!!

Sign in to comment

Sign in to comment

495 SIGNATURES



7 hours ago
Marina Stanley United States
7 hours ago

3 days ago
Jane Carl United States
3 days ago

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

Cody sims United States

May 01, 2017



May 01, 2017

upvote reply show

Bryan shows the professionalism that texarkana needs, having put in thousands of hours on jobs with Bryan I can honestly say it's a pleasure to make such beautiful work Come to life.

Paige Mims United States

May 01, 2017



May 01, 2017

upvote reply show

Great business that will thrive at this location!!

Sign in to comment

Sign in to comment

495

SIGNATURES

7 hours ago

Marina Stanley United States

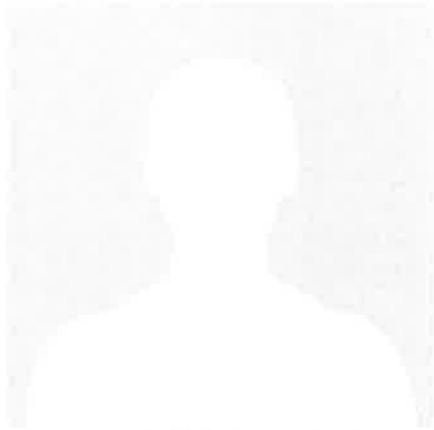
7 hours ago

3 days ago

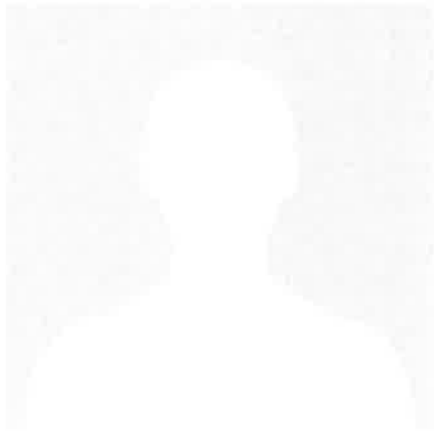
Jane Carl United States

3 days ago

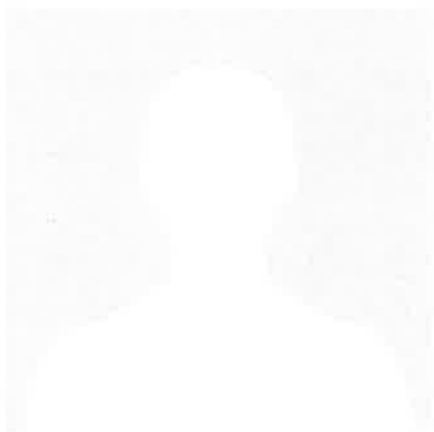
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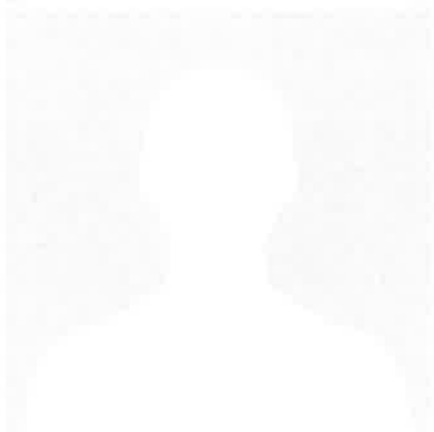
4 days ago
Carolyn Fowler United States
4 days ago



4 days ago
Pam Townsend United States
4 days ago



4 days ago
Robert Dowd United States
4 days ago

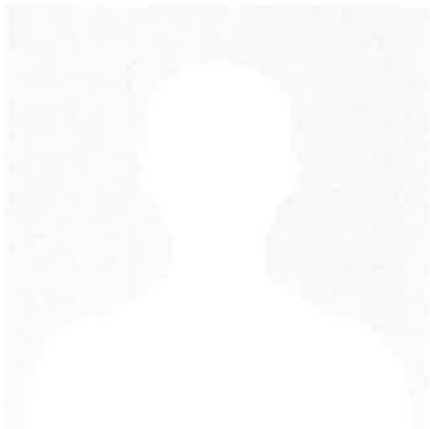


4 days ago
Rebecca Rapport United States

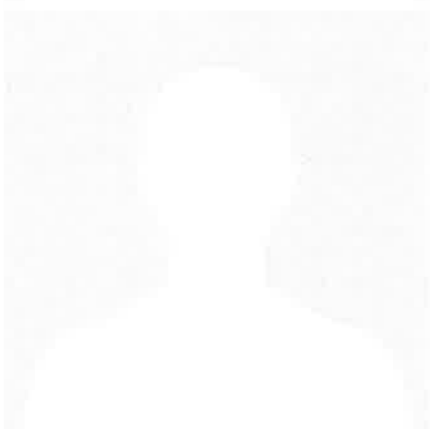
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



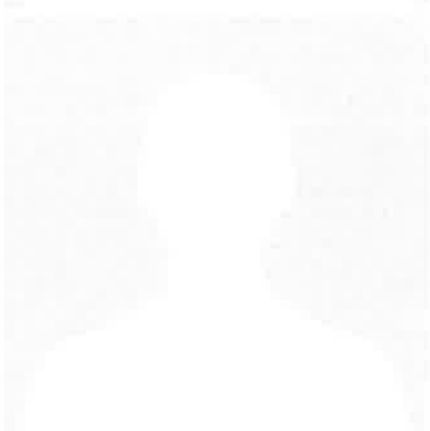
4 days ago



4 days ago
Nancy Barlow United States
4 days ago



4 days ago
Kirk Covert United States
4 days ago



4 days ago
Sonya Covert United States
4 days ago

5 days ago
Michael Donovan United States

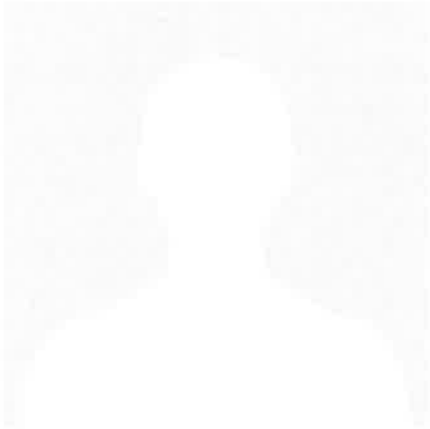
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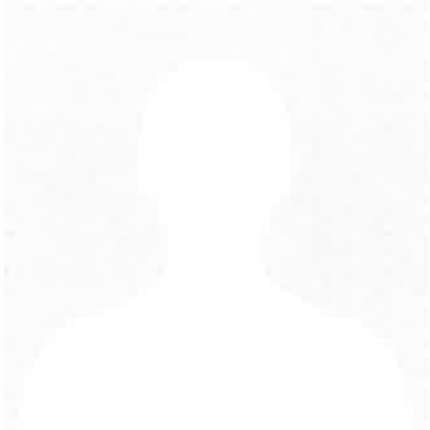
5 days ago



5 days ago
Karen Schmidt United States
5 days ago



6 days ago
Becky Blake United States
6 days ago



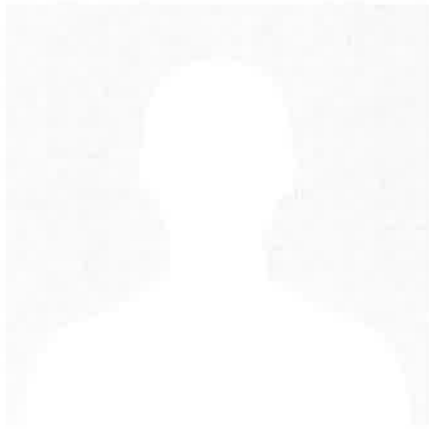
6 days ago
Megan Schroeder United States
6 days ago

6 days ago
Margaret Griffin United States

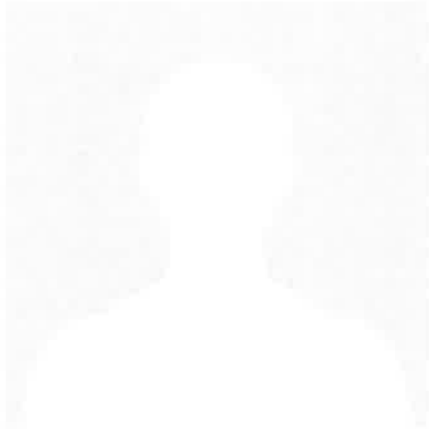
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



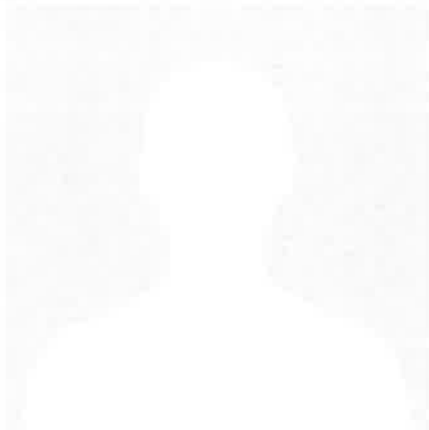
6 days ago



6 days ago
Chad Raney United States
6 days ago



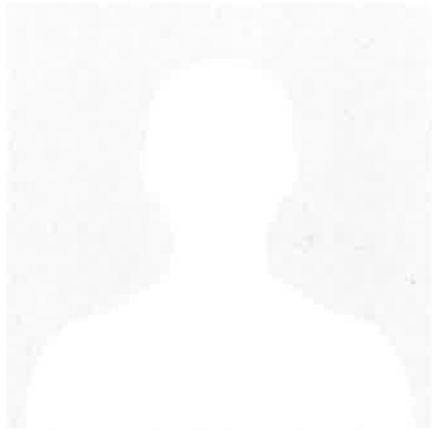
7 days ago
Amber Lawrence United States
7 days ago



7 days ago
Lois Patterson United States
7 days ago

7 days ago
Bunny Dees United States

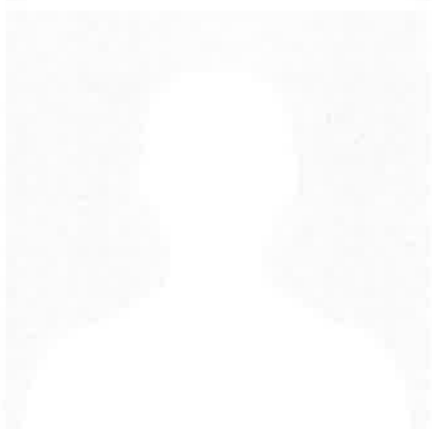
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



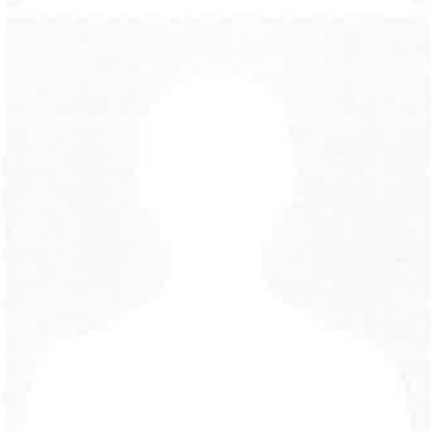
7 days ago



7 days ago
Ashley Lewis United States
7 days ago



7 days ago
Amanda beck United States
7 days ago



1 week ago
Matt Gann United States
1 week ago

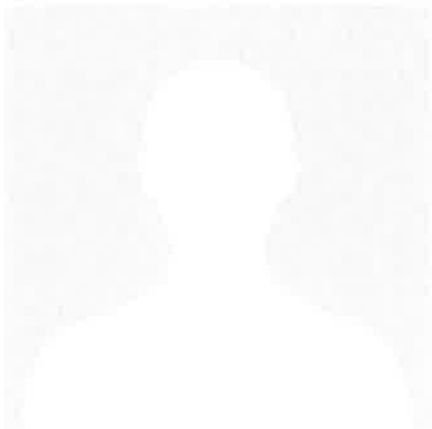


1 week ago
Caitlin hoyt United States

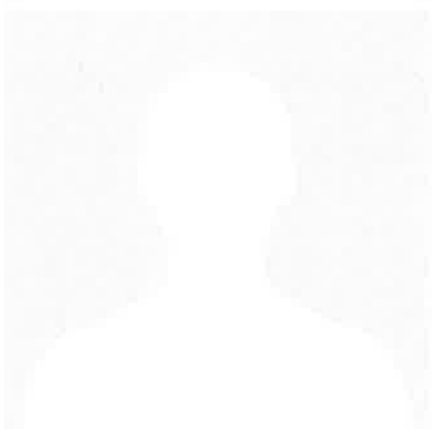
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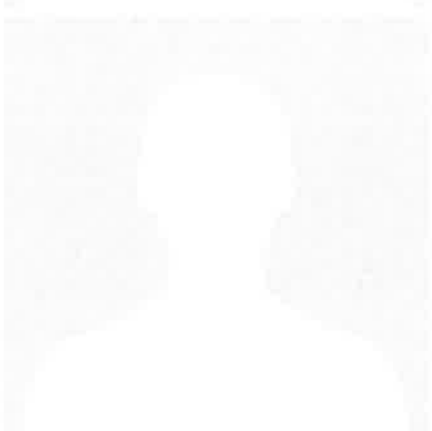
1 week ago



1 week ago
Regina Gonzales United States
1 week ago



1 week ago
Cary Patterson United States
1 week ago

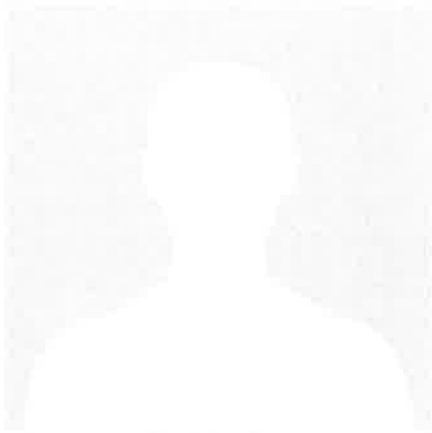


1 week ago
Kyle Barrett United States
1 week ago



1 week ago
Kathleen Buchanan United States

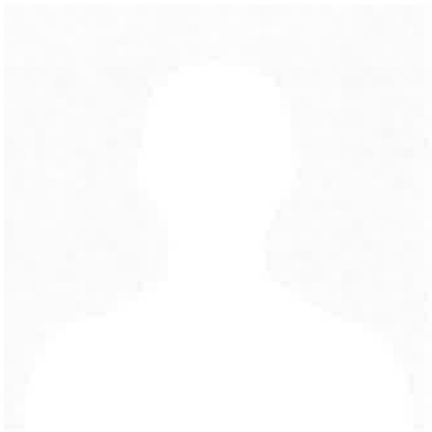
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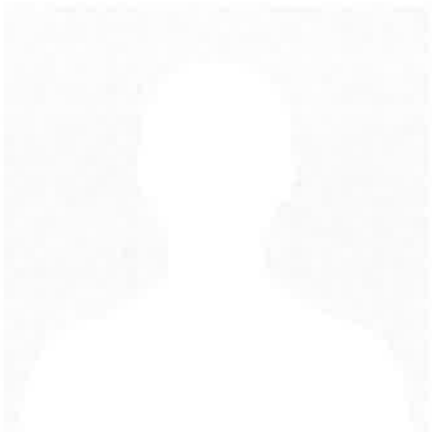
1 week ago



1 week ago
Melissa Cook United States
1 week ago



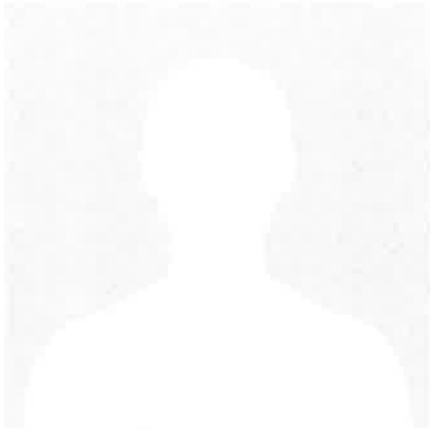
1 week ago
Seth Bailey United States
1 week ago



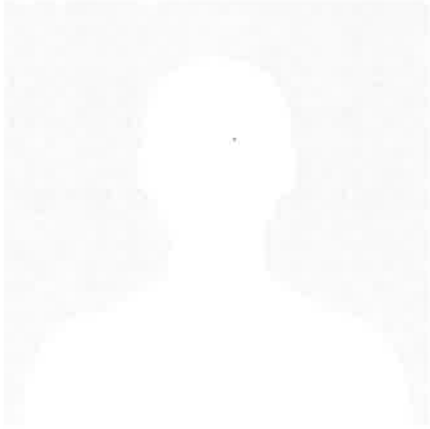
1 week ago
Lawanda Bridges United States
1 week ago

1 week ago
Glinda Hall United States

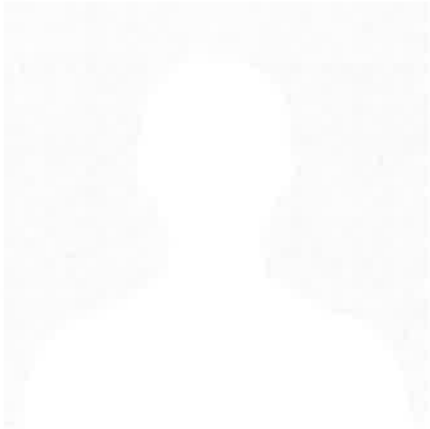
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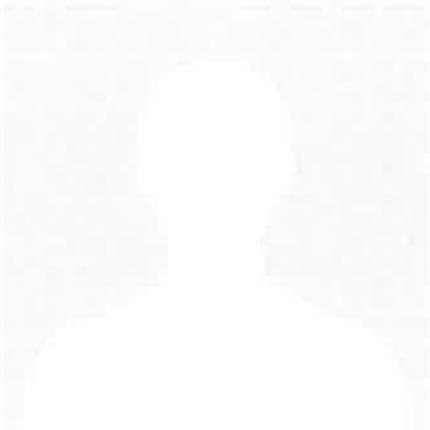
1 week ago



1 week ago
Tarah Gilliam United States
1 week ago



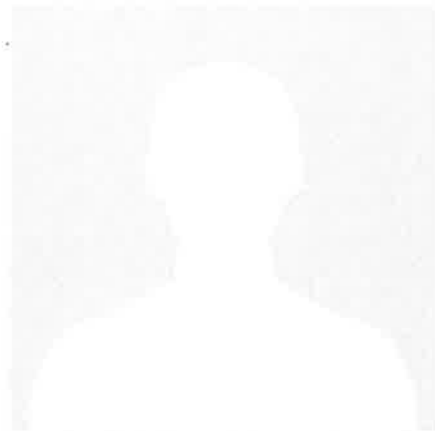
1 week ago
Jessica Stone Cauley United States
1 week ago



1 week ago
Farren Stover United States
1 week ago

1 week ago
Sherry mcwilliams United States

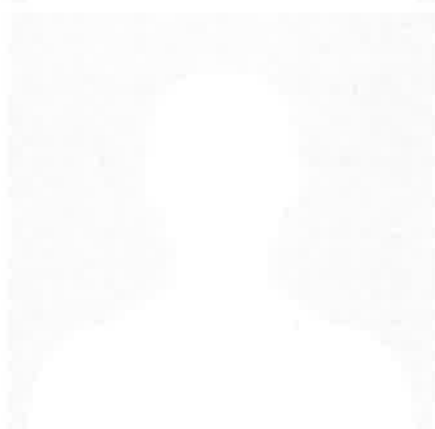
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1 week ago



1 week ago
Ashley Ferguson United States
1 week ago



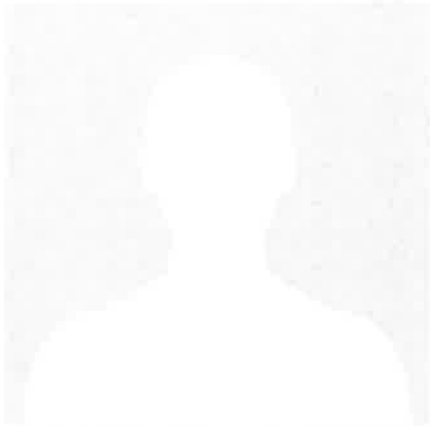
1 week ago
Zach Chichester United States
1 week ago



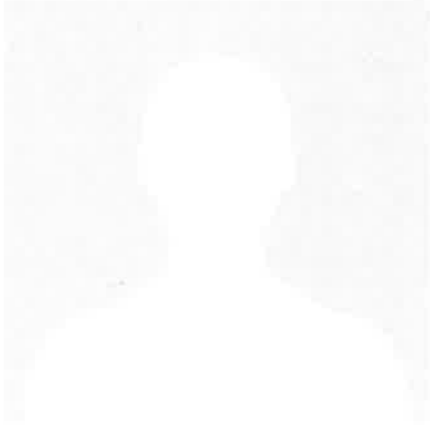
1 week ago
Michelle couch United States
1 week ago

1 week ago
Daniel Ludwig United States

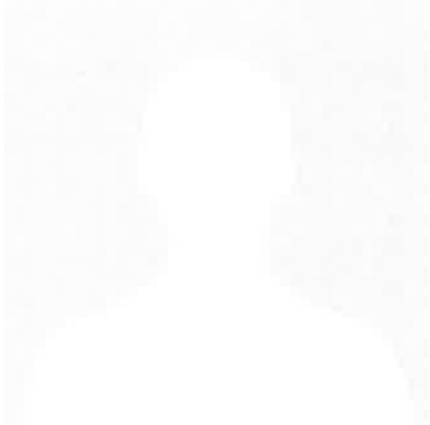
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



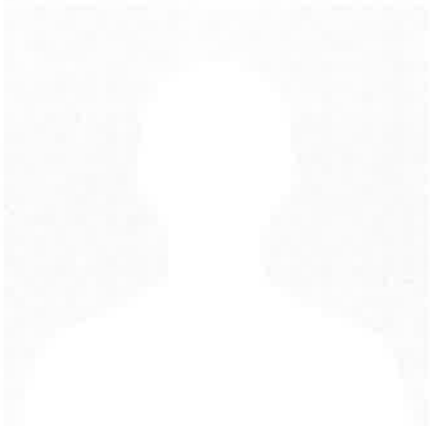
1 week ago



1 week ago
Terri Court United States
1 week ago



1 week ago
Luke Holley United States
1 week ago



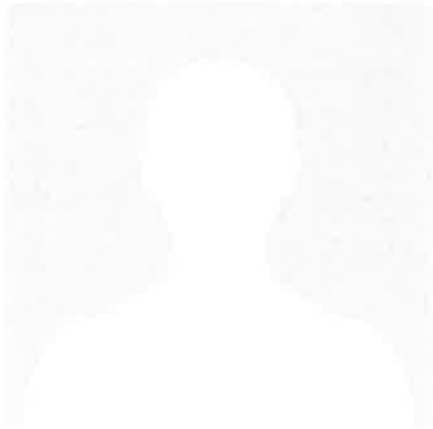
1 week ago
Scott taylor United States
1 week ago

1 week ago
Christal Prince United States

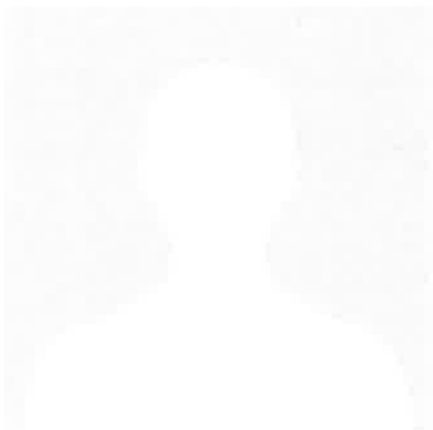
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



1 week ago



1 week ago
Katie Pesek United States
1 week ago



1 week ago
Peggy Burson United States
1 week ago



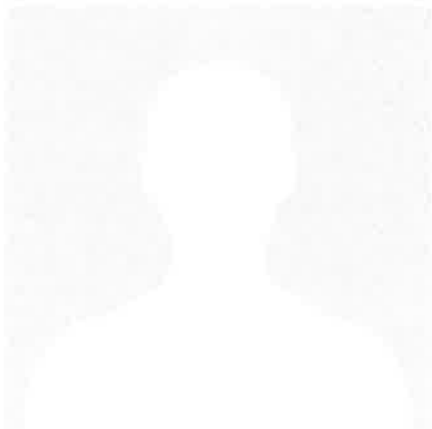
1 week ago
Pam frank United States
1 week ago

1 week ago
Jeff loving United States

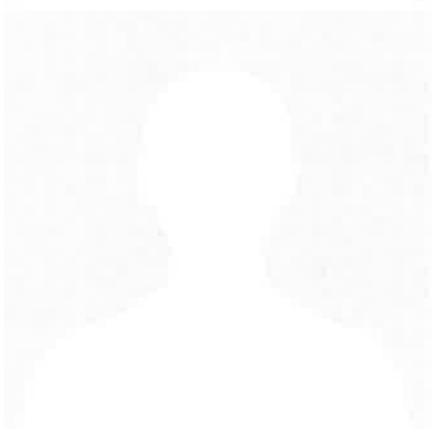
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



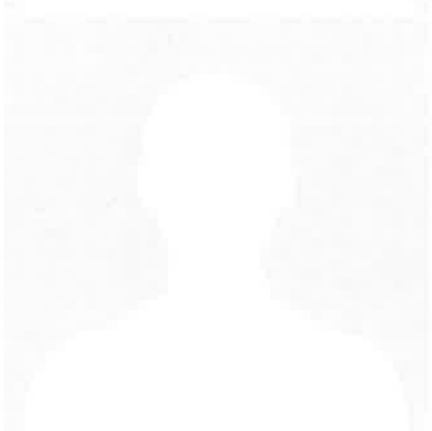
1 week ago



1 week ago
Andrew Curry United States
1 week ago



1 week ago
Billy Lavender United States
1 week ago



1 week ago
Carly Anderson United States
1 week ago

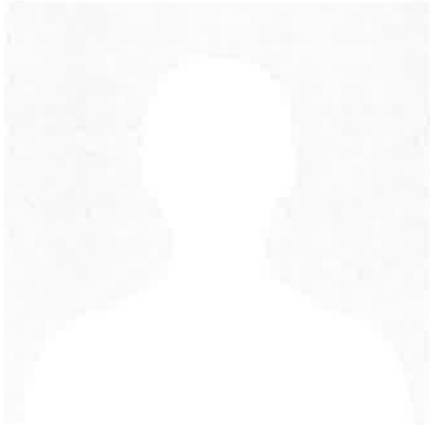


1 week ago
Traci mims United States

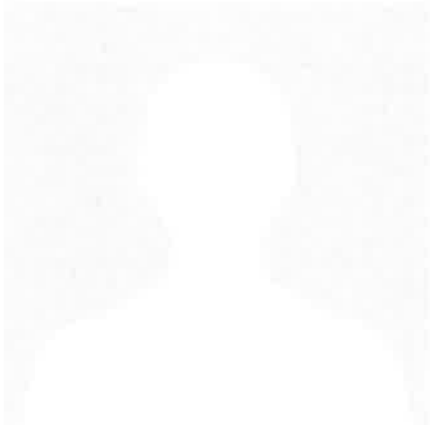
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



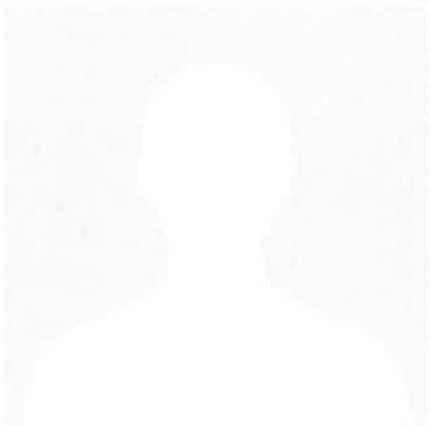
1 week ago



1 week ago
Amber Billingsley United States
1 week ago



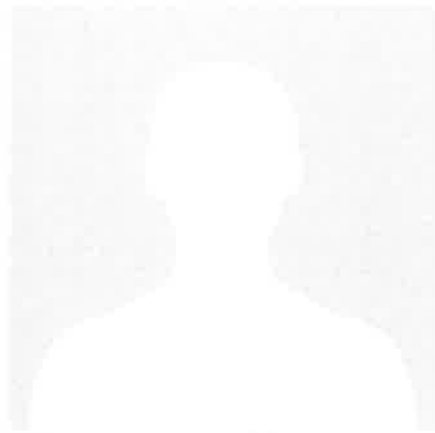
1 week ago
Mallory Grounds United States
1 week ago



1 week ago
Deborah Carter United States
1 week ago

1 week ago
Mike Smith United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



1 week ago



1 week ago
Paige Mims United States
1 week ago



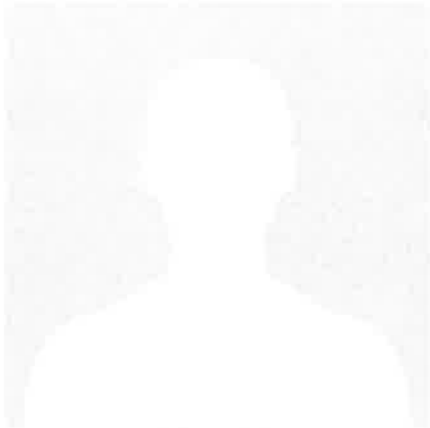
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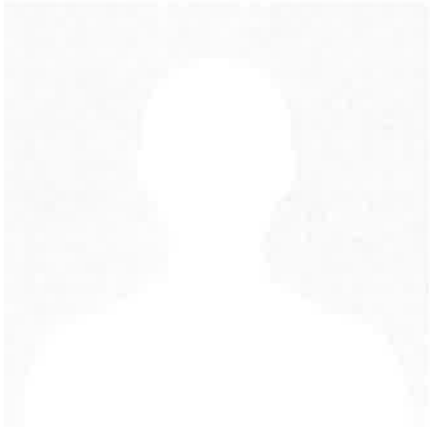
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Regulo Olvera United States
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1 week ago
Deanna Sanders United States

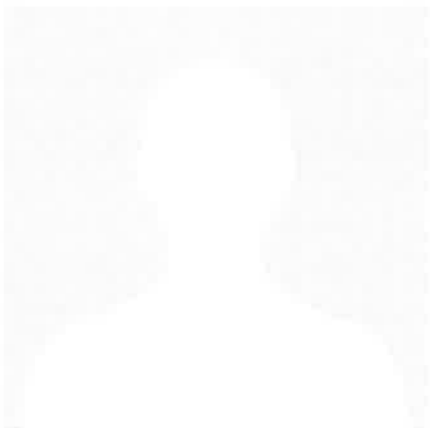
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



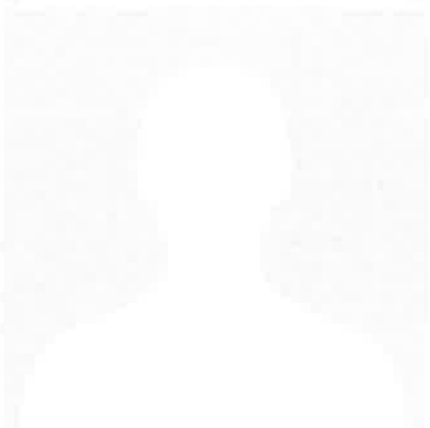
1 week ago



1 week ago
Julianna Register United States
1 week ago



1 week ago
Lucy Reyes United States
1 week ago



1 week ago
MHarris United States
1 week ago

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Alyssa Talley United States

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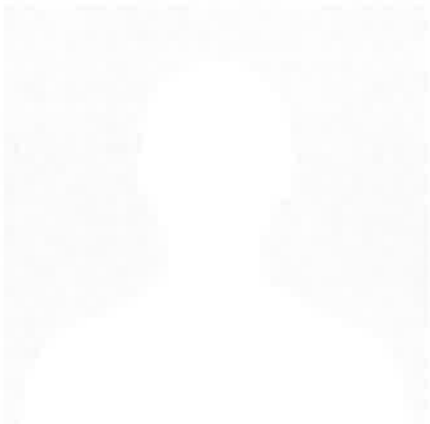
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Sonya McBride United States
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Brandy smith United States
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1 week ago
Samantha whitlow United States
1 week ago

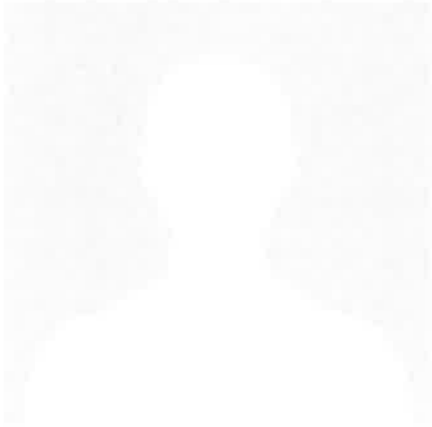


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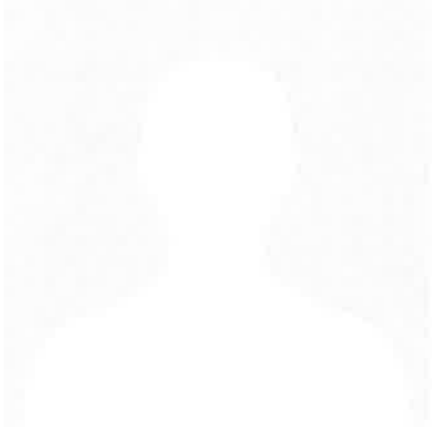
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



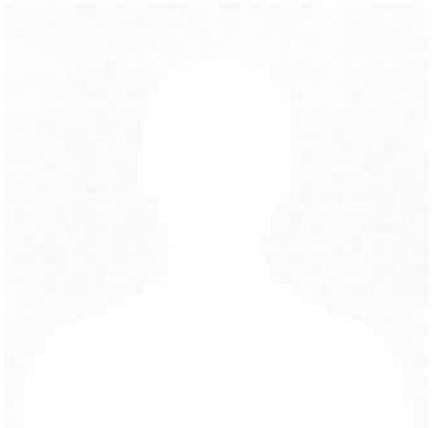
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1 week ago
Lisa Kern United States
1 week ago



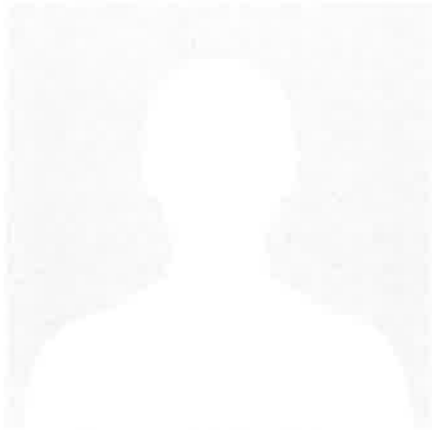
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Amber Stewart United States
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Jill Flanagan United States

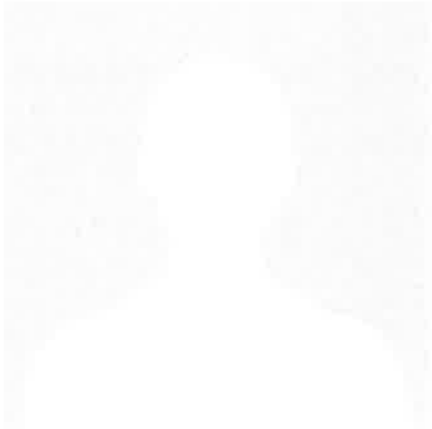
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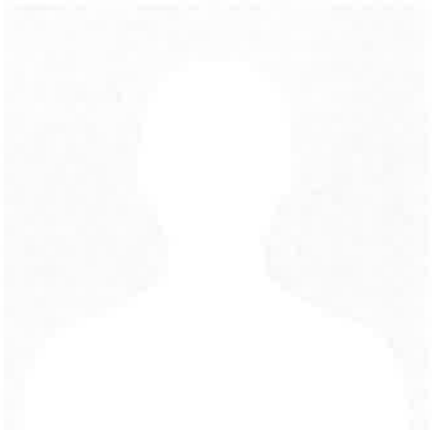
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Joshua Potter United States
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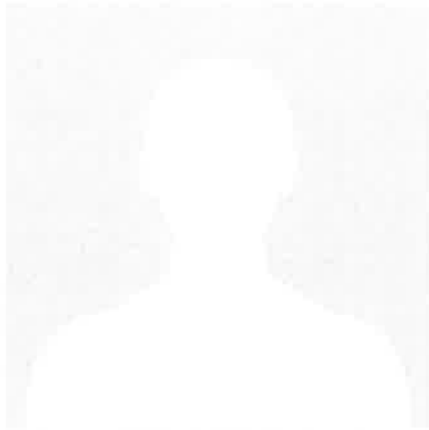
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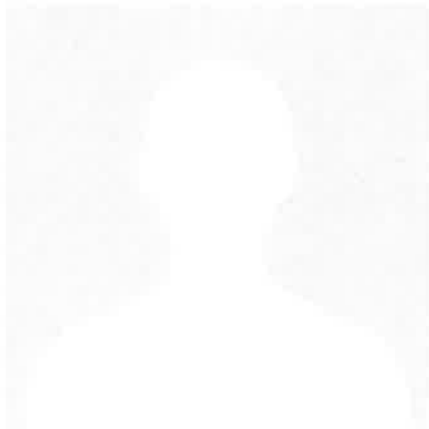
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Sarah Wright United States

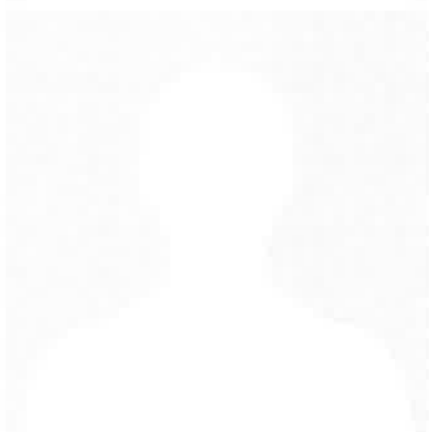
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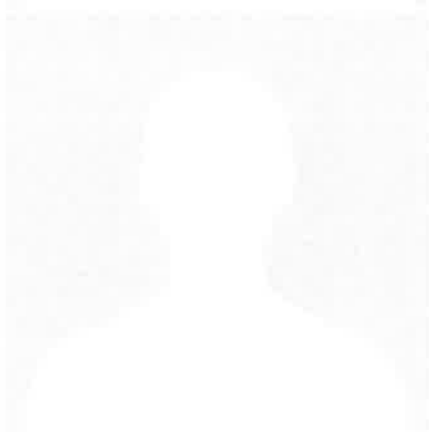
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1 week ago
Cassy meisenheimer United States
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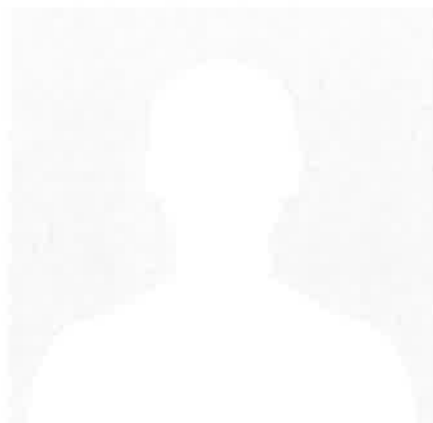
1 week ago
Chuck Dees United States
1 week ago



1 week ago
Claire Showmaker United States
1 week ago

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Lauren Carmony United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



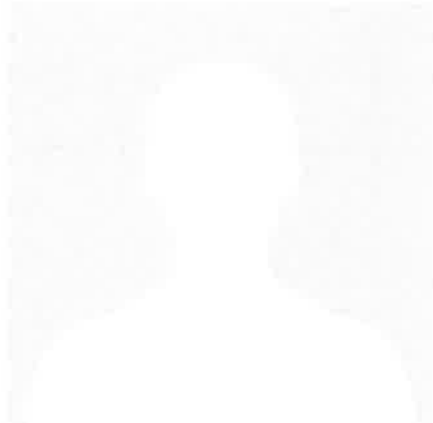
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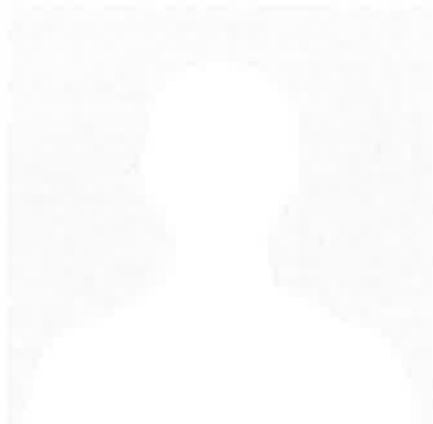
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1 week ago

Kim Morris United States

1 week ago



1 week ago

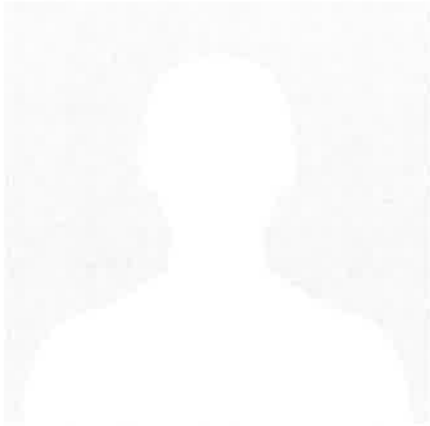
Katie Martin United States

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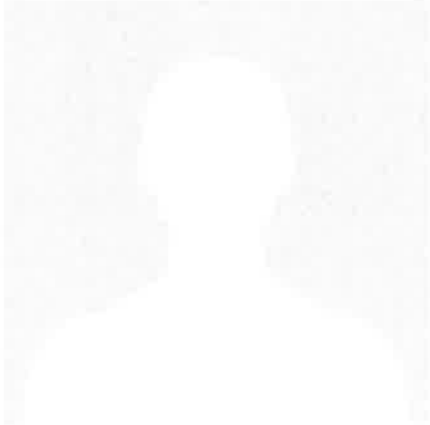
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Suzette Larey United States

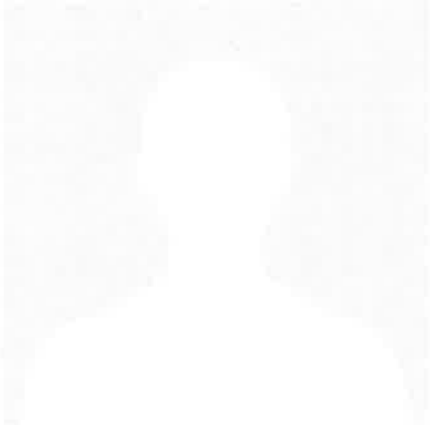
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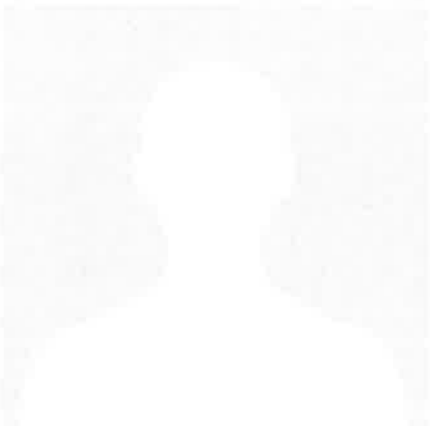
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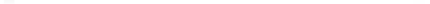
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Mark Duch United States
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1 week ago
Jon Sheppard United States
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Allen Arnold United States
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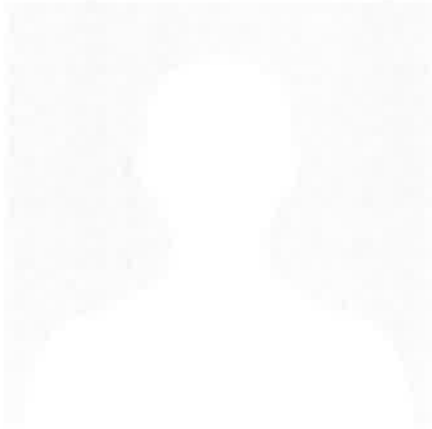


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Jane Bruner United States

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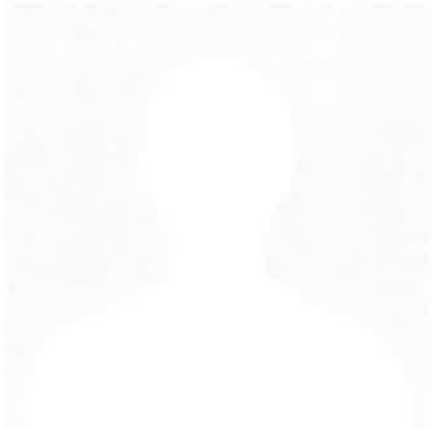
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Nicole Elam United States
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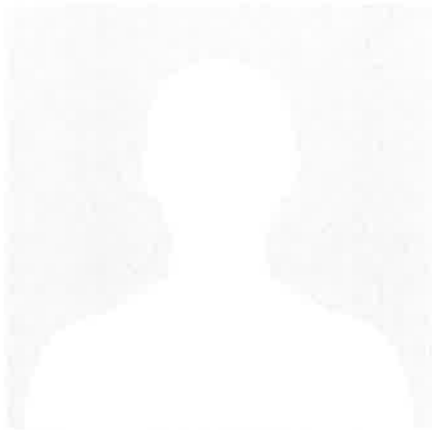
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Lauren McWilliams United States
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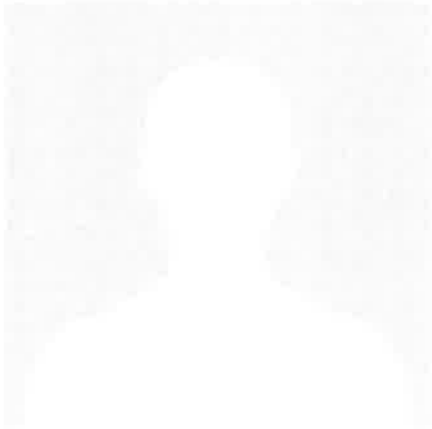
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Heather Thompson United States
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Greg Cook United States

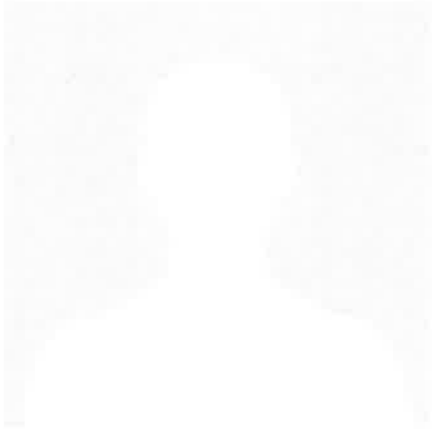
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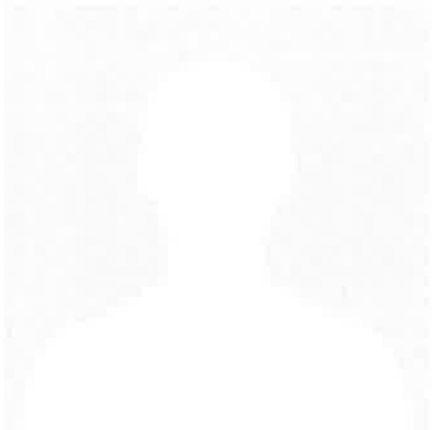
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1 week ago
Carol Langston United States
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1 week ago
Casey Boyette United States
1 week ago



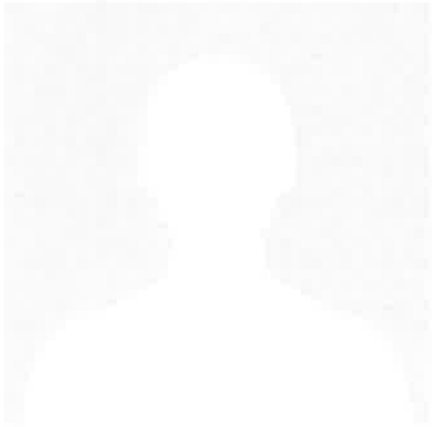
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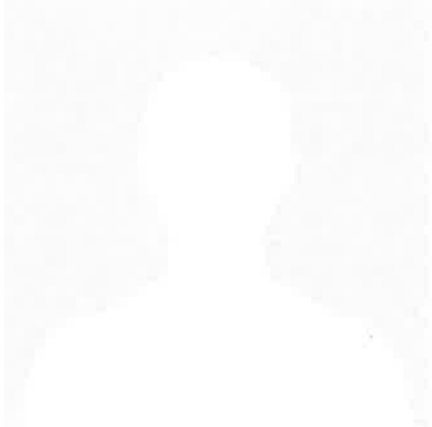
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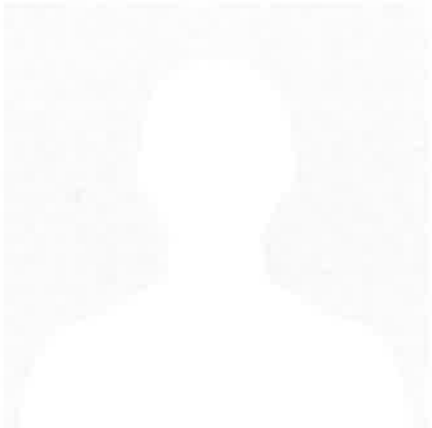
1 week ago



1 week ago
Shirley Cochran United States
1 week ago



1 week ago
April Holley United States
1 week ago



1 week ago
Terrie Arnold United States
1 week ago

1 week ago
Zachary Lawrence United States

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1 week ago

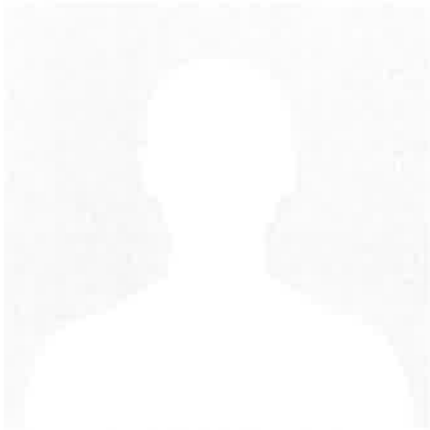
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Kellie United States
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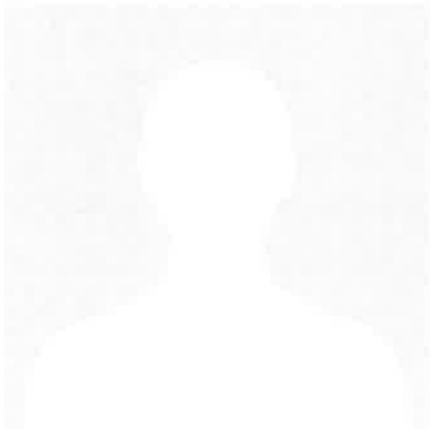
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Missy Dickens United States

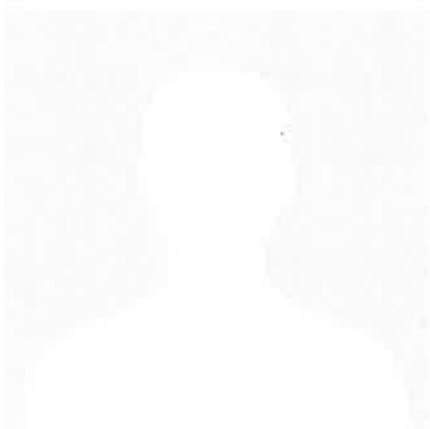
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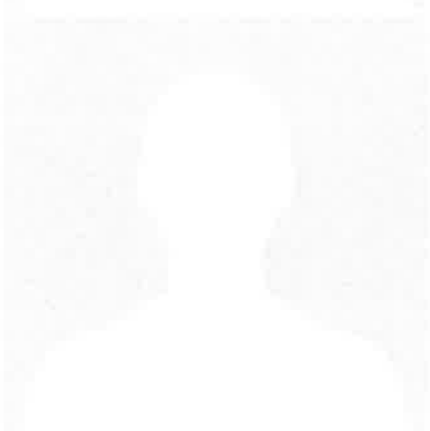
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Courtney Williams United States
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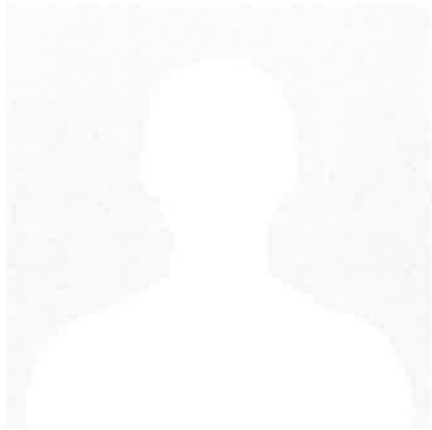
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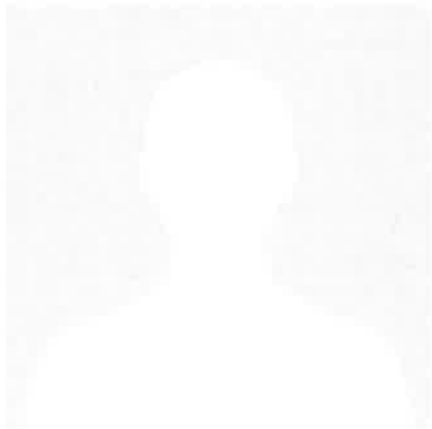
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Kelly Babb United States

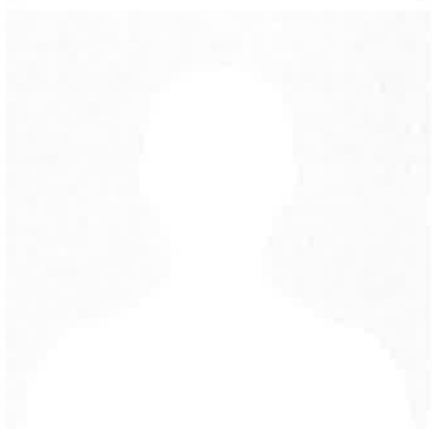
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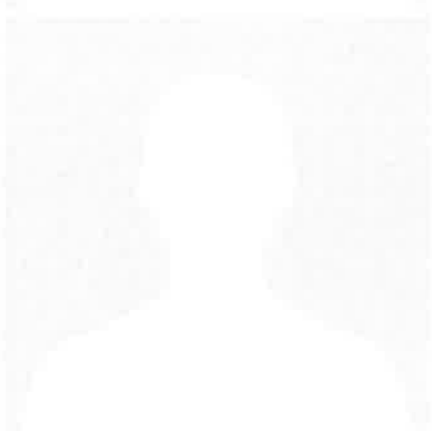
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Rebecca Shipp United States
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1 week ago
Sandra Drew United States
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Robyn Johnson United States
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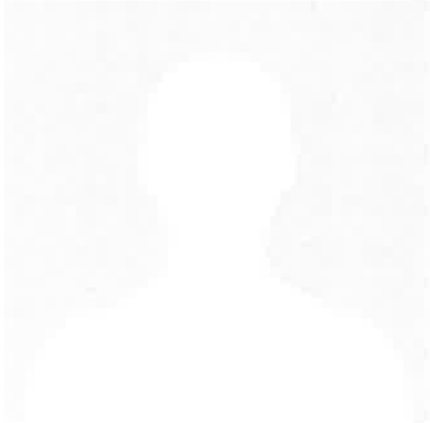


1 week ago
Lacy White United States

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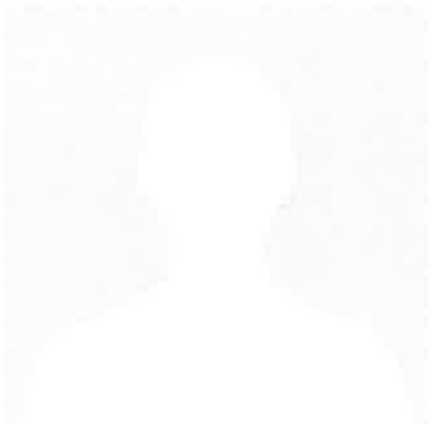
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1 week ago
Lyndsey tomatz United States
1 week ago



1 week ago
Richard Raney United States
1 week ago



1 week ago
Carolyn Moreland United States
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1 week ago
Brenda Sutton United States

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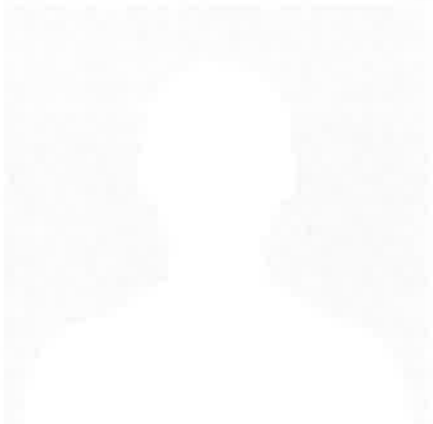
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Darla Clement United States
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1 week ago
Kelli Phillips United States
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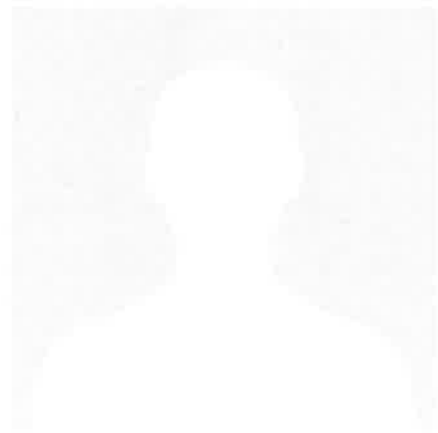
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3 weeks ago
Lori Rochelle United States

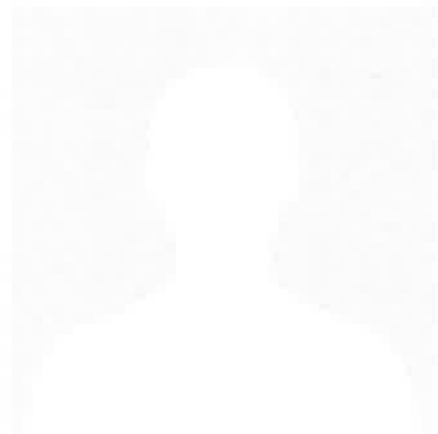
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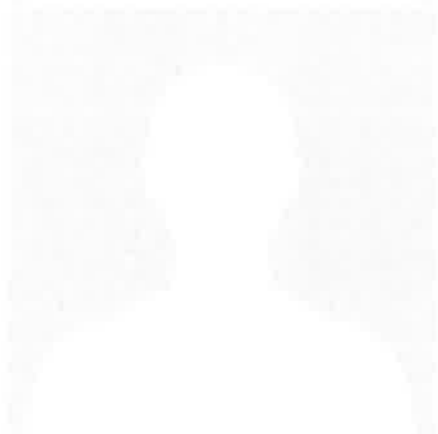
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Scott Sanders United States
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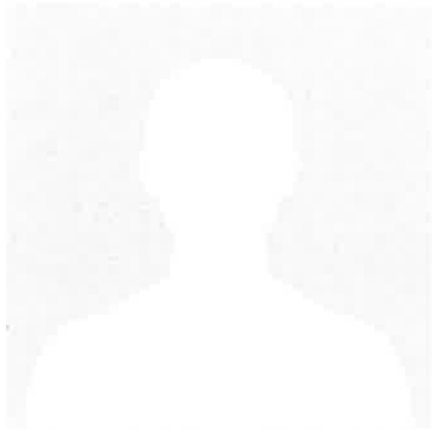
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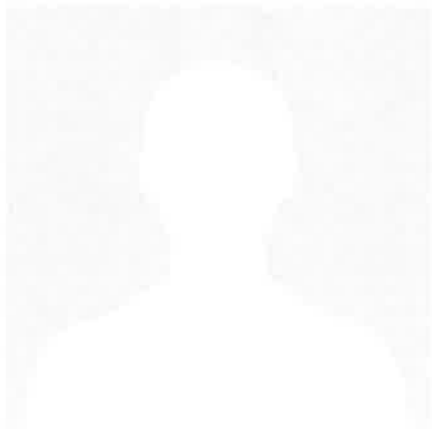
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Alana Morel United States
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1 month ago
Kayla Fleming United States

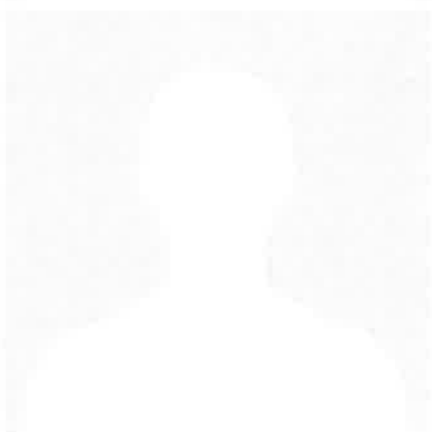
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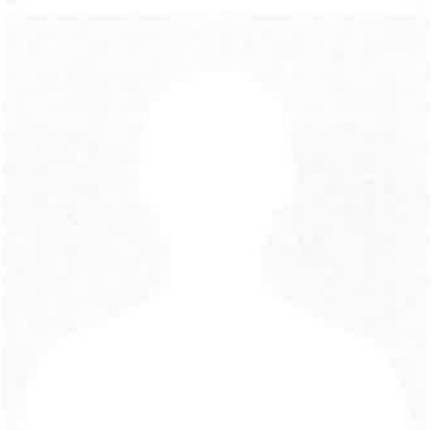
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1 month ago
Jennifer Nason United States
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1 month ago
Daniel Collier United States
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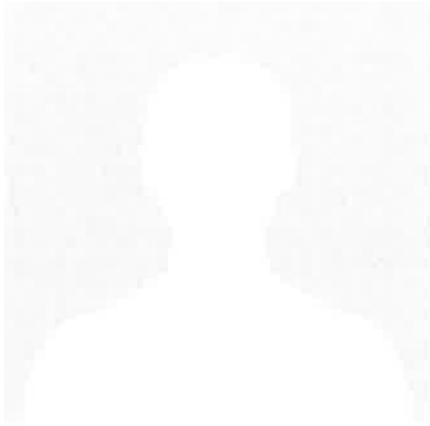


2 months ago
mike jones United States
2 months ago



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Tina Syphers United States

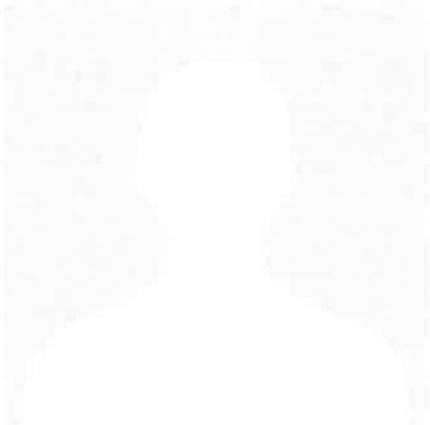
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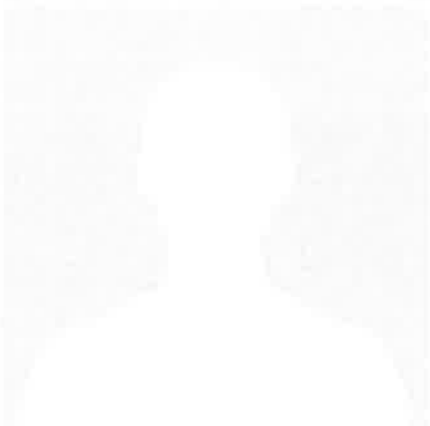
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Ann Marie Baker United States
2 months ago



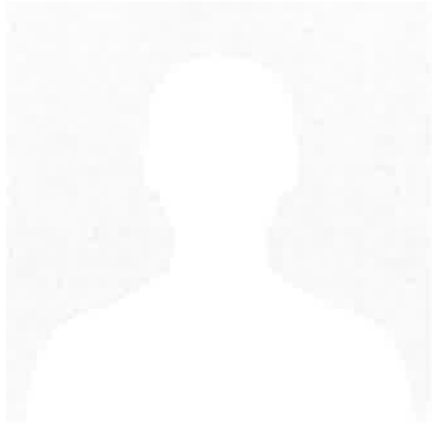
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Melinda Henry United States
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2 months ago
Hannah craigen United States
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Patricia D Goesl United States

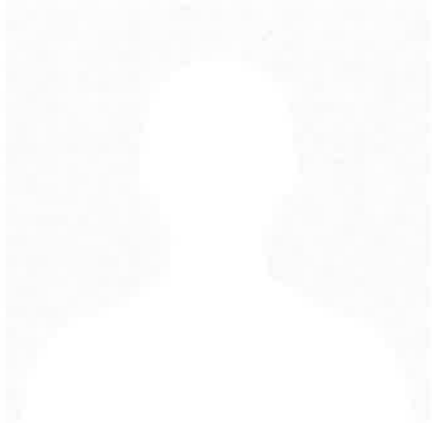
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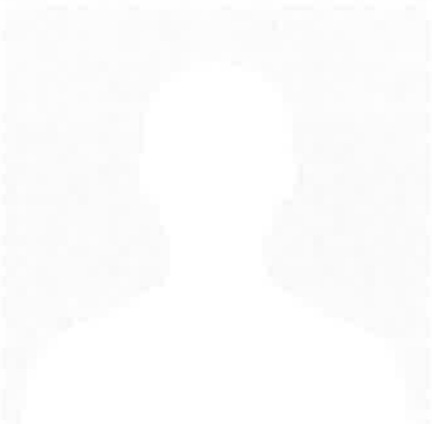
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2 months ago
Taylor Calfee United States
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2 months ago
Kolinda Jones United States
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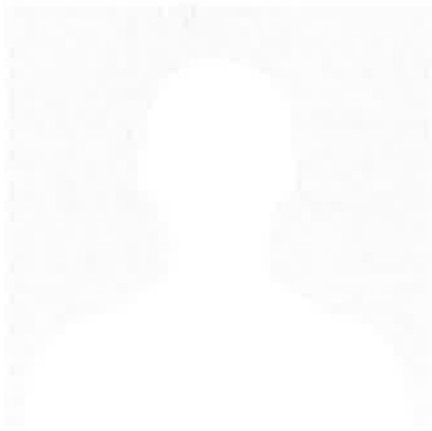
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Lee Medley United States

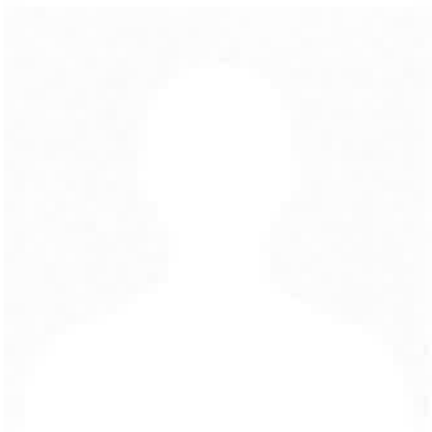
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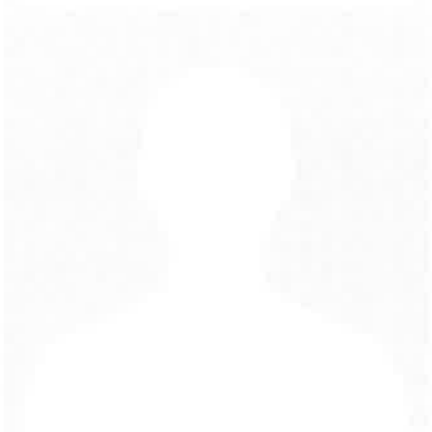
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2 months ago
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Brandon Wiley United States
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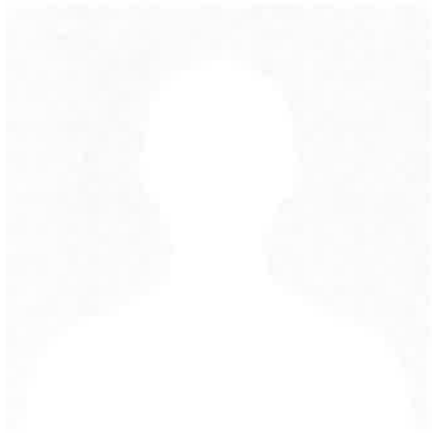
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Darren Anderson United States
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Patty James United States

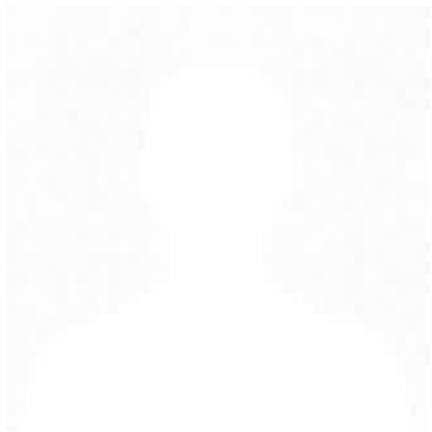
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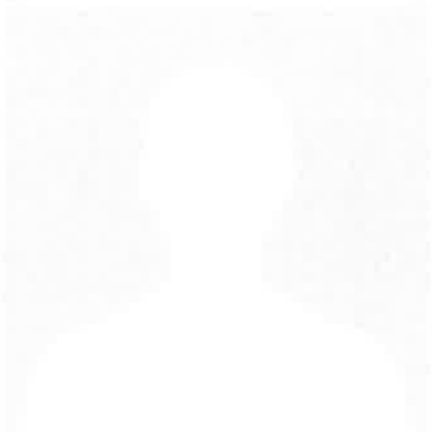
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2 months ago
Irene Stanfill United States
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Tiffany Jewel United States
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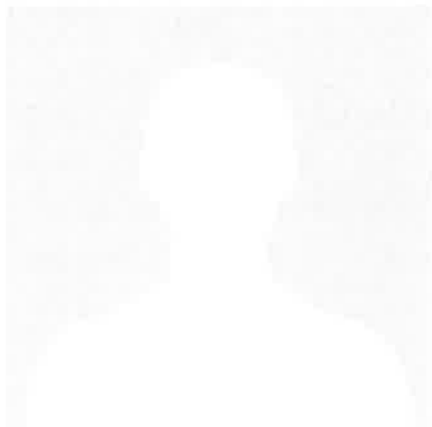
2 months ago
Brenda Sutton United States
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Chelle Bennett United States

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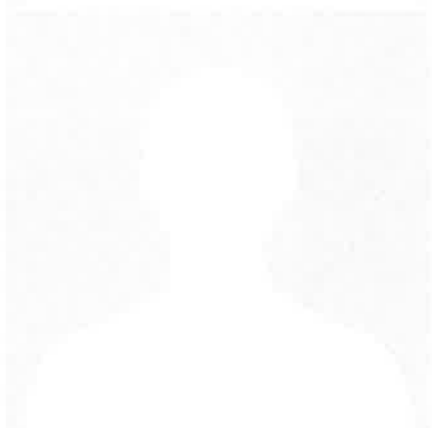
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Spencer smith United States
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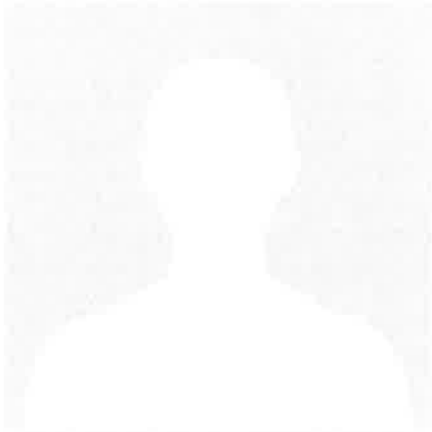
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Theresa Wardlaw United States
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Heather Hart United States
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Susan Allen United States

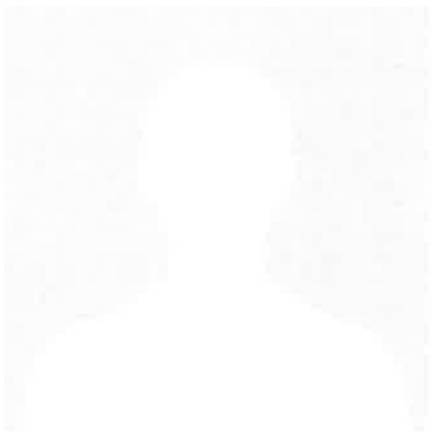
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



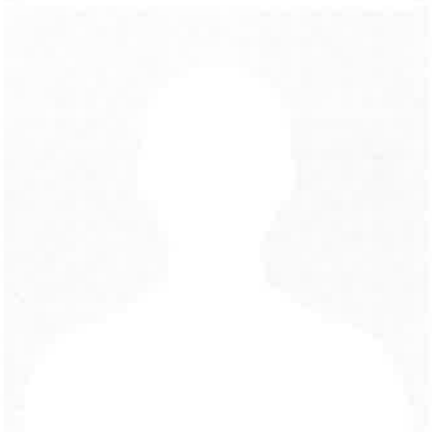
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2 months ago
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2 months ago



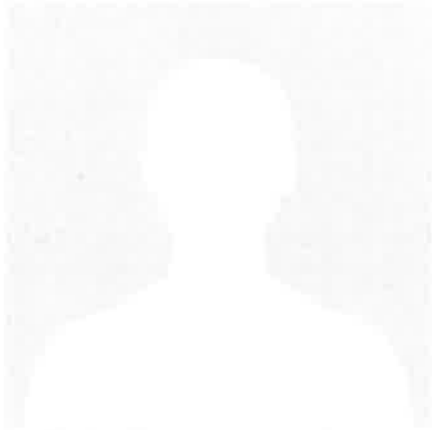
2 months ago
Sue Abney United States
2 months ago



2 months ago
Nicole Elam United States
2 months ago

2 months ago
Judy Philyaw United States

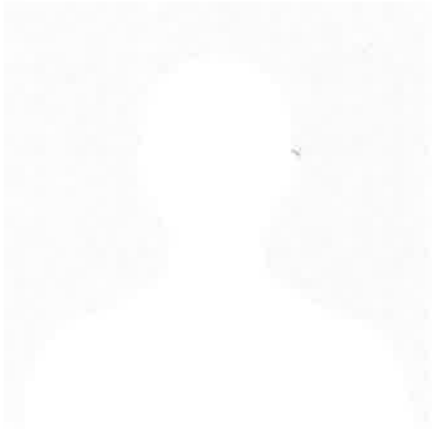
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



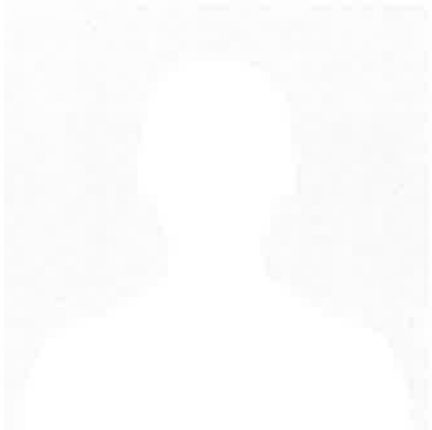
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2 months ago
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2 months ago



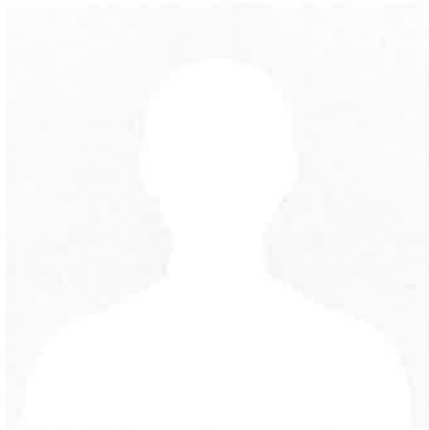
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2 months ago



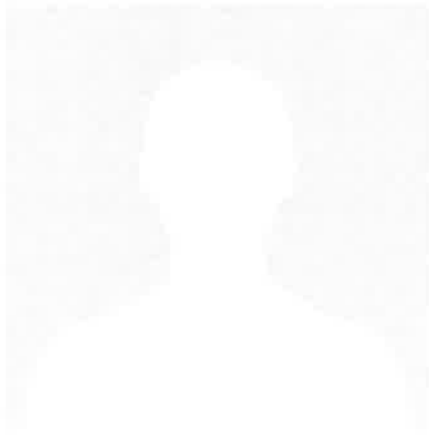
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Jennifer Willis United States
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2 months ago
Cassey martin United States

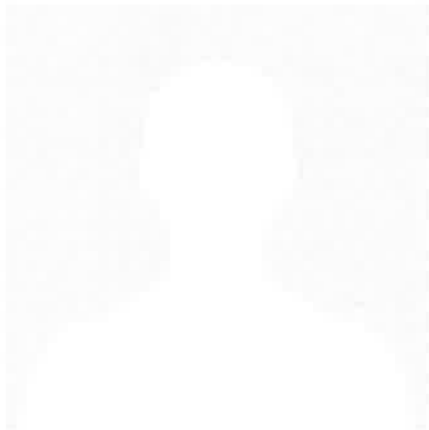
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



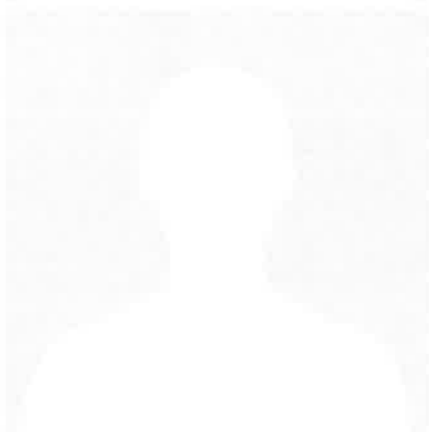
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2 months ago
Ashleyberton United States
2 months ago



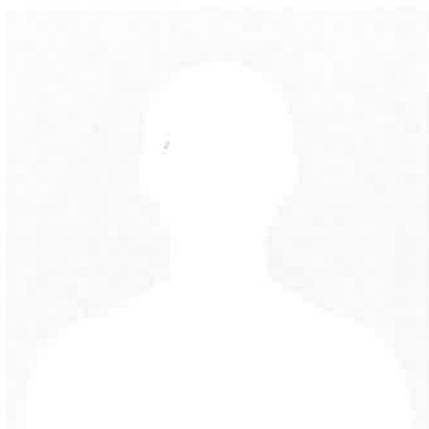
2 months ago
Patrick Wilder United States
2 months ago



2 months ago
Bradley Haugh United States
2 months ago

2 months ago
Sarah Ramirez United States

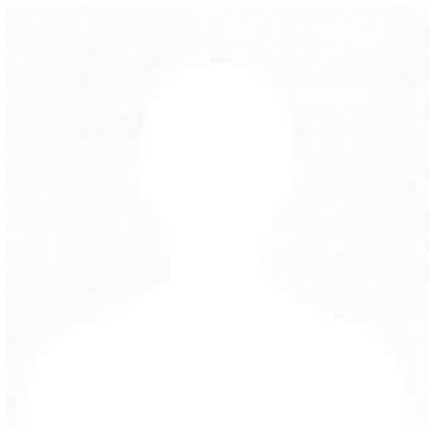
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



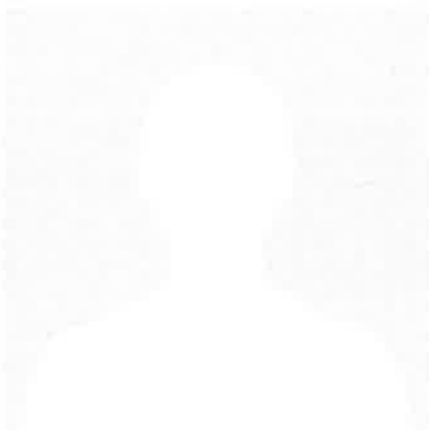
2 months ago



2 months ago
Shannon Reardon United States
2 months ago



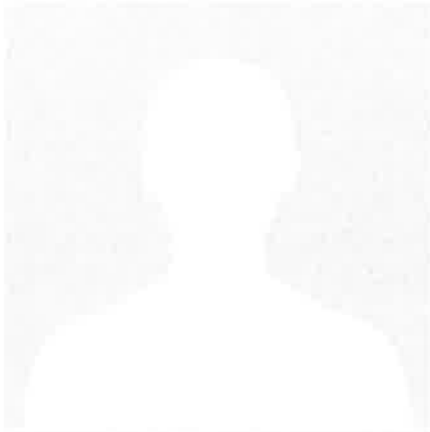
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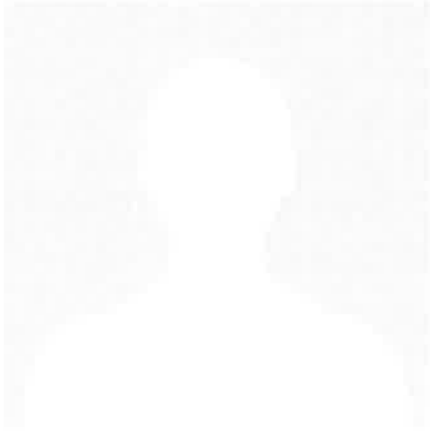
2 months ago
Cyenthia Page United States
2 months ago

2 months ago
Joshua bookout United States

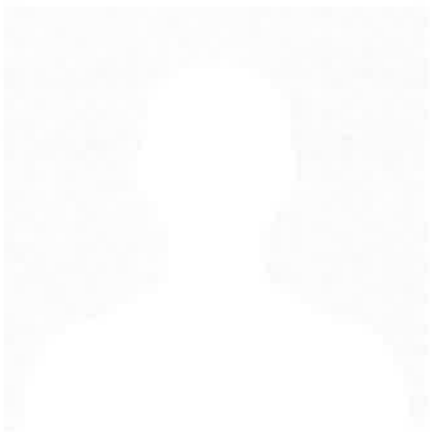
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



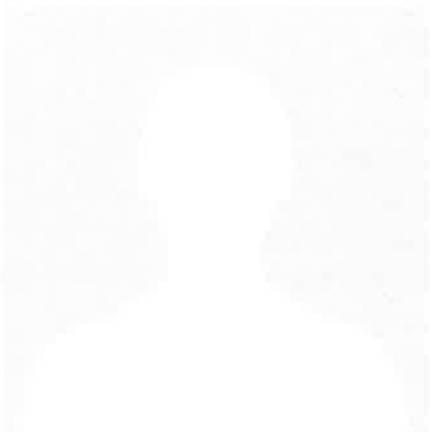
2 months ago



2 months ago
Larissa McElhannon United States
2 months ago



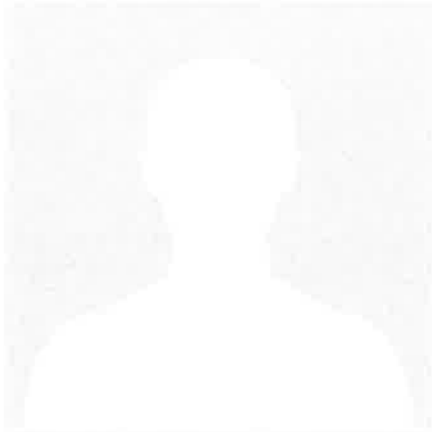
2 months ago
Hunter Byrd United States
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2 months ago
Kara Lace Miller United States
2 months ago

2 months ago
Patricia Gunter United States

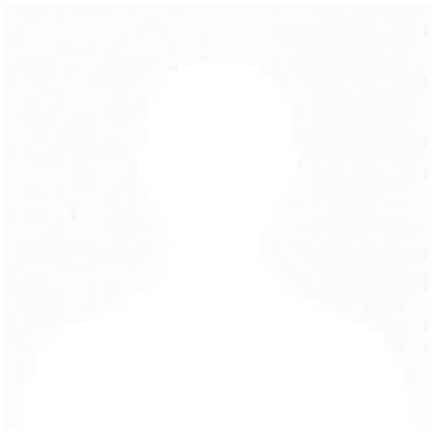
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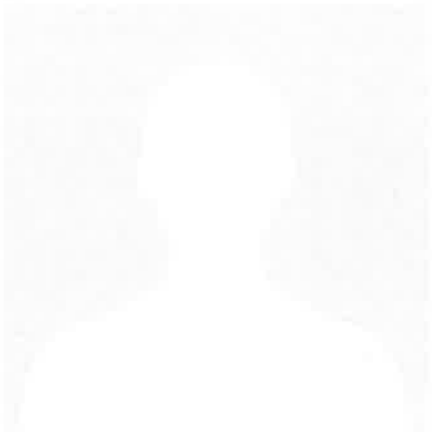
2 months ago



2 months ago
Linda Turner United States
2 months ago



2 months ago
Jeff Kelly United States
2 months ago

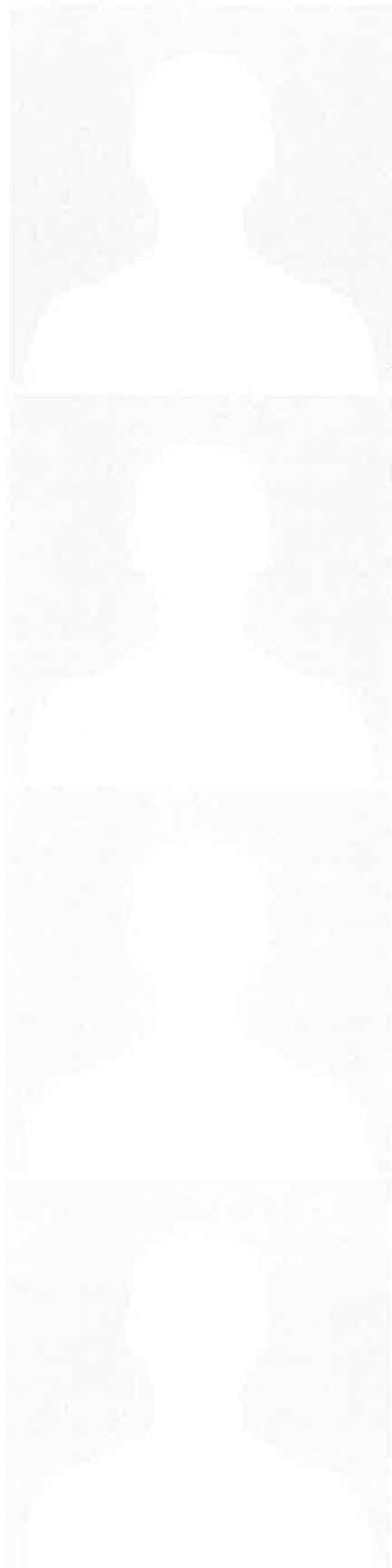


2 months ago
Virginia Ann Prazak United States
2 months ago



2 months ago
Sarah fuglaar United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

2 months ago
Brenda M United States
2 months ago

2 months ago
Charlotte McCarver United States
2 months ago

2 months ago
Katie Yazel United States
2 months ago

2 months ago
Katlyn woods United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

2 months ago
Judy Thompson United States
2 months ago

2 months ago
Natalie Haywood United States
2 months ago

2 months ago
Megan Pappas United States
2 months ago

2 months ago
Kathy moore United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

2 months ago
Robin Cope United States
2 months ago

2 months ago
Amanda DeLaRosa United States
2 months ago

2 months ago
Treyana Fielding United States
2 months ago

2 months ago
Ricky Hernandez United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

2 months ago
Christian Murchison United States
2 months ago

2 months ago
Ashley United States
2 months ago

2 months ago
Lindsey Oliver United States
2 months ago

2 months ago
Jordan Chandler Johnson United States

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2 months ago

2 months ago
Karen Taylor United States
2 months ago

2 months ago
Brandy Early United States
2 months ago

2 months ago
Jason K Williams United States
2 months ago

2 months ago
Monica Whitehead United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Dianne United States
2 months ago



2 months ago
Amanda Hanna United States
2 months ago

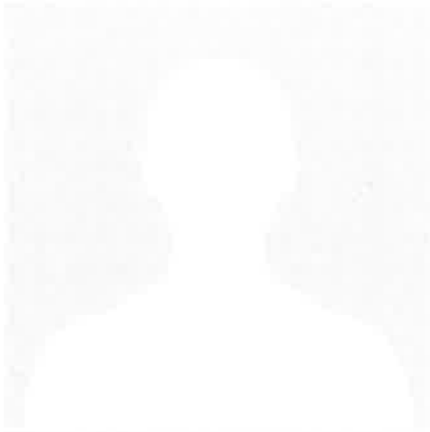


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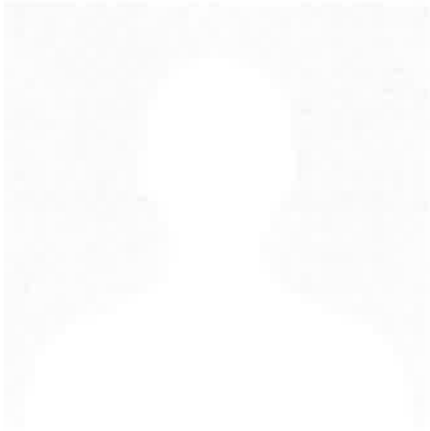


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Elizabeth lemley United States

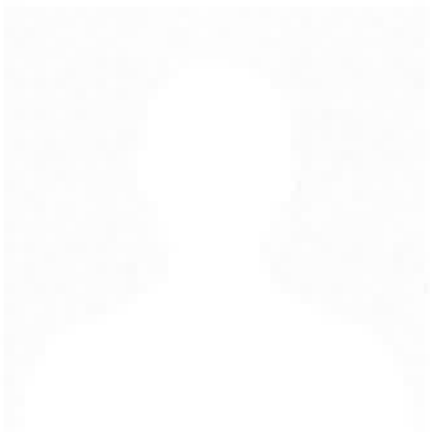
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



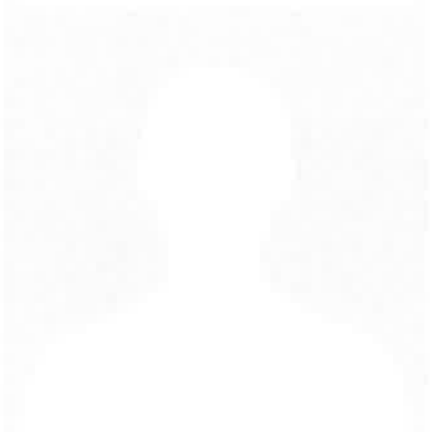
2 months ago



2 months ago
Kristi Cobb United States
2 months ago



2 months ago
Terri Cunningham United States
2 months ago

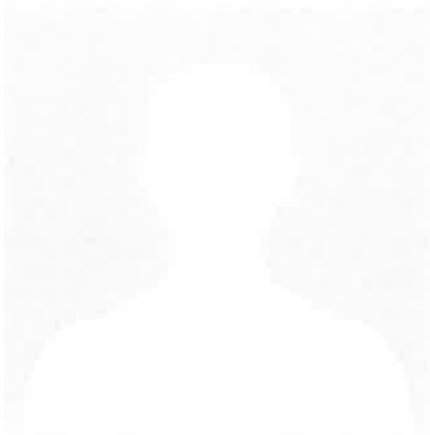


2 months ago
Liz Fazio Hale United States
2 months ago



2 months ago
Felicia United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



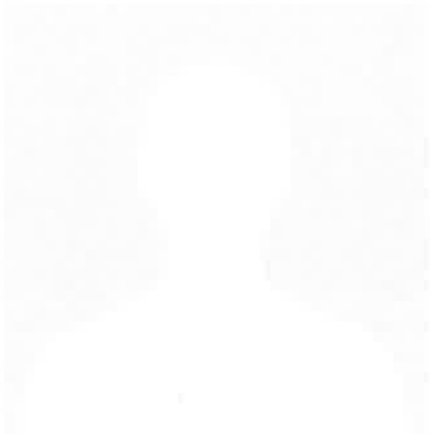
2 months ago



2 months ago
Stephanie WYLY United States
2 months ago



2 months ago
Haylea Morgan United States
2 months ago



2 months ago
Tom Dixon United States
2 months ago

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Sheena Richardson United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

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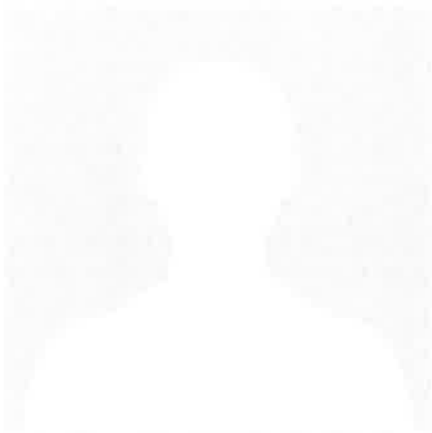
2 months ago
Courtney Thomas United States
2 months ago

2 months ago
Jami Hearne United States
2 months ago

2 months ago
Brin Wisdom United States
2 months ago

2 months ago
Chad Raney United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Jimmie Mitchell United States
2 months ago



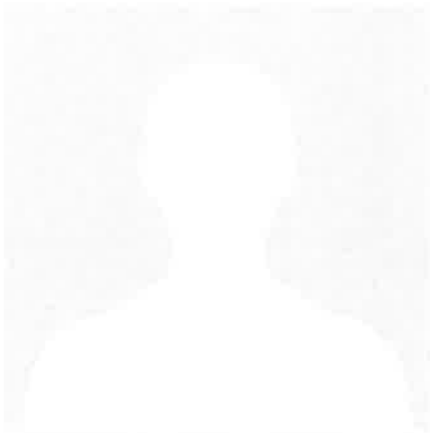
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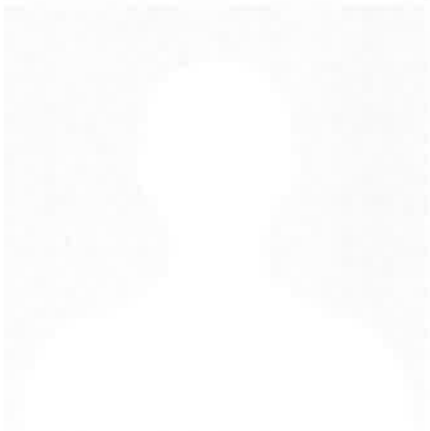
2 months ago
Ashley Hensley United States
2 months ago

2 months ago
Vicki Tarter United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



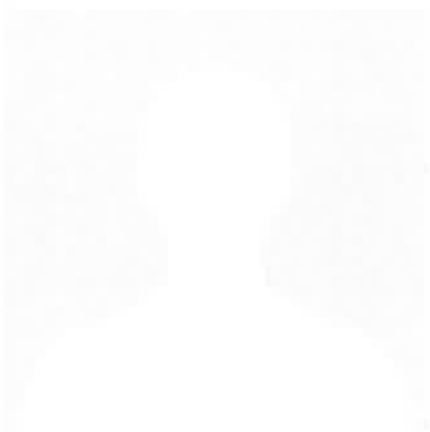
2 months ago



2 months ago
Mark Missildine United States
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2 months ago
John Collins United States
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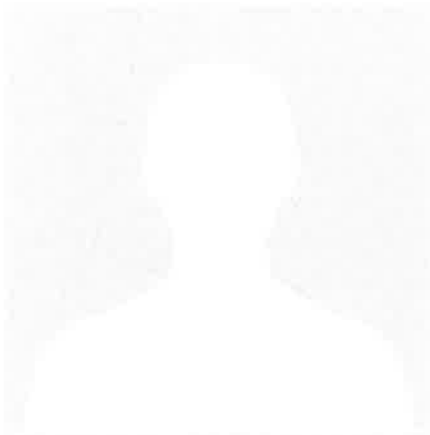


2 months ago
Jana Hicks United States
2 months ago

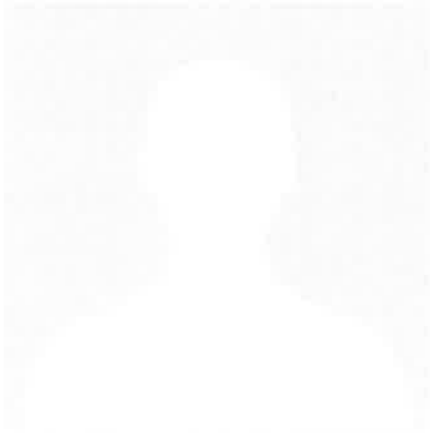


2 months ago
Stacy Loggins United States

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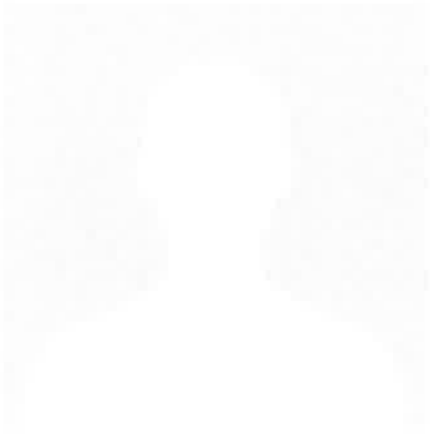
2 months ago



2 months ago
Claire Wilson United States
2 months ago



2 months ago
April Smith United States
2 months ago

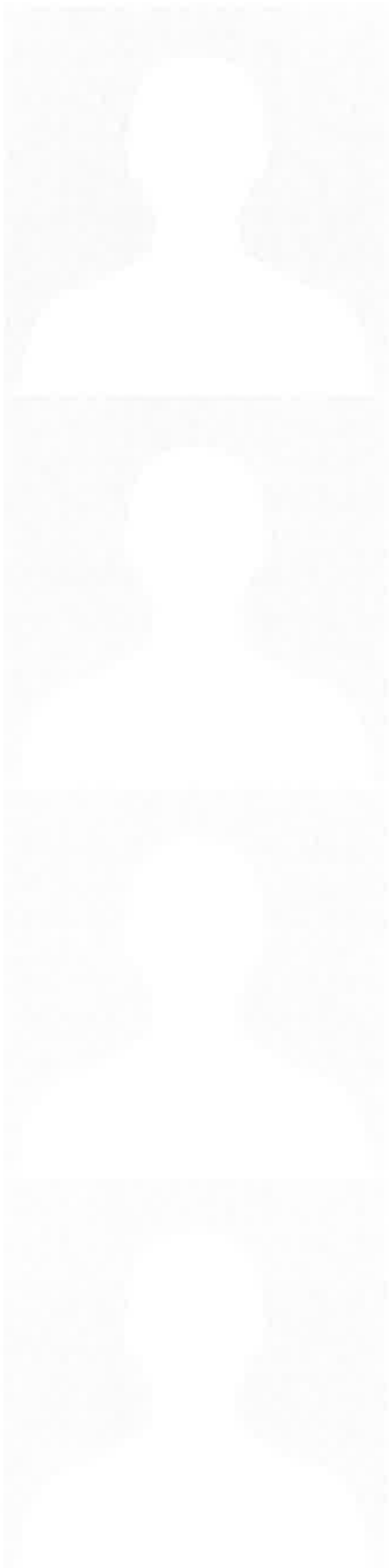


2 months ago
Tyler Hilton United States
2 months ago



2 months ago
Sydney Cross United States

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2 months ago

2 months ago
Trystin's Reed United States
2 months ago

2 months ago
Sandra Plunkett United States
2 months ago

2 months ago
David smith United States
2 months ago

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Paige Hilton United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

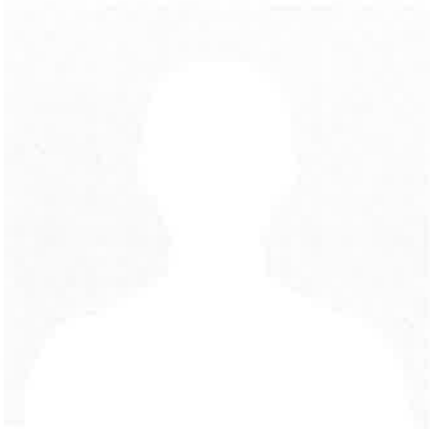
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Sarah Hagins United States
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Selena jefferies United States
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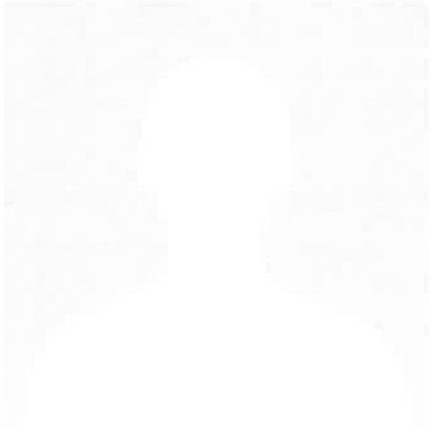
2 months ago
Donna Daniel United States
2 months ago

2 months ago
Sybil Rice United States

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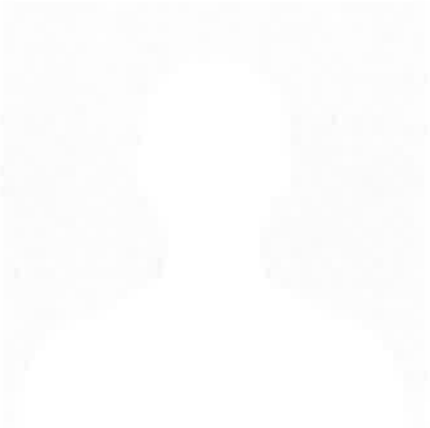
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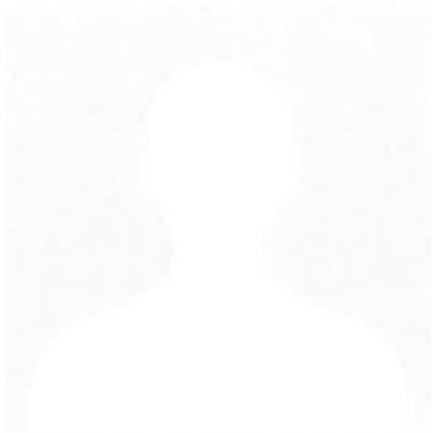
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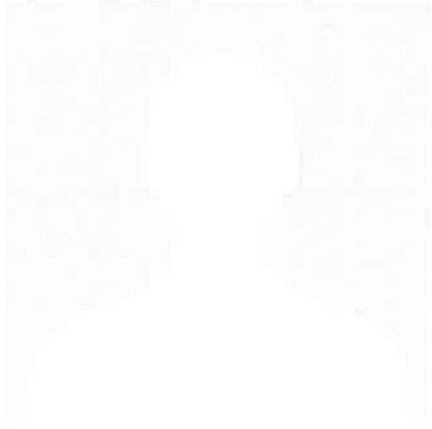
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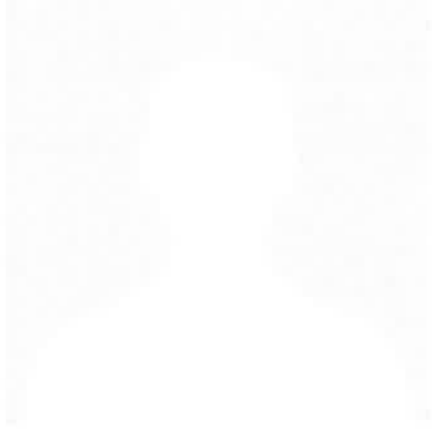
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2 months ago



2 months ago
Travis ONeill United States
2 months ago



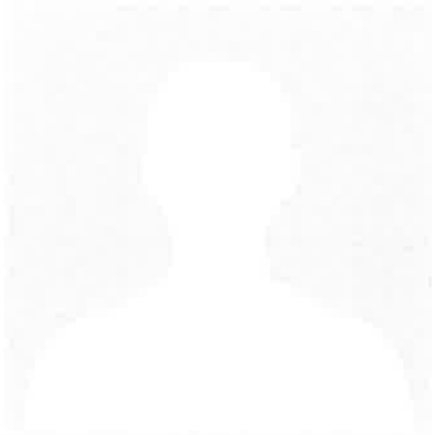
2 months ago
Amy Price United States
2 months ago



2 months ago
Kayla Watson United States
2 months ago

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Nicole brisco United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



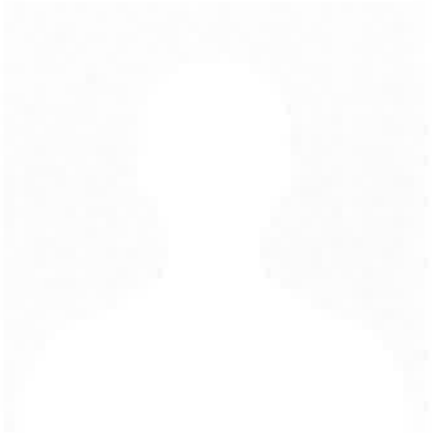
2 months ago



2 months ago
Taylor Barr United States
2 months ago



2 months ago
Lauren Ewald United States
2 months ago



2 months ago
Jenny United States
2 months ago

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Drew Mims United States

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2 months ago

2 months ago
Cheryl Hunter United States
2 months ago

2 months ago
Marina Stanley United States
2 months ago

2 months ago
Justin whitney United States
2 months ago

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Hope Littlejohn United States

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2 months ago

2 months ago
Melanie Allen United States
2 months ago

2 months ago
Theresa Tarantino United States
2 months ago

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Austin Oglesby United States
2 months ago

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Jana Adcock United States

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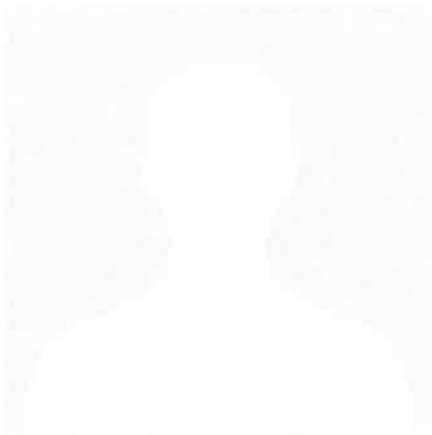
2 months ago
Karyn Eaves United States
2 months ago

2 months ago
Jeffery Harvey United States
2 months ago

2 months ago
Amberley Kimball United States
2 months ago

2 months ago
Lauren Carmony United States

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2 months ago



2 months ago
Karen Mckee United States
2 months ago



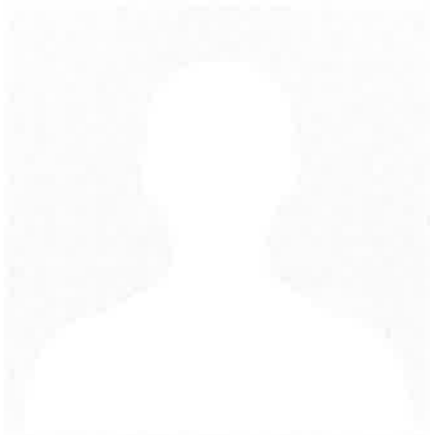
2 months ago
David Turner United States
2 months ago



2 months ago
Clay Smith United States
2 months ago

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Jennifer United States

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2 months ago



2 months ago
Michelle United States
2 months ago



2 months ago
Arwen United States
2 months ago



2 months ago
Tami Douglas United States
2 months ago

2 months ago
Kim Kinder United States

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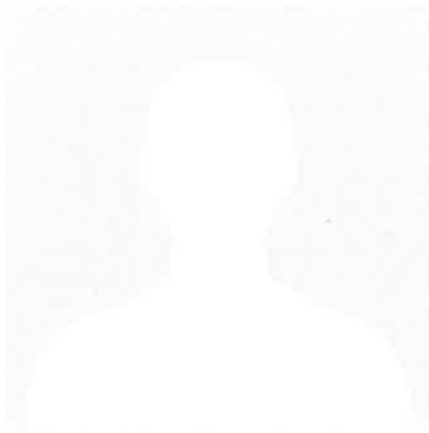
2 months ago
Katy hiscott United States
2 months ago

2 months ago
Jessi McIntosh United States
2 months ago

2 months ago
Samantha Whitlow United States
2 months ago

2 months ago
Mike Tidwell United States

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2 months ago



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James Clark United States
2 months ago



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Fran Mitchell United States
2 months ago



2 months ago
Terra Butler United States
2 months ago



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Blair clark United States

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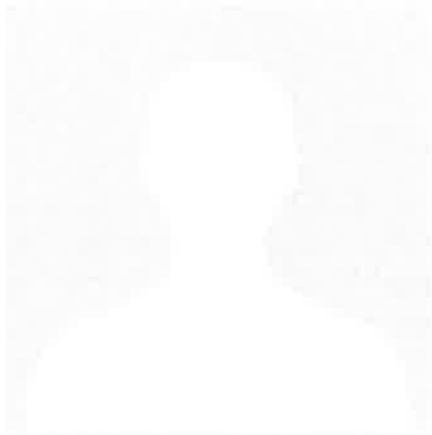
2 months ago
Alex Cain United States
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Melanie Easley United States
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Yolanda Bone United States
2 months ago

2 months ago
Gracie Lipscomb United States

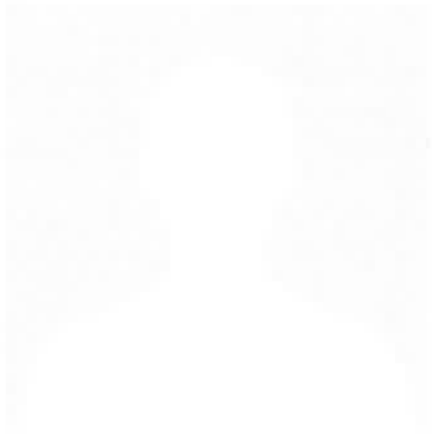
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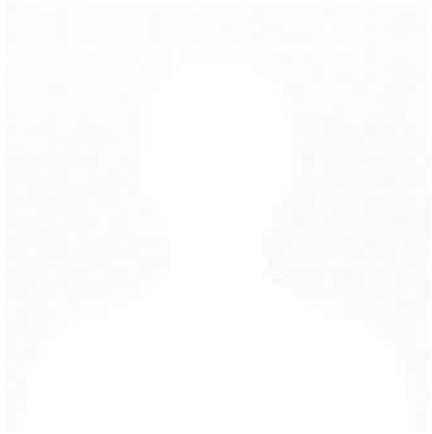
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2 months ago
Melissa jaynes United States
2 months ago



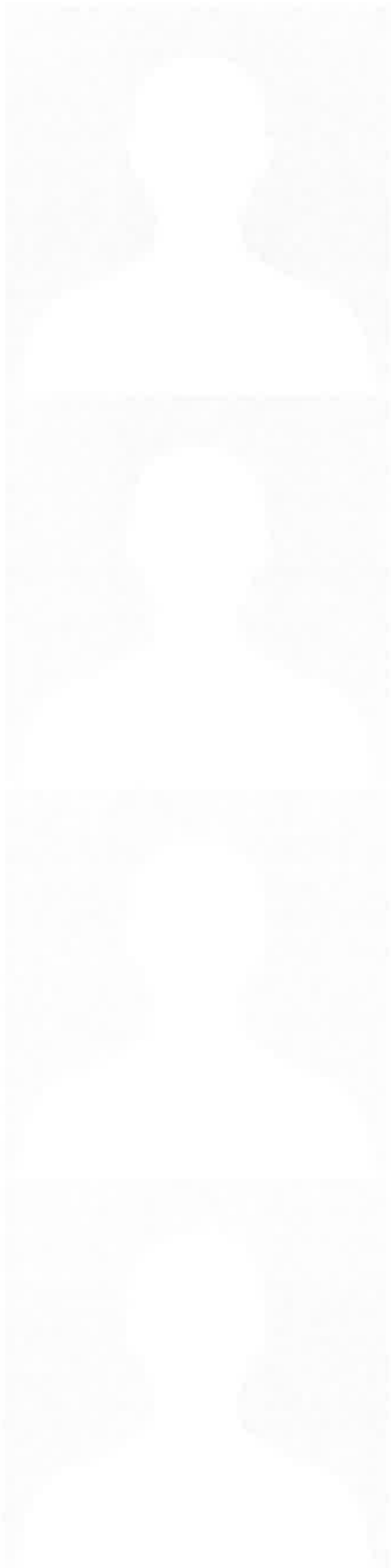
2 months ago
Brent jones United States
2 months ago



2 months ago
KAREN LANSDELL United States
2 months ago

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Stacey Shelly United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



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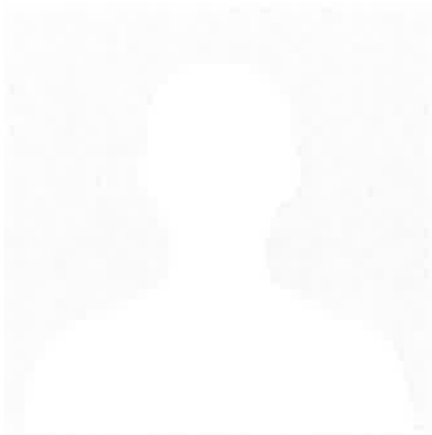
2 months ago
Susan Stovall United States
2 months ago

2 months ago
Fabienne Thrash United States
2 months ago

2 months ago
Cindy Fletcher United States
2 months ago

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Tony Asbille United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



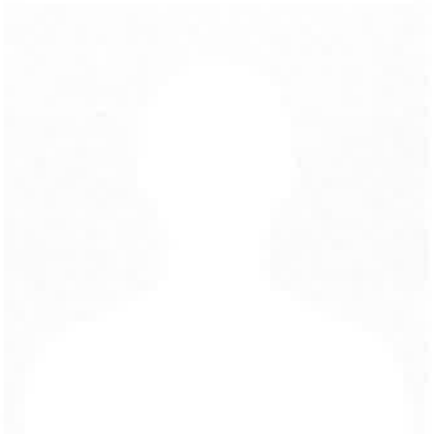
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Susan Bowden United States
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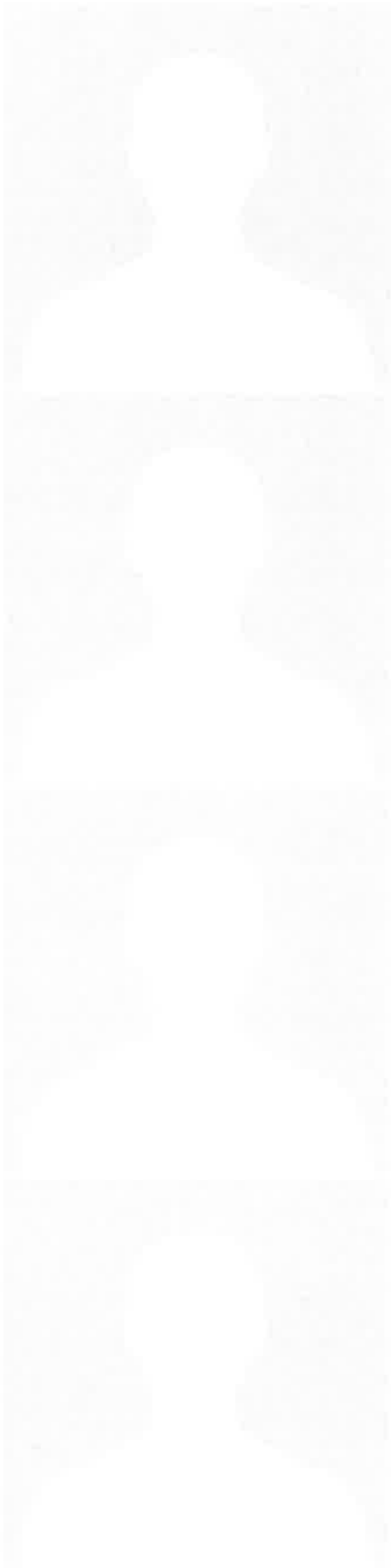
2 months ago
Jennifer Coccarelli United States
2 months ago



2 months ago
Mark burgess United States
2 months ago

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Taylor Hall United States

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2 months ago

2 months ago
Melissa reynolds United States
2 months ago

2 months ago
Audra Pettus United States
2 months ago

2 months ago
Zelos abby United States
2 months ago

2 months ago
Misty Johnston United States

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2 months ago

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Cindy Ross United States
2 months ago

2 months ago
Angela L Jones United States
2 months ago

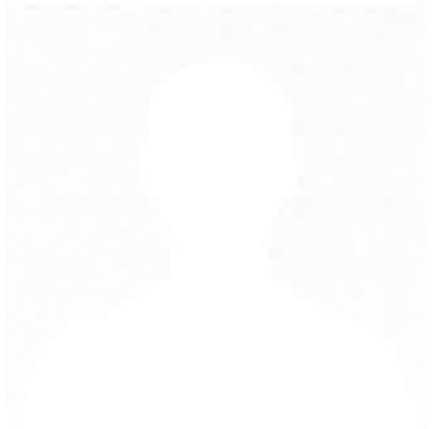
2 months ago
Gary Gathright United States
2 months ago

2 months ago
Daniel Ludwig United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



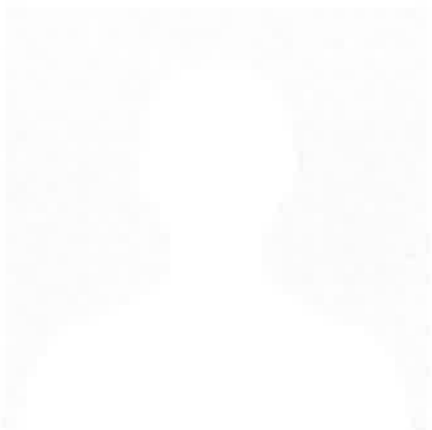
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Jayna McKinnon United States
2 months ago



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Brittney Elliott United States
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2 months ago
Mary Lynn Patterson United States
2 months ago

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Breann horner United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

2 months ago
Cathy Smith United States
2 months ago

2 months ago
Rebekah Camp United States
2 months ago

2 months ago
Ashley Patterson United States
2 months ago

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Lyndsey Tomatz United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

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Aleshia United States
2 months ago

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Michelle Oubre United States
2 months ago

2 months ago
Terrie Arnold United States
2 months ago

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Sara Preston United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

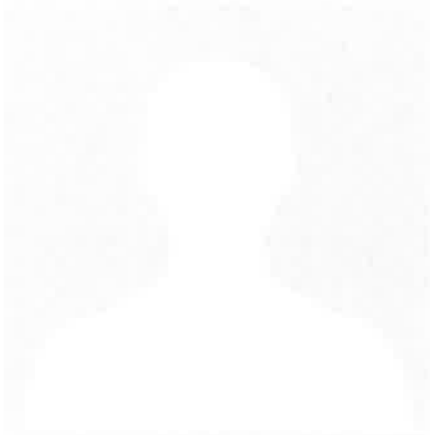
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Jessica Roach United States
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John Rich United States
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Kayla long United States
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Mary Edwards United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



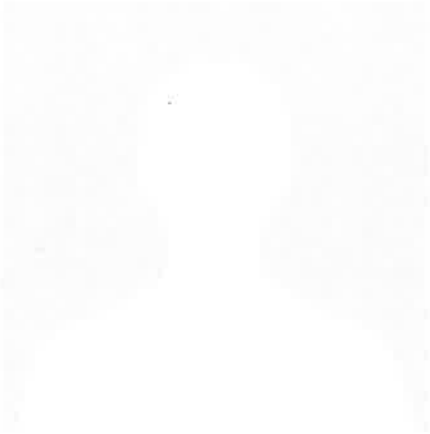
2 months ago



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Aimee United States
2 months ago



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Robin Rogers United States
2 months ago



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Summer Floyd United States
2 months ago

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Whitney Jones United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

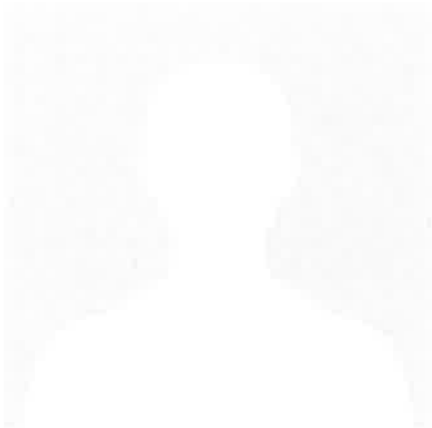
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Rebecca Sanford RN United States
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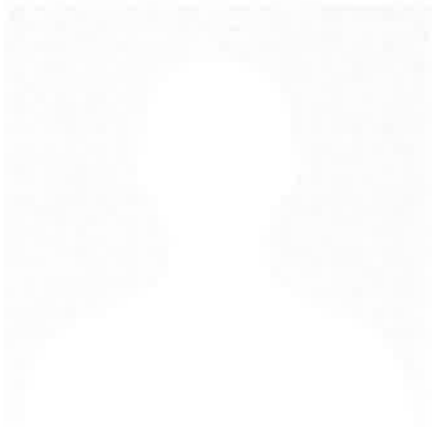
2 months ago
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Lauren United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



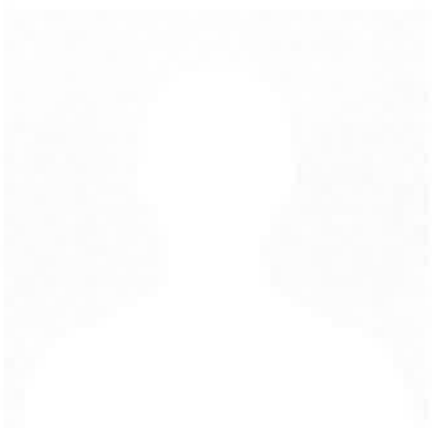
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2 months ago
Randy King United States
2 months ago



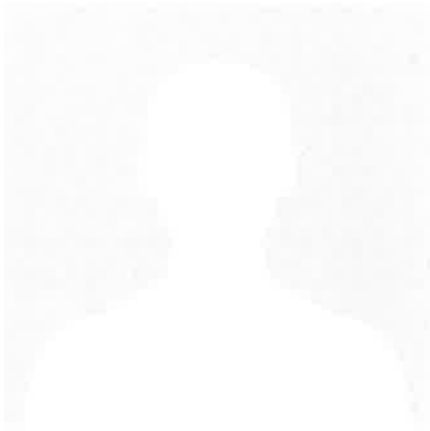
2 months ago
Kara United States
2 months ago



2 months ago
Donna Smith United States
2 months ago

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Kimberly Davis United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



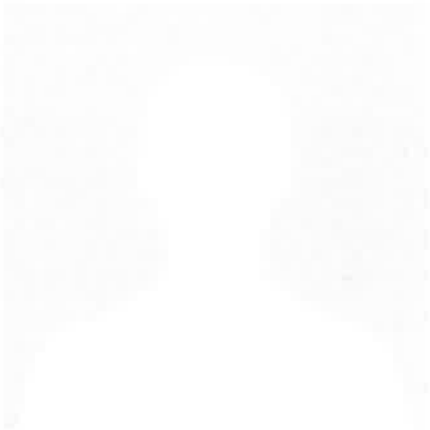
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Chris Bannon United States
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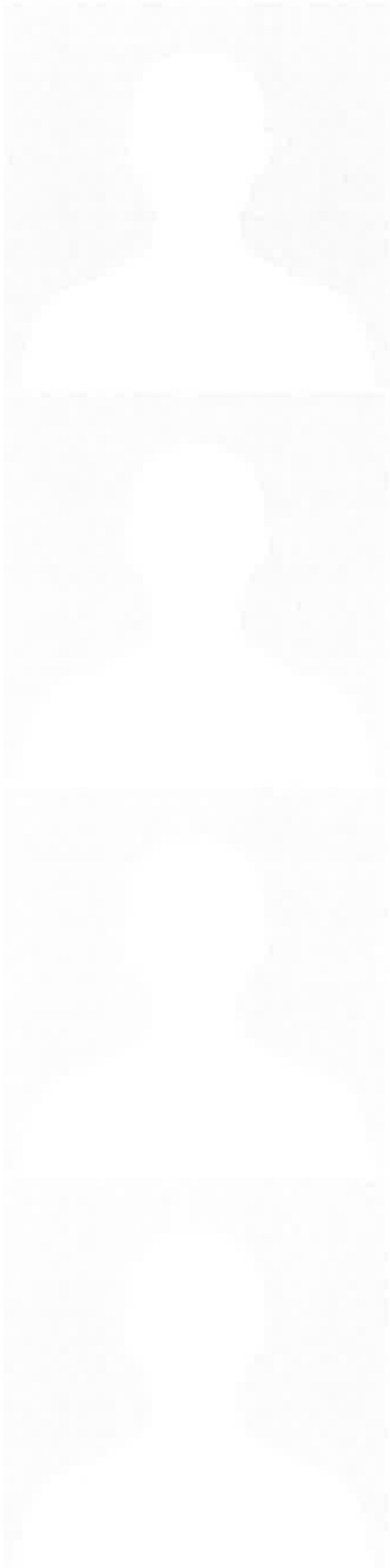
2 months ago
Laura Lacroix United States
2 months ago



2 months ago
Anthony Jewell United States
2 months ago

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Lakeisha Booth United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago

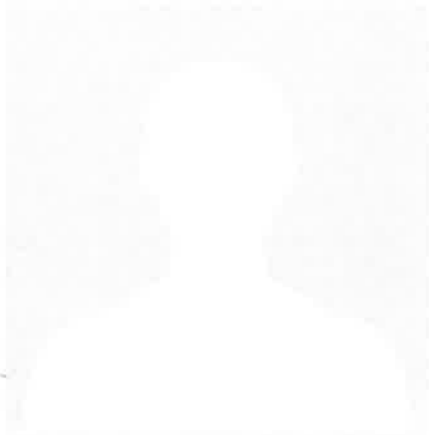
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Heather Beaty United States
2 months ago

2 months ago
Shawna party United States
2 months ago

2 months ago
Jordan Ames United States
2 months ago

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Aurelia McKinnon United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Ashleigh Anderson United States
2 months ago



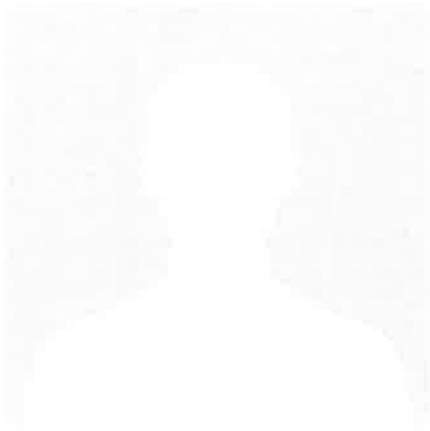
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Cylas Hall United States
2 months ago



2 months ago
Traci mims United States
2 months ago

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Tammy Carter United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



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Danielle Hamblett United States
2 months ago



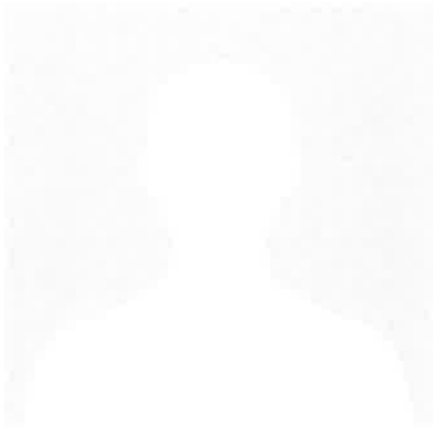
2 months ago
LaNita Colley United States
2 months ago



2 months ago
Holly Winchell United States
2 months ago

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Abby McMillan United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



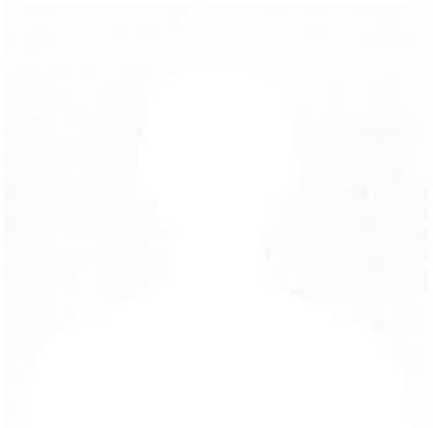
2 months ago



2 months ago
Laura martin United States
2 months ago



2 months ago
Ashley Boyd United States
2 months ago



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Brenna Thomas United States
2 months ago

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Missy Dickens United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



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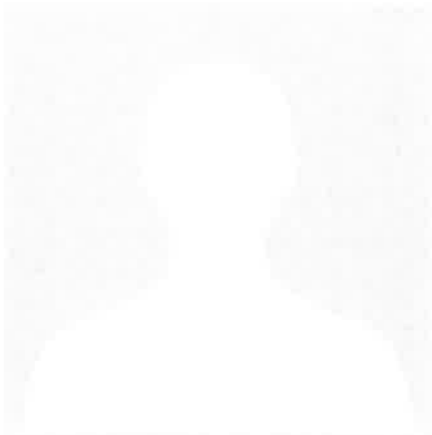
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Jeff Wright United States
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Kim Faughn United States
2 months ago

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Angela O'Rorke United States
2 months ago

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Melissa Massey United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



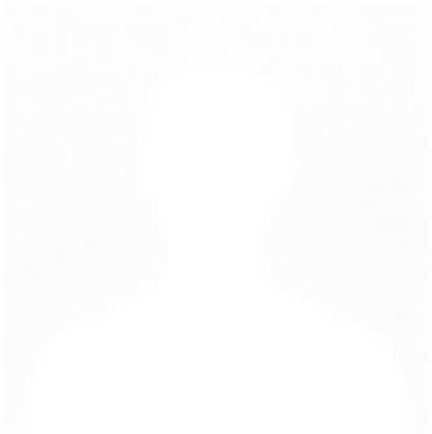
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Diane Paolucci United States
2 months ago



2 months ago
Whitney Nicklas fuentes United States
2 months ago



2 months ago
Corie Woodman United States
2 months ago



2 months ago
Ron Mills United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

2 months ago
Joeann wright United States
2 months ago

2 months ago
Amber Terry United States
2 months ago

2 months ago
Ann Clowers United States
2 months ago

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Cameron Calhoun United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

2 months ago
Lindsey Graf United States
2 months ago

2 months ago
Jessica Palmer United States
2 months ago

2 months ago
Justin Bookout United States
2 months ago

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Elizabeth McClure United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



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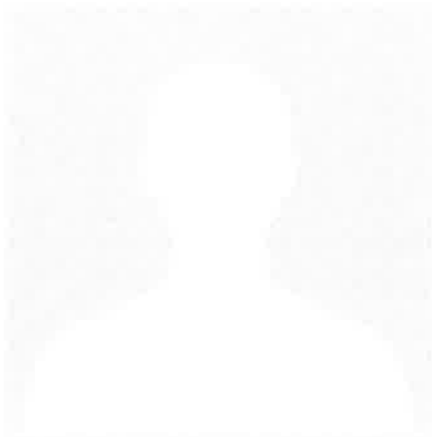
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Jayme Culberson United States
2 months ago

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Caroline Tinsley United States
2 months ago

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Jared Parker United States
2 months ago

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Mary Palmore United States

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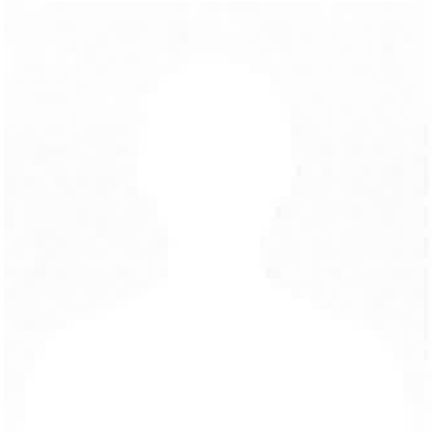
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Kimberly Morris United States
2 months ago



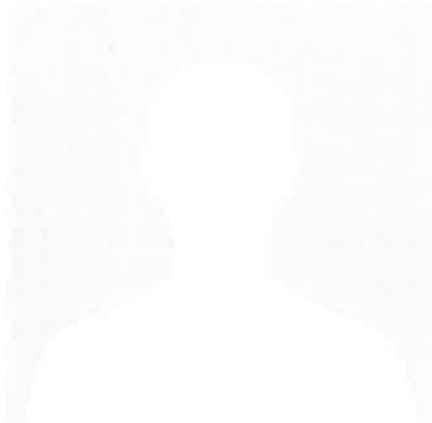
2 months ago
David Murphy United States
2 months ago



2 months ago
Julie Calfee United States
2 months ago

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Lauren McWilliams United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Keri Warren United States
2 months ago



2 months ago
Mary Collin Marracino United States
2 months ago



2 months ago
Tosha Jackson United States
2 months ago

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Nicole Blackwell United States

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2 months ago

2 months ago
Cody Adams United States
2 months ago

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Rae Jarrell United States
2 months ago

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Paul McGuire United States
2 months ago

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Angela Honea United States

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2 months ago

2 months ago
Haylee mudford United States
2 months ago

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Caleb Pittman United States
2 months ago

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Mallory Bailey United States
2 months ago

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Reala Jo Ward United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

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Lyndsey Craig United States
2 months ago

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Alana Foster United States
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Lauren Ross United States
2 months ago

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Gena Shipp United States

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2 months ago

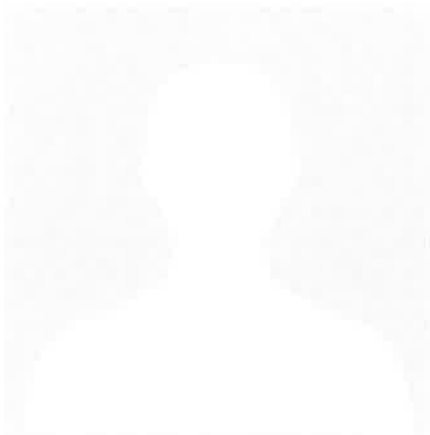
2 months ago
Jade Evans United States
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Dylan McNiel United States
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Jennifer Teeters United States
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Ashley White United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Jennifer Lockman United States
2 months ago



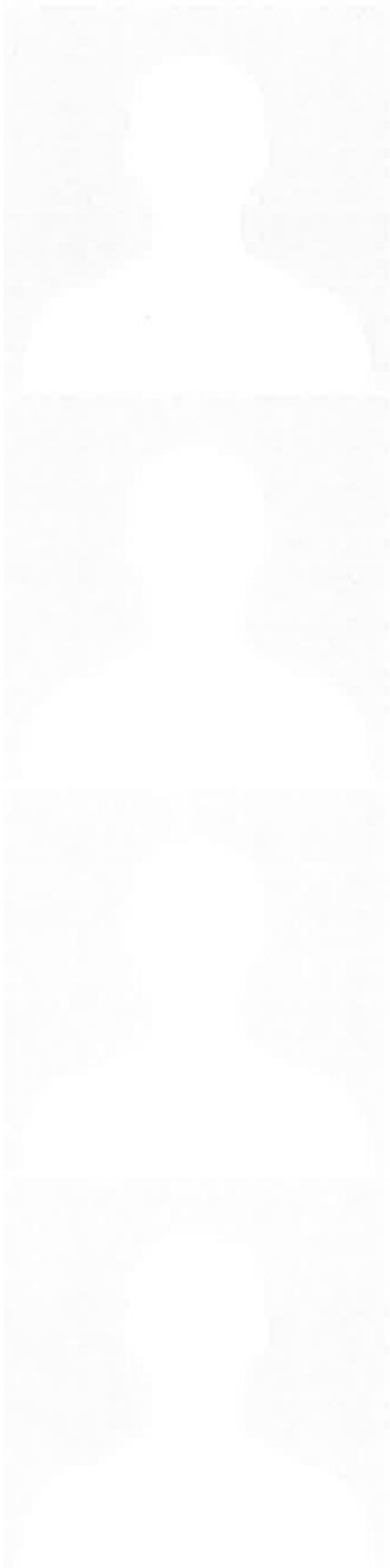
2 months ago
Marlana Oliver United States
2 months ago



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Richard Reynolds United States
2 months ago

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Jon Raymond United States

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2 months ago

2 months ago
jaire minton United States
2 months ago

2 months ago
Jennifer Sheffield United States
2 months ago

2 months ago
Carolyn Moreland United States
2 months ago

2 months ago
Jo rogers United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2 months ago

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Mark James United States
2 months ago

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Alex White United States
2 months ago

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Bria Howe United States
2 months ago

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Danielle Patterson United States

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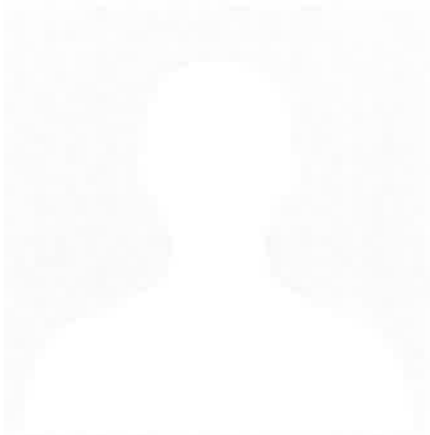
2 months ago
Courtney Hickey United States
2 months ago

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Miranda Haywood United States
2 months ago

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Chad Patterson United States
2 months ago

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Jennifer brookes United States

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2 months ago



2 months ago
Jane Bruner United States
2 months ago



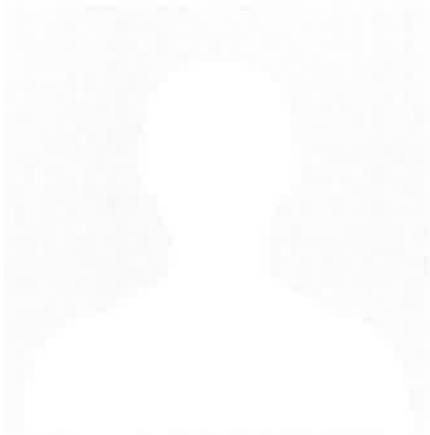
2 months ago
Teresa Collins United States
2 months ago



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Jennifer Steele United States
2 months ago

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Luke Holley United States

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



2 months ago



2 months ago
Heather thompson United States
2 months ago



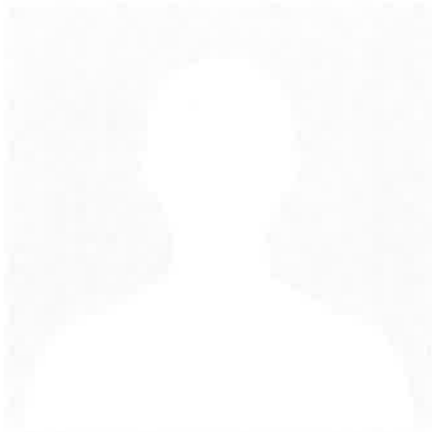
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Jason Horton United States
2 months ago



2 months ago
Andy Woodman United States
2 months ago

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Jordan Ewing-Schild United States

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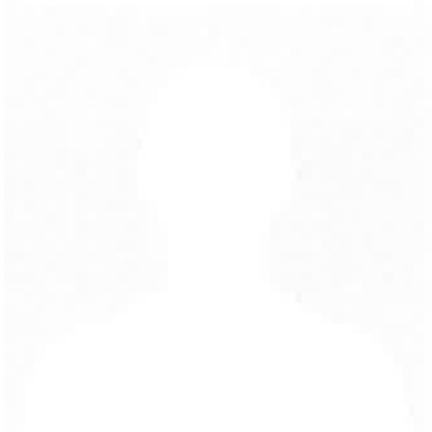
2 months ago



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Paige Formby United States
2 months ago



2 months ago
Ashley sterle United States
2 months ago



2 months ago
Whitney Long United States
2 months ago



2 months ago
Adriane Lippian United States

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2 months ago

2 months ago
Rochelle Knighton United States
2 months ago

2 months ago
Josh Middleton United States
2 months ago

2 months ago
Monica Bruner United States
2 months ago

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Donna Meeks United States

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2 months ago

2 months ago
Amy owens United States
2 months ago

2 months ago
Treat Jordan United States
2 months ago

2 months ago
Marianne Hawkins United States
2 months ago

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Rob Carpenter United States

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2 months ago

2 months ago
Cammie Moody United States
2 months ago

2 months ago
Jenni Hedrick United States
2 months ago

2 months ago
Amber Zaliski United States
2 months ago

2 months ago
Lacy White United States

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2 months ago

2 months ago
Jessica Plant United States
2 months ago

2 months ago
Stephanie Wright United States
2 months ago

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Joyce Cook United States
2 months ago

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Jeffrey Turner United States

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2 months ago

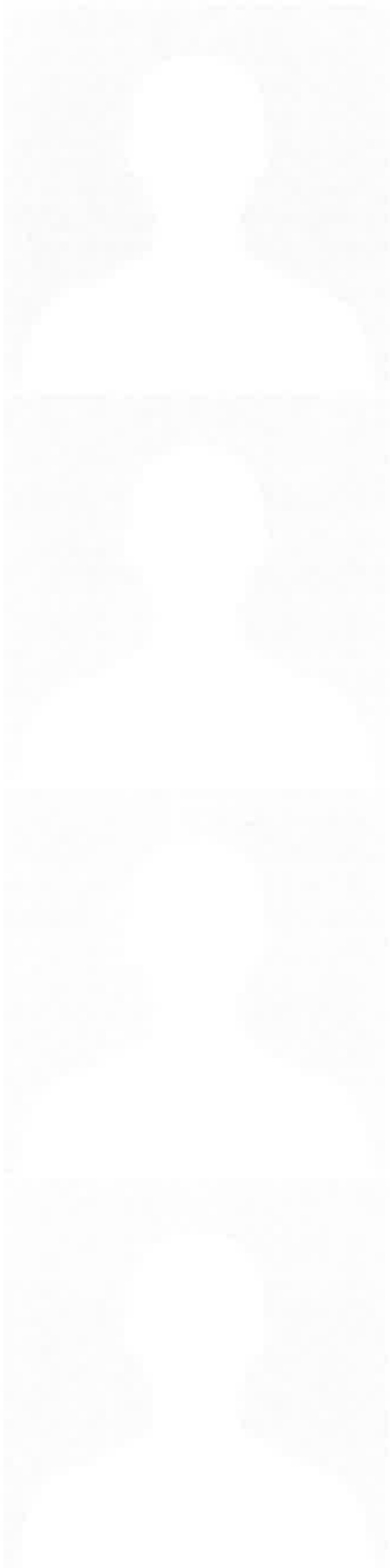
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Amanda Razaq United States
2 months ago

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Liz Flippo United States
2 months ago

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Katie Middleton United States
2 months ago

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Caitlin Hoyt United States

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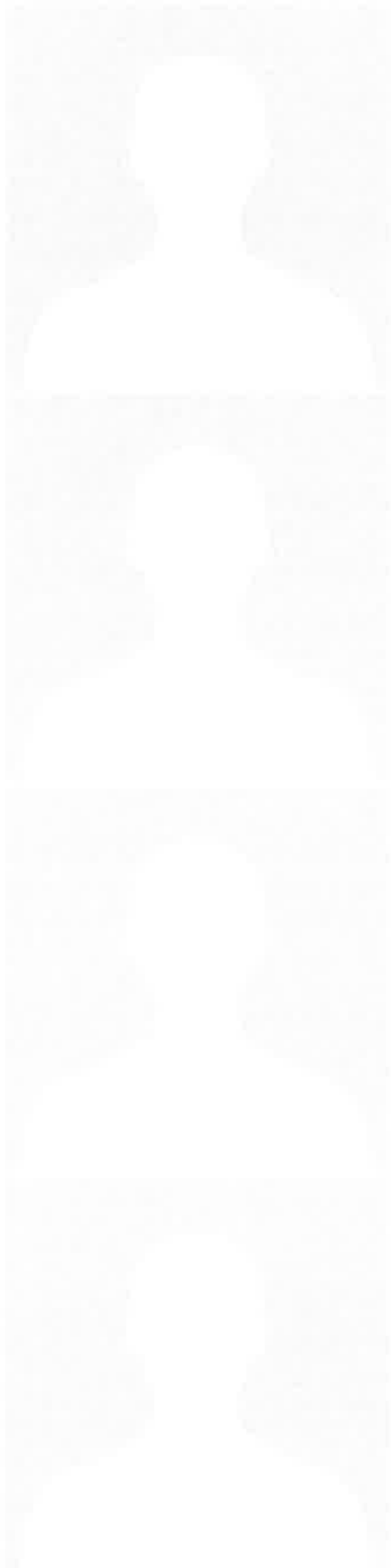
2 months ago
Heather Morris United States
2 months ago

2 months ago
Garnet United States
2 months ago

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kelly United States
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Rebecca Duke United States

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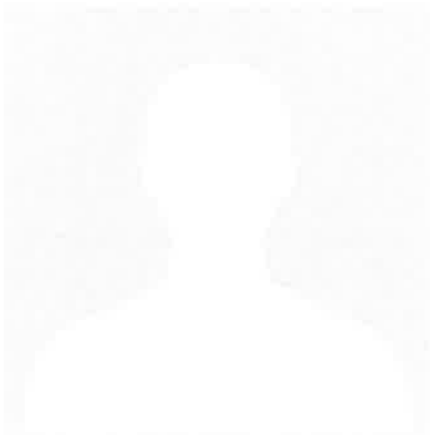
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Bertha Shipp United States
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Kelly Rogers United States
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Brooke Dorsey United States
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Katie Pesek United States

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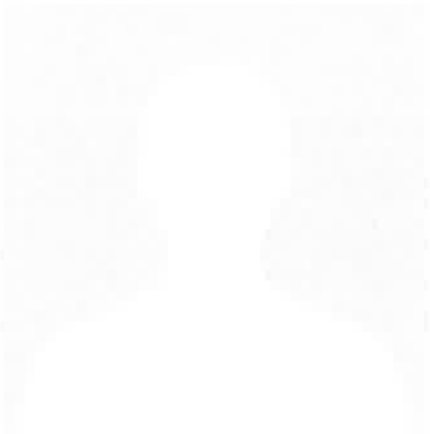
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2 months ago



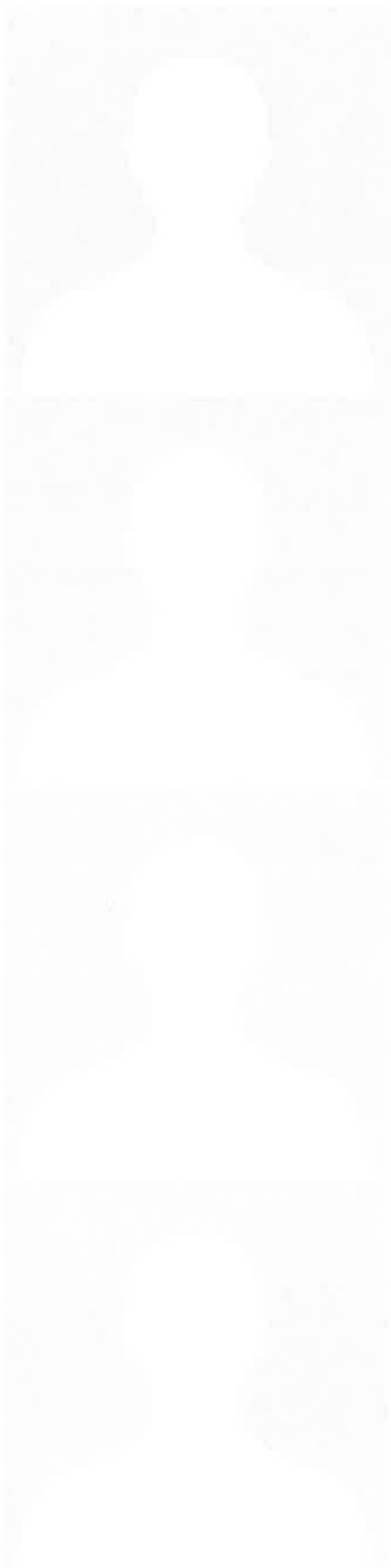
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Leah Reed United States
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2 months ago
Brooke Coleman United States
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Kim Johnston United States

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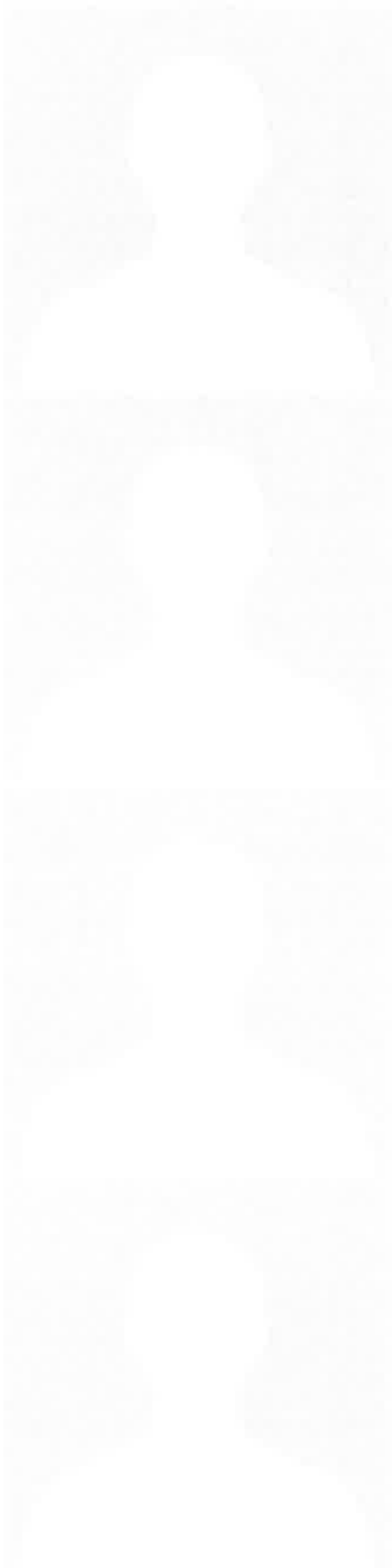
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Amanda Moore United States
2 months ago

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Cody sims United States
2 months ago

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Kali Bannon United States
2 months ago

2 months ago
Kelsey Patterson United States

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2 months ago

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Ali deal United States
2 months ago

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Eric Dickeson United States
2 months ago

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Michael S Boyd United States
2 months ago

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Leah Orr United States

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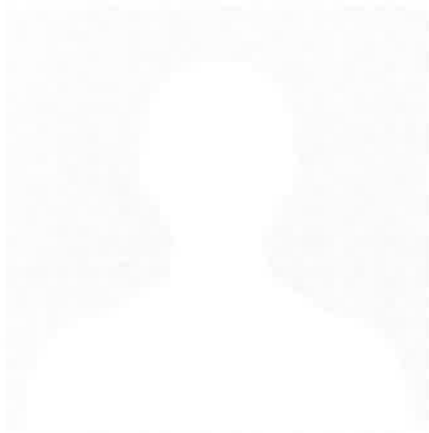
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2 months ago

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Stephanie Shuffield United States
2 months ago

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Bryan callaway United States
2 months ago

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Patrick Rhodes United States

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2 months ago



2 months ago
Brian Steele United States
2 months ago



2 months ago
Amanda Horton United States
2 months ago

Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Attachment: 2017-056 ATTH 10 Photo-Trailers (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

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ITEM 5 – SITE PLANS

ITEM 6 – SITE ENTRY PICTURES

ITEM 7 – P & Z MINUTES—MAY 1

ITEM 8 – TREES BELOW 75 GALLONS

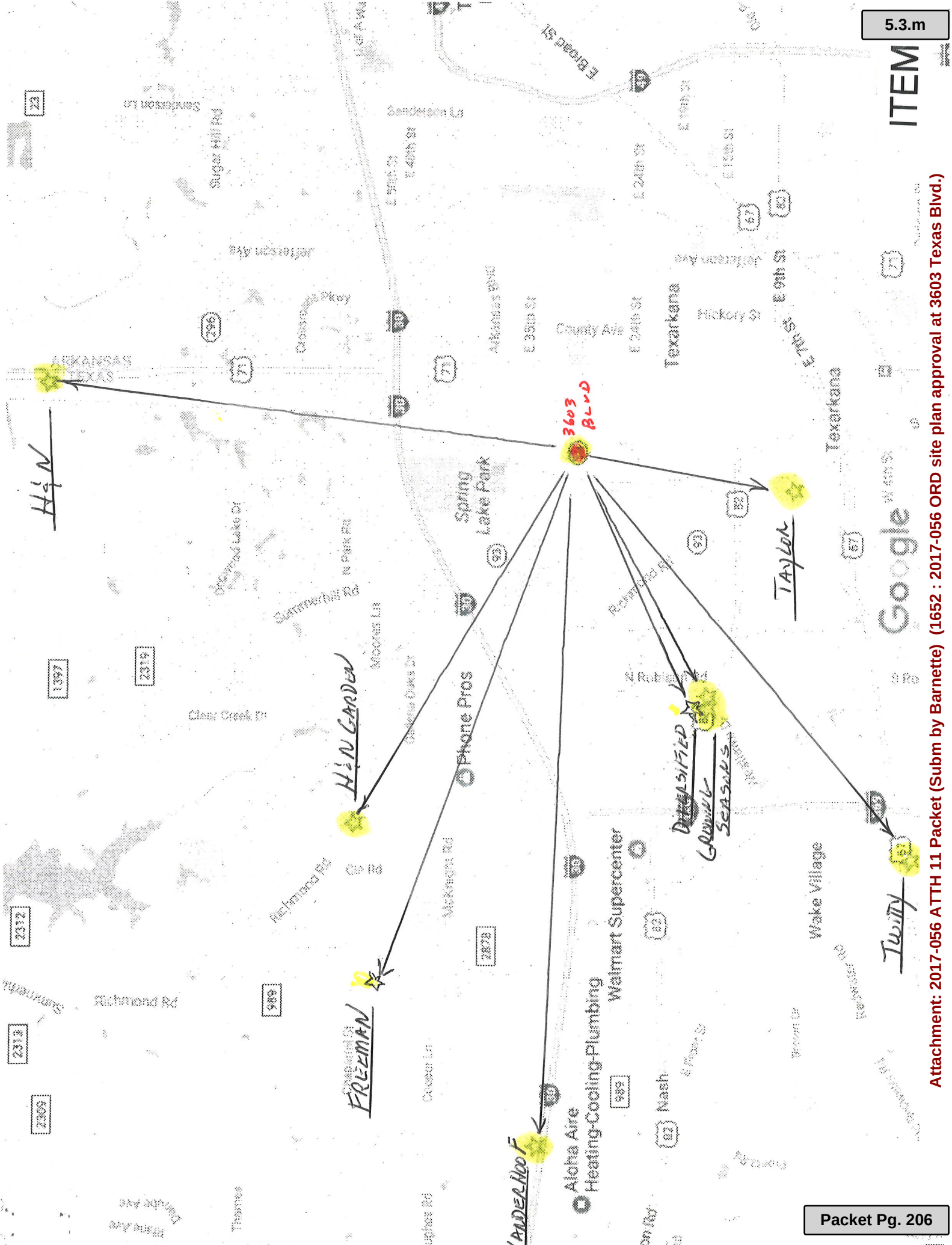
ITEM 9 – OSHA FORKLIFT HAND OUT

ITEM 10 – GARBAGE TRUCK

ITEM 11 – DRAINAGE ISSUES

ITEM 12 – BIG OAK TO BE CUT

ITEM 13 – 18 WHEELER DIMENSIONS



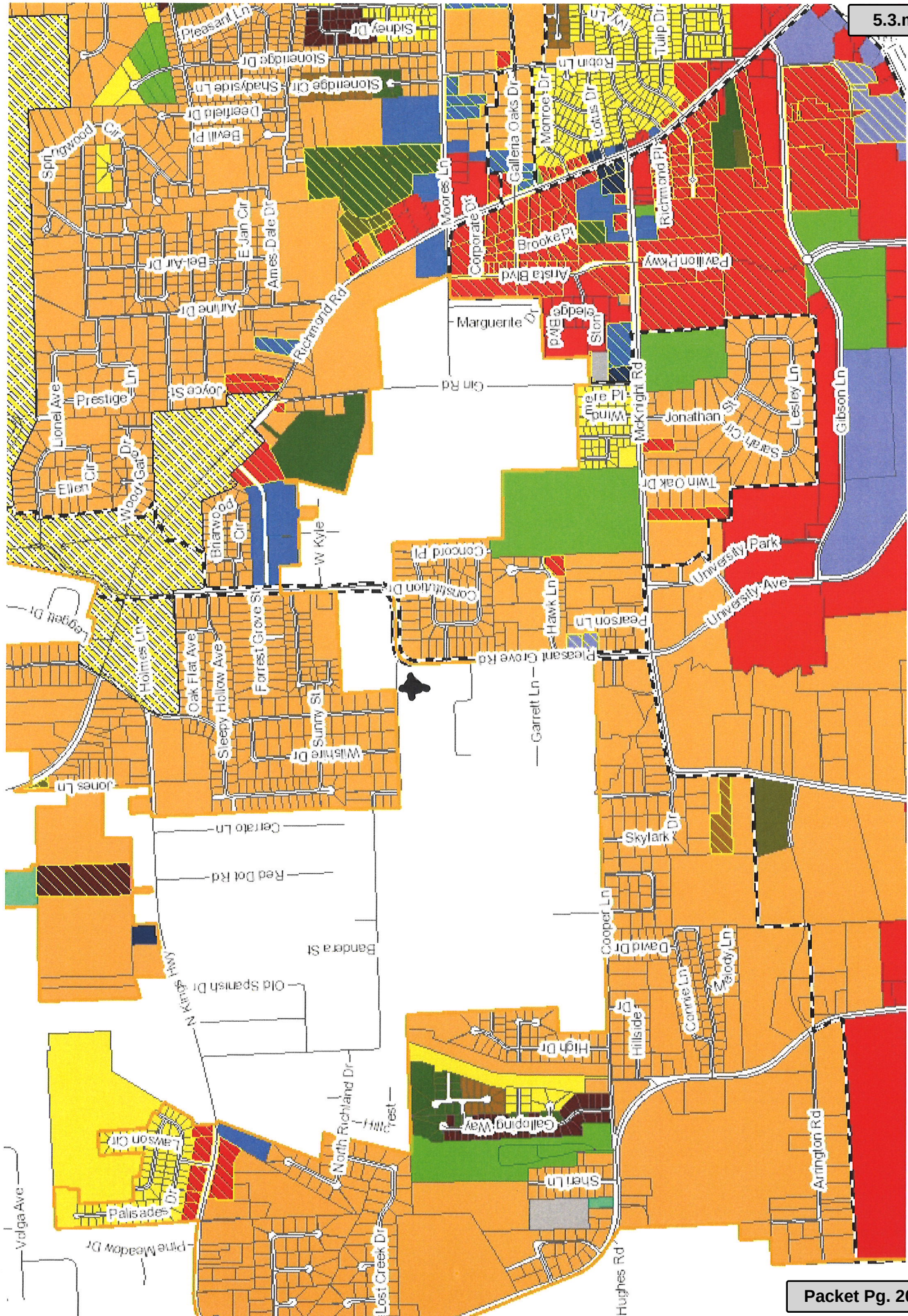
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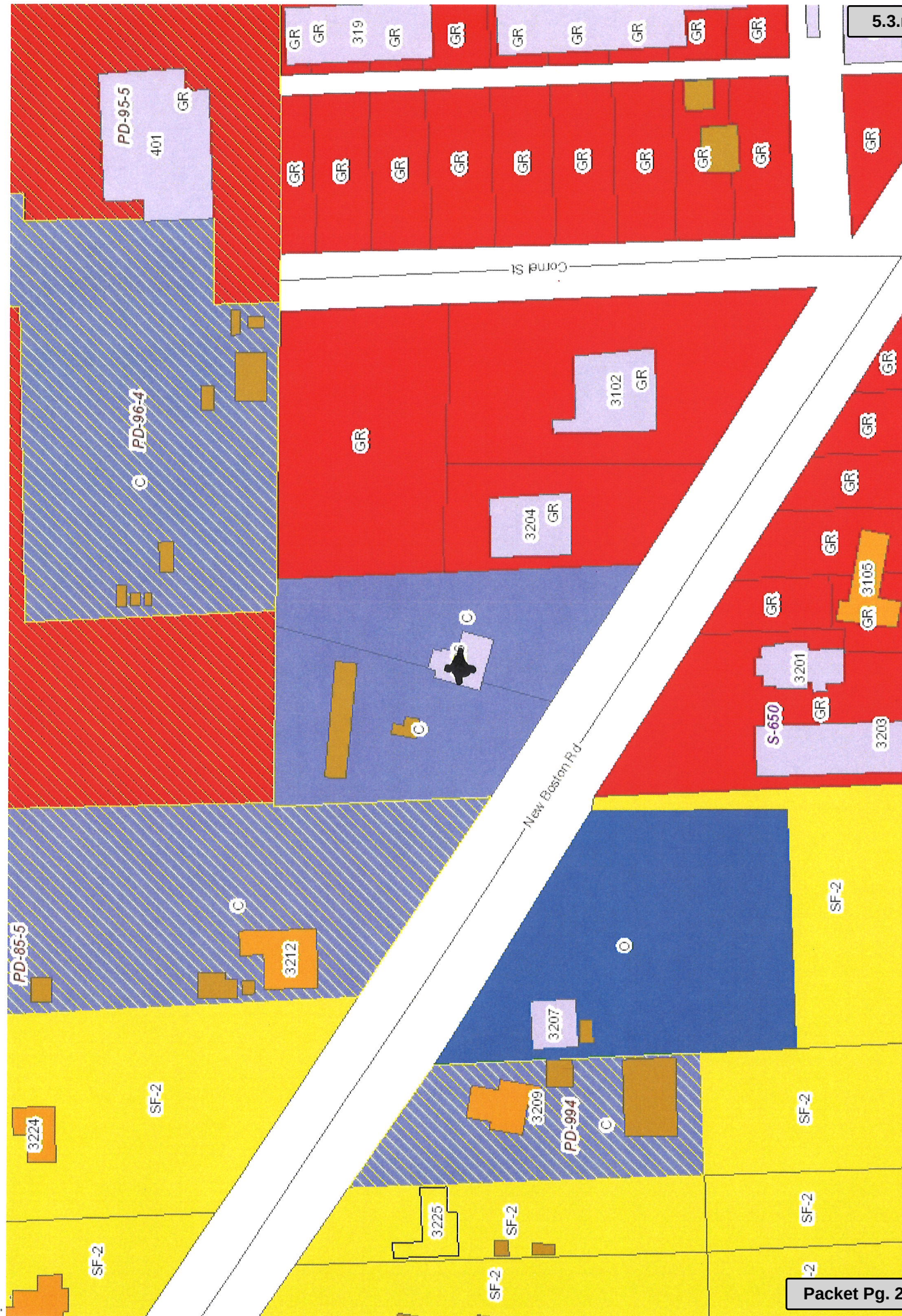
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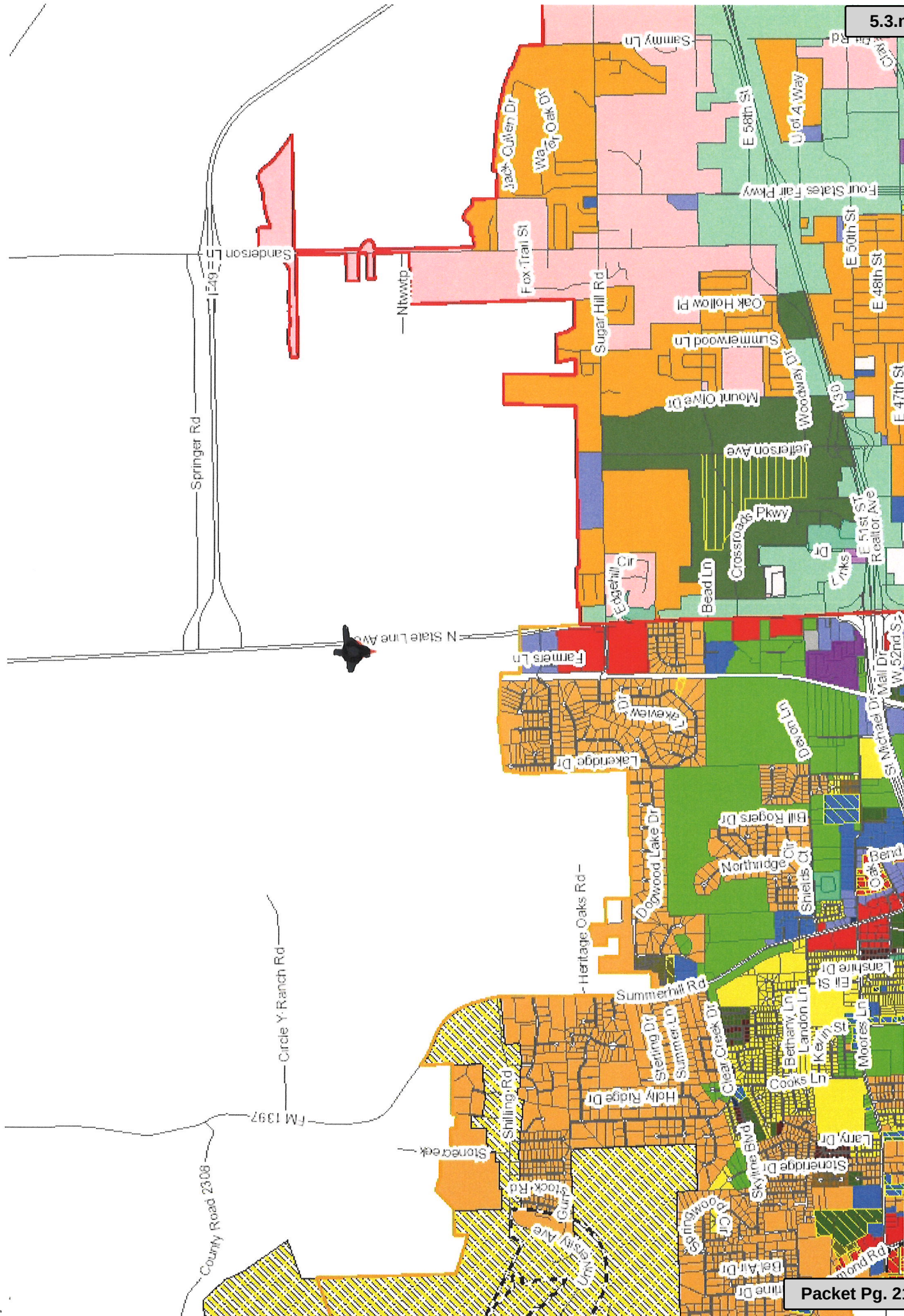
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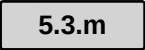
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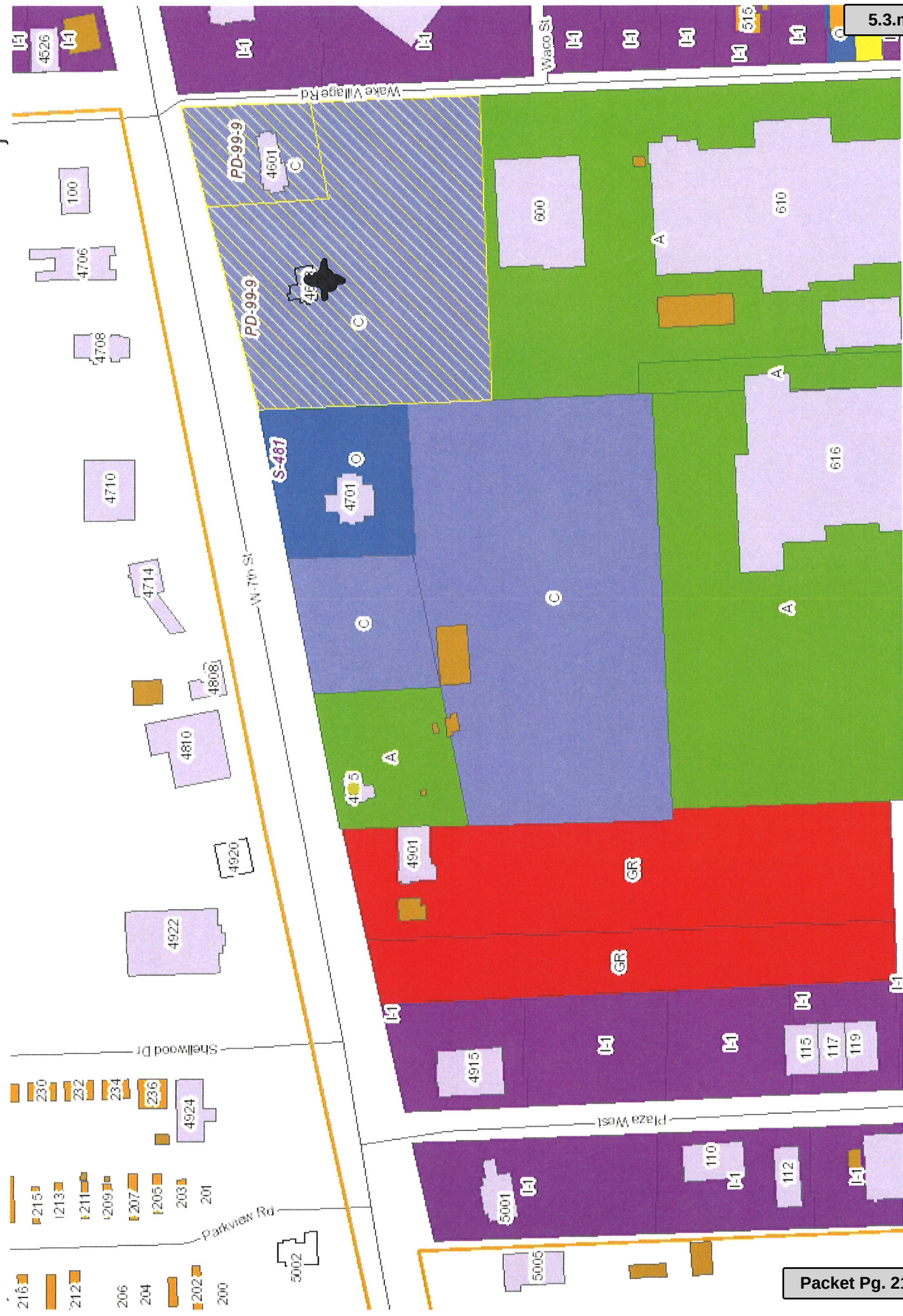


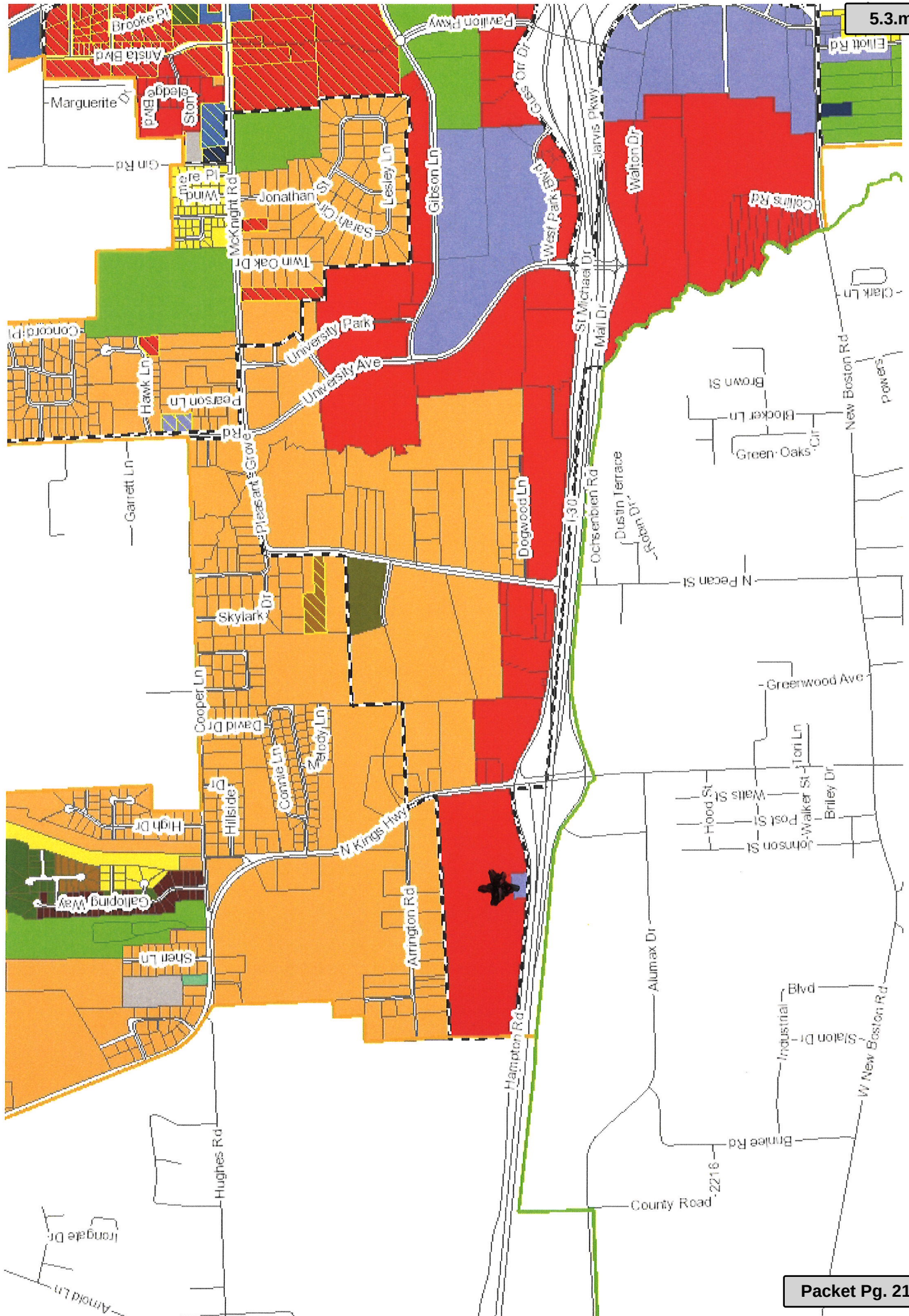




Twitty

Texarkana Water Utility - GIS





X



bryancallaway

Follow

36 likes

2w

bryancallaway #studio230 now provides lawn care, seasonal planting as well as design and installation. Feel free to give us a call or message for a bid.

Log in to like or comment.

...

MAR. 23

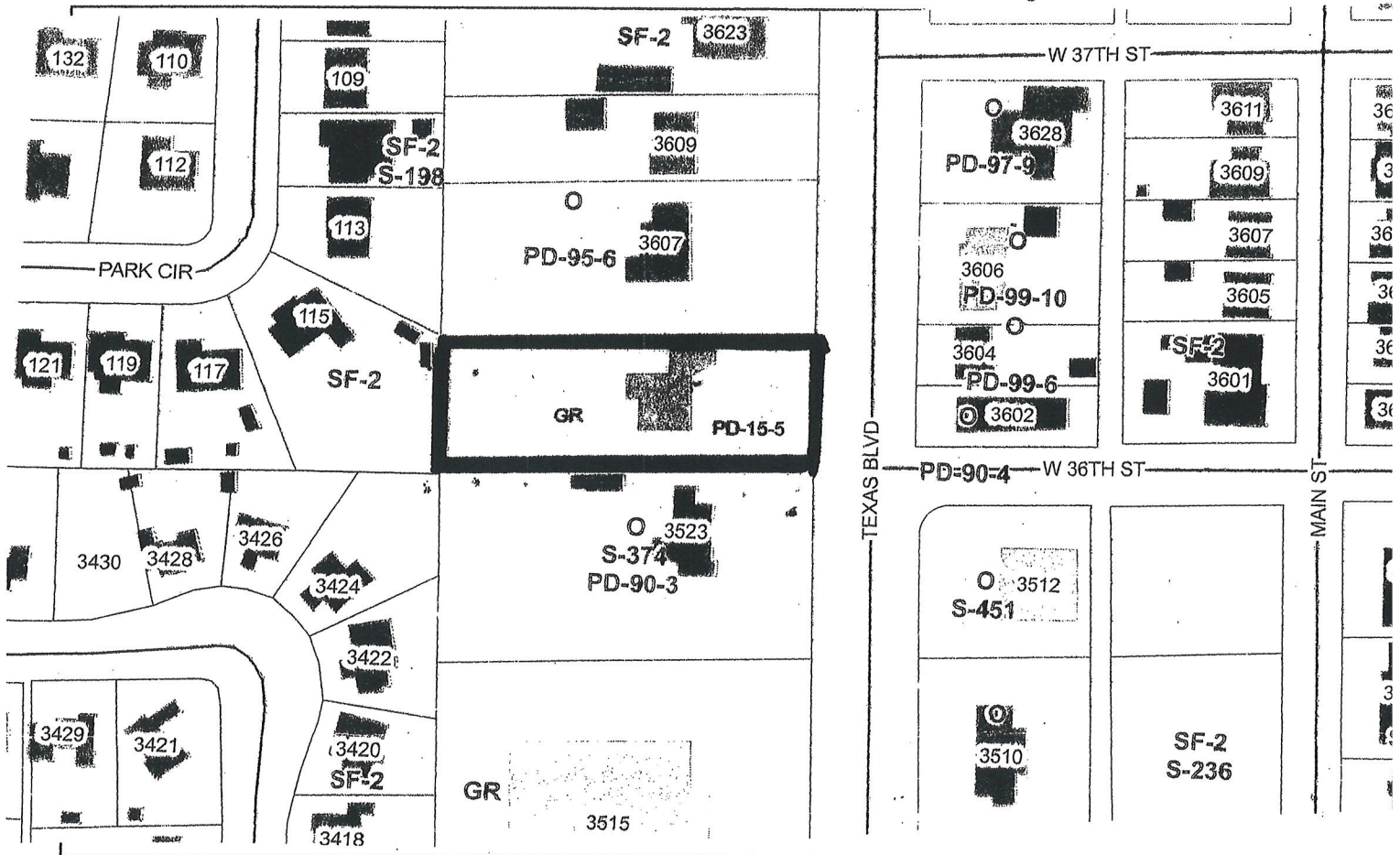
NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas) Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired please contact the Planning Department at (903) 798-3945.

PLANNING & ZONING COMMISSION: Hearing Date: April 3, 2017 Hearing Time: 6:00 pm

CITY COUNCIL: Hearing Date: May 8, 2017 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a petition in opposition to or in favor of the proposed change. If a petition in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the petition must be received and filed before or at the Planning and Zoning Commission Meeting.



APPLICANT'S NAME Bryan Callaway

APPLICANT'S ADDRESS: 2217 Wood Street, Texarkana, TX

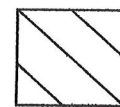
LOCATION OF REZONING: 3603 Texas Boulevard, Texarkana, TX

PROPOSED CHANGE: Specific Use Permit to allow the location of outside storage of plants/trees for proposed landscape business *Debbie Burik*

LEGAL DESCRIPTION Lot 6, Block 3, J.T. Spears Addition

CASE NUMBER: S-677

DATED MAILED: 3-23-17



MAP LEGEND
Proposed
Change

Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

REC.
Prior to
April 3

OLD STAFF COMMENTARY
+
OLD SITE PLAN ATTACHED
SUMMARY SHEET

Requested Zoning: Specific Use Permit

Proposed Use: Landscape business

Present Use: Vacant land

Location/Address: 3603 Texas Boulevard

Comprehensive Plan Designation: Retail area

Owner-applicant: Texas Boulevard Properties, LLC Agent: Bryan Callaway, Studio 230, LLC

Zoning: North PD-O East PD-O South PD-O West SF-2

Adjacent Usage: North Residence South Insurance office

East Residence West Residence

Case No.: S-677

Present Zoning: PD-GR

To P&Z: April 8, 2017

To C.C.: May 8, 2017

STAFF COMMENTARY

S-677: This is a request by Texas Boulevard Properties, LLC, owner and Bryan Callaway, Studio 230, LLC, agent on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard for a Specific Use Permit to allow outdoor display and storage. The current zoning is Planned Development-General Retail. The proposed use of this property is a landscape business. The current use is vacant property.

The adjacent zoning is Planned Development-Office to the north, east and south and Single Family-2 to the west. The adjacent land use is an insurance office to the south and residences to the north, east and west.

This property is in a Planned Development district (PD-15-5) and a site plan has been submitted for consideration.

The agent, Mr. Bryan Callaway, is proposing to purchase this property and construct a landscape business. Mr. Callaway has indicated that plants will be displayed and stored behind the proposed front office/retail building and parking area.

Staff would request that a fence be constructed at the back corner of the building extending to the south property line to provide screening between the front retail/office building and parking area and the rear plant display and warehouse. Any lighting must be shielded from adjacent residential properties.

Staff recommends for approval of the Specific Use Permit.

All notification and application requirements have been met to consider this request.

last minute metal
building is being added
to the plans in the corner

APRIL 3

"Comments From
Fire Dept**SUMMARY SHEET**

Requested Zoning: Site plan approval
 Proposed Use: Landscape business
 Present Use: Vacant land
 Location/Address: 3603 Texas Boulevard
 Comprehensive Plan Designation: Retail area
 Owner-applicant: Texas Boulevard Properties, LLC Agent: Bryan Callaway, Studio 230, LLC
 Zoning: North PD-O East PD-O South PD-O West SF-2
 Adjacent Usage: North Residence South Insurance office
 East Residence West Residence

Case No.: Amend. to PD-15-5(GR)
 Present Zoning: PD-GR
 To P&Z: April 3, 2017
 To C.C.: May 8, 2017

STAFF COMMENTARY

Amendment to PD-15-5(GR): This is a request for site plan approval by Texas Boulevard Properties, LLC, owner, and Bryan Callaway, Studio 230, LLC, agent, on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas boulevard. The proposed use is a landscape business. The current use is vacant property. This property was rezoned to Planned Development-General Retail in 2015 for use as a proposed restaurant for Flour Child.

The adjacent zoning is Planned Development-Office to the north, east and south and Single Family-2 to the west. The adjacent land use is an insurance office to the south and residences to the north, east and west.

The attached site plan consists of the following:

- A 2,078 square foot office/retail building with painted hardy panel siding to be located on the front portion of the property.
- A 1,600 square foot metal warehouse building to be located at the rear of the property.
- 12 regular parking spaces and 1 handicapped space for a total of 13 parking spaces which meets city code. Two parking spaces are shown at the rear of the property.
- A wooden privacy fence along the south property line and a cyclone fence along the north property line.

The following needs to be added to the site plan:

- Show the parking aisle width on the site plan. Head-in parking requires 24' aisle width.
- Show dumpster location on the site plan. Dumpster needs to be screened on 3 sides.
- Show concrete or asphalt driveway on the site plan. Drive cannot be gravel. It must be shown as all-weather surface.
- Show driveway width to be 20' wide with 13' 6" overhead clearance for a fire lane. This is necessary to provide access to metal warehouse which is approximately 300' from Texas Boulevard. Also, a turnaround for fire truck access will need to be shown on the site plan. This may require moving the metal storage building to the north. (See attached memo from the Fire Department).
- Show a wooden fence along the west property line (rear) where property abuts to residential zoning.
- Per the applicant, wall signage will be located on the building. Show this signage on site plan.
- Per the applicant, plants will be displayed and stored behind the office/retail building. Show on the site plan the location of the area for display/ storage of plants and any type of structure that may be used for shading of the plants.

See page 2

City of Texarkana, Texas

Version:

Update Date: 5/12/2017 2:50 PM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-056 amending PD-15-5(GR) for site plan approval on Lot
Subject: 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. Texas
Boulevard Properties, LLC, applicant. Bryan Callaway, agent.

Briefing: 5/22/2017 **Public Hearing:** 6/12/2017 **Second Briefing:** June 26, 2017 **Council Vote:** 7/10/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request for site plan approval by Texas Boulevard Properties, LLC, owner, and Bryan Callaway, Studio 230, LLC, agent, on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. The proposed use is a general retail landscape business that includes a retail/office building, storage building and outside plant sales. Currently, the property is vacant.

The property is zoned Planned Development-General Retail [PD-15-5(GR)]. Approval of the site plan would constitute an amendment to that zoning, even though the overall classification of Planned Development-General Retail would be unchanged. The proposed use is consistent with the listed uses in the Land Development Code for Planned Development-General Retail. The adjacent zoning is Planned Development-Office to the north, east and south and Single Family-2 to the west. The adjacent land use is an insurance office to the south and residences to the north, east and west.

The site plan consists of the following:

- A 2078 square foot office/retail building with painted hardy panel siding to be located on the front portion of the property.
- A 940 square foot metal warehouse building with overhead door to be located along the north property line directly behind the office/retail building.
- Wall signage located on building front.
- 12 parking spaces including a handicapped space.
- A gravel area west of the parking lot to be used as a turn-around spot for longer vehicles and trailers.
- Asphalt or concrete parking lot and drive.
- An 8' wooden privacy fence along the south and west property lines and a cyclone fence along the north property line.
- An 8' wooden privacy fence extending south from the enclosed storage area to the south property line with a gate and Knox padlock.
- An irrigation well to be located at the rear of lot for watering of plants only (use of a well for irrigation purposes is not regulated by City ordinance).
- Wooden trellises for shade and plant storage to be located at the rear portion of the property.
- Screened dumpster located along south property line adjacent to parking lot inside fenced area.
- 48 square foot monument style sign allowed if additional signage is requested in the future (no CEVMS is allowed).

Cable One Webmail

dbarn0418@cableone.net

3603 Texas Blvd PD-15-5 Site Plan Approval

From : David Tex-Orr <david.orr@txkusa.org> Tue, May 23, 2017 03:28 PM
Subject : 3603 Texas Blvd PD-15-5 Site Plan Approval
To : dbarn0418@cableone.net, jarn@cableone.net
Cc : Debbie TEX-Burk <Burk@txkusa.org>

Doug,

As follow-up to your call this morning, I reached out to Bryan Callaway regarding the location of the warehouse in Wake Village. He spoke with his attorney and declined to release that information. However, he did state that he would be interested in addressing any concerns related to the site plan. You may already have this information, however if not I've included his contact information below from his application.

Bryan Callaway
214-850-3994
Studio10230LLC@gmail.com

Thanks,

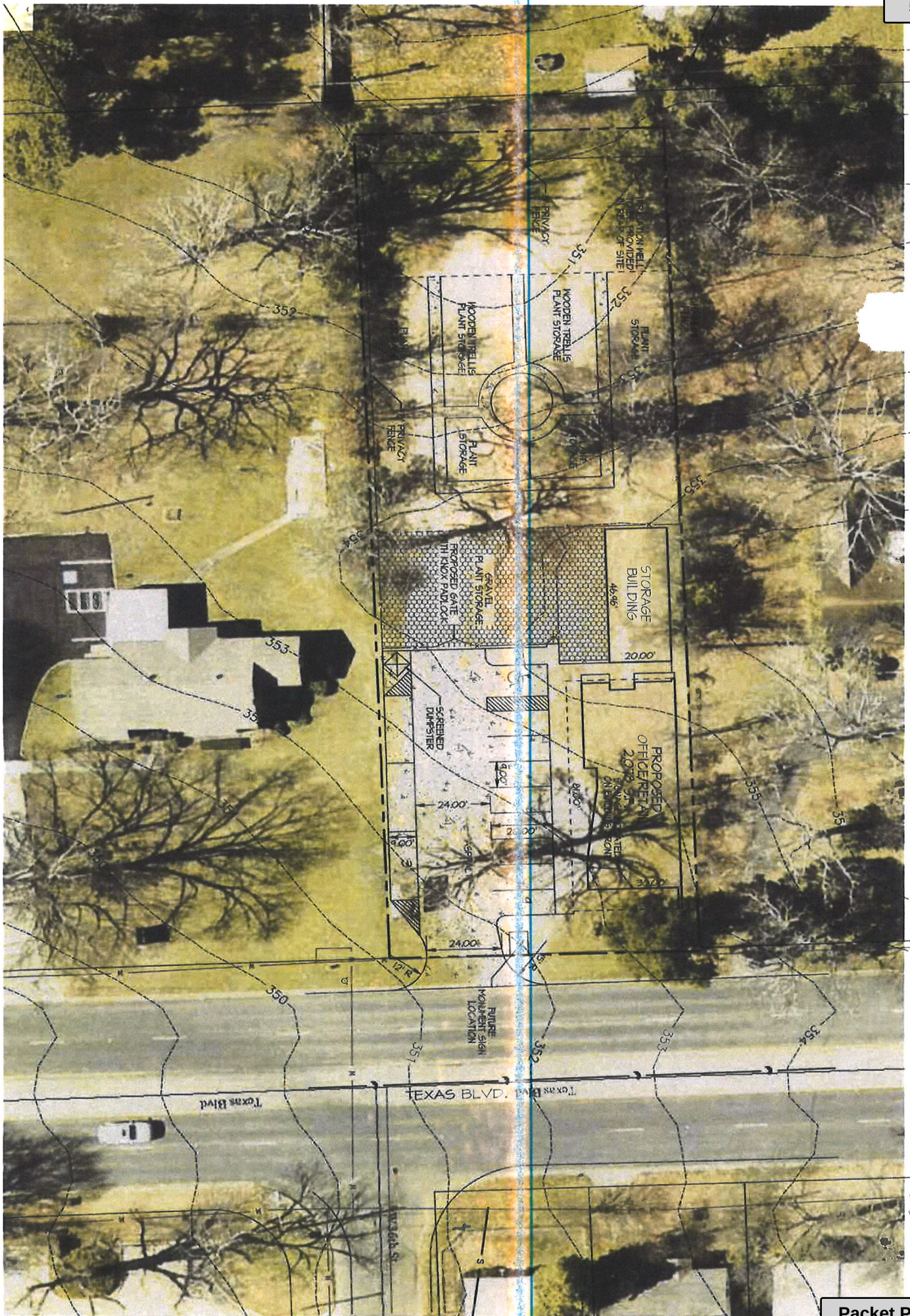
David

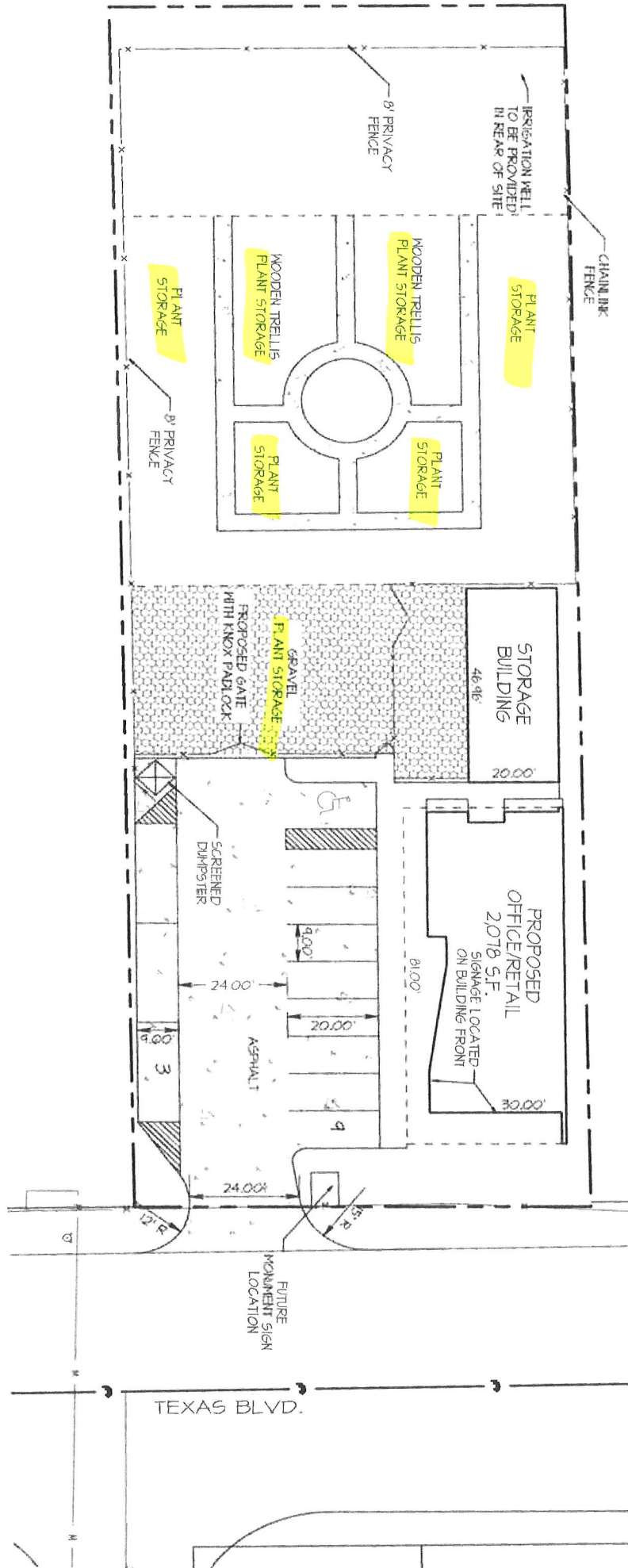
David W. Orr
Director of Planning & Community Development

City of Texarkana, Texas
Office: (903) 798-3902
Cell: (903) 278-7735
Fax: (903) 798-3913
Email: david.orr@txkusa.org

Email communications through this office may be subject to Texas Public Records laws and may be shared with others.

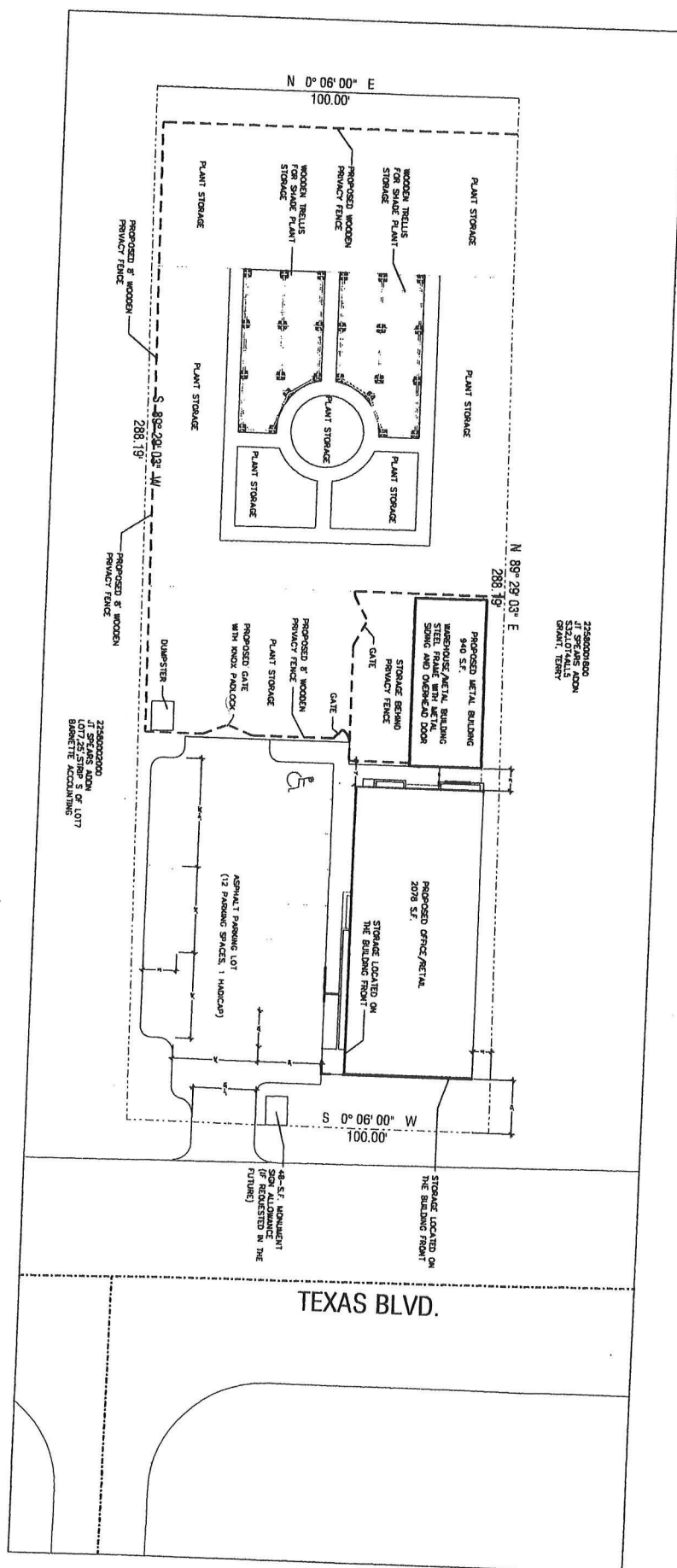
Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)







Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)







**MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS
2ND FLOOR, TEXAS MUNICIPAL BUILDING
220 TEXAS BOULEVARD, TEXARKANA, TEXAS
MONDAY, MAY 1, 2017
6:00 P.M.**

The Planning and Zoning Commission of the City of Texarkana, Texas met in their regular session, Monday, May 1, 2017 at 6:00 p.m. in the Council Chambers in the Municipal Building, 220 Texas Boulevard, Texarkana, Texas with the following members present:

ATTENDING:

Ms. Dianna Patterson Kinsey, Acting Chairperson
Mr. Casey Boyette
Mr. Tom Coleman
Mr. Jay Davis
Mr. James Larkins
Dr. Wanda Northam
Mr. George Merrill

ABSENT:

Mr. Gene Joyce, III

ALSO ATTENDING:

Mr. David Orr, Director of Planning and Community Development
Ms. Debbie Burk, Zoning Administrator
Mr. Dusty Henslee, Director of Public Works
Mr. Jeff Lewis, City Attorney

Mr. Joyce called the meeting to order at 6 p.m. Official notices of the meeting had previously been mailed to all property owners within 200 feet of the property on which the requests had been filed.

Consider approval of preliminary and final plat of Waggoner Creek Crossing Three Subdivision. Seaboard Development, owner. MTG Engineers and Surveyors, agent.

Ms. Kayla Wood, MTG Engineers, explained that the purpose of this plat is to combine two tracts of land (Lot 3, Block 1, Waggoner Creek Crossing Two with 24 acres of unplatted land).

Mr. Coleman made a motion to approve the request. Mr. Davis seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

Consider approval of final plat of Rateliff Subdivision being a replat of Lot 2, Block 1 of Richmond Place Addition and Lot 10, of Richmond-McKnight Addition. Danny and Rachael Rateliff, owners. Plunk Surveying, agent.

Ms. Rachel Rateliff, owner, explained that she and her husband own an existing business that fronts on Richmond Place. She stated that they plan to add 25' of warehouse space onto the rear of the existing building that is currently located on Lot 2. This would require additional land from Lot 10. This new subdivision combines these two lots.

Mr. Henslee stated there were some concerns about easements.

Mr. Coleman made a motion to approve the request pending staff and utility approval. Mr. Boyette seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

Consider Replat No. 2 of Richmond Development Fifth Subdivision. Aven Williamson Construction, owner. MTG Engineers and Surveyors, agent.

Ms. Kayla Wood, MTG Engineers, explained this the purpose of this replat is to split Lot 1A into two lots. She added that utility easement concerns have been addressed.

Mr. Coleman made a motion to approve the request. Mr. Davis seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

REMOVE FROM TABLE: S-676: Tract 61 in the R.E. Sevey HRS, A-523, located at 2808 Buchanan Road. Specific Use Permit to allow a double wide manufactured home. Walter Davis, owner. Regina Davis, agent.

Mr. Davis made a motion to remove this item from the table. Mr. Larkins seconded the motion. Members voted unanimously for approval.

REMOVED FROM TABLE

Ms. Regina Davis explained that this request is to allow the placement of a 2002 manufactured home on this property. Ms. Davis added that photographs of the proposed home had been provided to staff. Ms. Davis stated that she is aware of staff recommendations, those being:

1. That one 2002 double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.

6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

Mr. Coleman made a motion to approve the request with staff stipulations. Dr. Northam seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL WITH STAFF STIPULATIONS

Amendment to PD-15-5(GR) for site plan approval on Lot 6, Block 3, J.T. Spears Addition, located at 3603 Texas Boulevard. Texas Boulevard Properties, LLC, owner. Bryan Callaway, agent.

Mr. Bryan Callaway explained that he had changed the layout of his site plan since last month's meeting in order to to meet certain city codes. He stated that after he submitted the revised site plan, city staff had contacted and informed him that the site plan request would have to be reconsidered since the layout had changed. He explained that he had moved the warehouse from the rear of the property closer to the front of the property behind the proposed office/retail building. He added that he was also informed by city staff that he no longer needed a specific use permit for outside storage.

Mr. Coleman asked why a specific use permit was no longer needed.

Mr. Orr explained that since there would be no outside storage other than plants and trees, the City's Attorney had made the decision that a specific use permit was not required.

Mr. Jeff Lewis, City Attorney, was present at the meeting and stated that in his opinion city staff had been very conservative in requiring Mr. Callaway to have the specific use permit. He stated that he had met with city staff on this matter and as the process evolved and certain clarifications and concessions were made to only display trees and plants and no other outside storage, he determined a specific use permit was not required. Mr. Lewis stated that at the meeting, he had asked city staff to inform the applicant of the need to resubmit the application for the site plan and of the fact that a specific use permit was no longer necessary.

Mr. Orr stated that he wanted to make the Commission aware that another petition was submitted from property owners in opposition to the request. Mr. Orr stated that staff had determined that the petition did contain the signatures of persons who own 20% or more of the land within 200 feet of the proposed site therefore requiring a $\frac{3}{4}$ vote by the City Council.

Mr. Jay Barnette, Barnette Insurance Agency, spoke in opposition to the request. Mr. Barnette asked for clarification about delivery of products to the site. He explained that there was previous concern about an 18-wheeler making deliveries at this location.

Mr. Callaway stated that any 18-wheeler deliveries would be made to another site that he owns in Wake Village. He added that most deliveries at this site on Texas Boulevard would be from small box trucks.

Mr. Jay Barnette asked about the quantity of items that would be delivered to the site.

Mr. Callaway stated that there would not be large quantities delivered to this site since most residential and commercial landscape projects would have materials delivered directly to the job site.

Mr. Jay Barnette asked about third party pick-up.

Mr. Callaway stated that there would be some customers coming and going at this site to pick up materials but not in substantial amounts or massive quantities.

Mr. Jay Barnette stated he does not think that larger vehicles or vehicles with trailers would not be able to back up or maneuver at this location.

Mr. Callaway stated that there will be plenty of room for the trucks and trailers to pick up and maneuver in and out of the property

Mr. Jay Barnette asked about water for the plants and trees.

Mr. Callaway stated that he eventually plans to install a well at the back of the property for irrigation purposes.

Mr. Doug Barnette, Barnette Insurance, stated that "he has issues with how all this came about". He stated that this item was heard at last month's meeting and a petition was submitted in opposition at that meeting. He stated "that there was a change made in the middle of the game and the petitioners in opposition felt robbed of due process".

Mr. Jeff Lewis, City Attorney, explained that as previously stated, city staff had restarted the process since the site plan had changed from the one previously approved by the Commission. He added that the site plan item will still go to the City Council for consideration and a vote.

Mr. Doug Barnette stated that he still feels this is a very precarious location for this type use. He stated it is below the only hill on Texas Boulevard and he is very concerned about trucks and trailers going in and out at this site. He stated that the property should never have been rezoned to General Retail. He asked Mr. Callaway how many employees would be on site.

Mr. Callaway stated his plan is to have five employees.

Mr. Doug Barnette asked what type of equipment will be stored at this location.

Mr. Callaway stated that he will have a forklift and trailers on site. Mr. Callaway also added that there was concern about the forklift beeper at last month's meeting. He stated that he had found out that the beeper for reverse on the forklift cannot legally be disconnected. Mr. Callaway added that any tools, fertilizer, cans, etc. would be stored inside the warehouse. He added that mulch, stone and rock, etc. would be stored at his Wake Village location.

Ms. Freddie Alford, attorney who owns property across Texas Boulevard, spoke in opposition to the request. She voiced concern about the potential beeping noise from the forklift backing up when she is in meetings with clients. Ms. Alford asked if city staff had contacted Mr. Callaway about the need to resubmit an application. She also asked the basis for no longer requiring a specific use permit.

Mr. Jeff Lewis stated that that these questions had already been answered.

Ms. Debbie Burk stated that she had notified Mr. Callaway about the need to resubmit the site plan application after meeting with city staff and legal counsel about the matter.

Mr. Orr added that the applicant was notified to resubmit because the site plan layout had changed.

Ms. Amanda Horton, current property owner, stated that she and her husband requested rezoning to General Retail to allow a restaurant at this location a little over a year ago and had since found another location for the restaurant. She stated that they were blindsided by the opposition for the proposed landscape business. Ms. Horton added that if she had constructed a restaurant at this location, several 18 wheelers would be making deliveries daily. She stated that her opinion is that the property owners in the area should welcome a landscape business instead of a grease trap that would have come with a restaurant had it located on the property. Ms. Horton added that she did have a petition in support of this proposed new use.

Mr. Jay Barnette asked the Commission to think about who is going to benefit financially from this sales transaction.

Dr. Northam asked if she understood correctly that there is no zoning change on the property and a specific use permit is no longer required.

Mr. Orr stated that this is correct. He explained that a landscape business is a use by right in the Planned Development-General Retail zoning district and that legal counsel had determined that a specific use permit was not required since outside sales for the proposed business only consisted of plants and trees.

Mr. Davis made a motion to approve the site plan as submitted with the stipulation that the well be allowed since it was not shown on the site plan. Mr. Coleman seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

S-678: Lot 2, Lavender Lots Addition, located at 4002 St. Michael Drive. Specific Use Permit to allow a CEVMS on an existing billboard. Texas Roadhouse Holdings LLC, owner. Fairway Outdoor Advertising, agent.

Mr. Ryan Zaloudik, Fairway Outdoor Advertising, explained that this request is to combine the two east faces on an existing billboard into one face with a CEVMS. He added the other side of the billboard will remain the same.

Mr. Coleman made a motion to approve the request. Mr. Boyette seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

Z-17-6: A 16.26 acre tract being a part of Lot Z of the Jacob Carsner HRS, A-116, located at 1600 South Stateline Avenue. Single Family-3 to Agriculture. Danny Flanagan, owner. Mike Thacker, agent.

Mr. Mike Thacker with Texarkana Fallen Bikers Memorial Wall, Inc. explained that this request is for rezoning to allow the construction of a private park at this location. He explained this proposed park would provide a place where family and friends of people who have been killed in motorcycle accidents can come to grieve and honor their loved one's life. He stated that one of the first things that will be constructed will be a memorial wall with the names of those who have lost their life in a motorcycle accident. He stated that other cities have built similar type parks and hold memorials each year that generate a lot of revenue for that city. The following is being proposed for the park: parking lots, entranceway with gate, lighting, flag pole, fencing, information center, restrooms, signage, walkways with pathway bridges, concession stand, picnic areas, stage, pavilion, benches and landscaping. Mr. Thacker added that the park will be constructed in stages.

Mr. Orr stated that a substantial portion of this property is in a flood plain and staff had requested a site plan to send out to city department and utilities that shows the proposed park layout. He added that staff had recommended that a planned development designation be added to the rezoning request. Mr. Orr pointed out that the park would be a private park and be privately maintained.

Mr. Thacker stated that he agreed to amend his application to include the planned development designation.

Mr. Russell Stuart spoke in favor of the request. There were several others in the audience in favor of the request.

Mr. Fauneil Knox, 1707 S. Oak, stated he lives next to this property. He stated that he liked the quiet and solitude of this area but was not opposed to the park.

Ms. Kinsey asked what time the park would close.

Mr. Thacker said at 10:00 p.m.

Mr. Coleman made a motion to approve the rezoning to PD-Agriculture and to approve the site plan as submitted. Mr. Boyette seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

S-679: A 16.26 acre tract being a part of Lot Z of the Jacob Carsner HRS, A-116, located at 1600 South Stateline Avenue. Specific Use Permit to allow outdoor commercial amusement (private park). Danny Flanagan, owner. Mike Thacker, agent.

Dr. Northam made a motion to approve the specific use permit with staff stipulations, those being:

1. The park is private property and will be maintained by the property owner. The City will provide no maintenance.
2. The park will be allowed to be constructed in stages.
3. Any outdoor lighting is to be shielded from adjacent residential properties.
4. The park will close at 10 p.m.
5. The park will adhere to the City's Noise Ordinance.
6. If construction on the park has not begun in three (3) years from the date of this Ordinance, this Specific Use Permit will be automatically revoked.
7. If any of the above stipulations are violated, the City has the right to revoke the Specific Use Permit.

Mr. Coleman seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL WITH STIPULATIONS

Z-17-7: The west 3.420 acres of Lot 1, Orr CJD Addition, located at 1102 Walton Drive. General Retail to Commercial. William Gregg Orr, owner. Kayla Wood, MTG Engineers and Surveyors, agent.

Ms. Kayla Wood, MTG Engineers, explained that a car dealership is currently under construction at this location and half of the property is currently zoned Commercial and half is zoned General Retail. She stated that there was an oversight with the zoning when the property was replatted. This request is to rezone the General Retail zoned portion to Commercial.

Mr. Davis made a motion to approve the request. Mr. Boyette seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

Staff updates.

Mr. Orr stated that staff is currently working on the completion of the Comprehensive Plan. He stated that he hopes to bring it to the Commission at their July meeting for review and consideration.

Consider approval of April 3, 2017 Minutes.

Mr. Coleman made a motion to approve the Minutes. Dr. Northam seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

There being no further business, the meeting was adjourned.

Dianna Patterson Kinsey, Acting Chairman

Debbie Burk, Secretary



Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



UNITED STATES
DEPARTMENT OF LABOR

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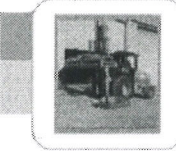
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Safety and Health Topic Page | Credits



Powered Industrial Trucks (Forklift)

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Operating the Forklift

[Pre-Operation](#)
[Traveling & Maneuvering](#)
[Load Handling](#)

Operating the Forklift: Traveling & Maneuvering

Forklift operators must follow safe operating rules at all times. Operators must always maintain control of the forklift, keep a proper lookout, and operate the forklift at speeds safe for the particular operation and worksite conditions.

- [Mounting and Dismounting](#)
- [Starting/Stopping](#)
- [Operating at Speed](#)
- [Steering, Turning and Changing Direction](#)
- [Traveling on Inclines](#)
- [Parking](#)
- [Safe Travel Practices](#)
- [Visibility](#)
- [Tipover](#)



Figure 1. Employee traveling and maneuvering a forklift.

Mounting and Dismounting

Potential Hazards:

- Hitting head on overhead cage.
- Slips, trips and falls, especially feet slipping off step.

Requirements and Recommended Practices:

- Be sure that your hands are clean and dry to prevent slipping when grabbing handhold.
- Check your shoes for grease before entering the vehicle.
- Grasp handhold and get a good grip. Never grab the steering wheel because it could cause you to lose balance if it moves.
- Always be careful with your footing when mounting and dismounting vehicle.
- Pull or lower your body carefully into or out of cab. Dismounting is the opposite of mounting -- do not jump.
- Wear appropriate footwear to prevent skids.



Figure 2. Operator grasping hand grips when mounting the vehicle.

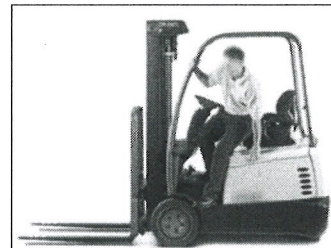


Figure 3. Operator dismounting a forklift.

Starting/Stopping

Starting

Before starting a forklift, be sure to conduct a pre-operation inspection. In addition, conduct an operational check after starting the engine.

- Ensure that your way is clear. Sound your horn in warning or use a spotter if your view is obstructed.
- Proceed cautiously down the travel path watching for dangerous blind spots.



Figure 4. Stop signs posted to regulate traffic flows.

Stopping

- Select an area to park. Do not park in an unauthorized area. Do not block an aisle or exits. Follow your company's parking procedures.
- Apply brake slowly and stop.
- Neutralize the controls.
- Set the parking brake.
- Turn off the ignition.
- If the truck is parked on an incline, block the wheels.

For more information, see Parking.

Operating at Speed**Potential Hazards:**

While traveling avoid these potential hazards:

- Tipover caused by driving too fast.
- Collision with pedestrians and obstacles caused by inattention and not being able to stop in time.

Requirements and Recommended Practices:

Be aware of the travel conditions along your planned route:

- Under all travel conditions the truck must operate at a speed that will permit it to be brought to a stop in a safe manner. [29 CFR 1910.178(n)(8)]
- The driver must slow down for wet and slippery floors. [29 CFR 1910.178(n)(10)]
- The driver must look in the direction of, and keep a clear view of, the path of travel. [29 CFR 1910.178(n)(6)]
- The driver must slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing. [29 CFR 1910.178(n)(4)]
- While negotiating turns, speed shall be reduced to a safe level by turning the steering wheel in a smooth, sweeping motion. [29 CFR 1910.178(n)(15)]
- Grades shall be ascended or descended slowly. [29 CFR 1910.178(n)(7)]
- When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. [29 CFR 1910.178(n)(7)(i)]
- Running over loose objects on the roadway surface shall be avoided. [29 CFR 1910.178(n)(14)]



Figure 5. Operator slows down and sounds the horn at cross aisles where vision is obstructed.

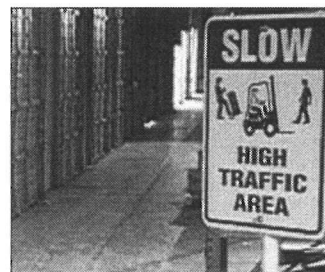


Figure 6. Observe all posted speed limits and warning signs.

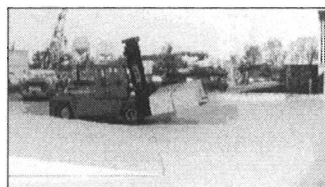


Figure 7. Forklifts are less stable on turns and grades and can tipover.
[View animation](#)

Steering, Turning and Changing Direction**Changing Direction****Potential Hazards:**

While changing directions, be aware of these potential hazards:

- Tipover.
- Collision with a pedestrian, another vehicle or an object.

Requirements and Recommended Practices:

- Come to a complete stop before changing directions.
- Use a horn or warning light to warn pedestrians when reversing.

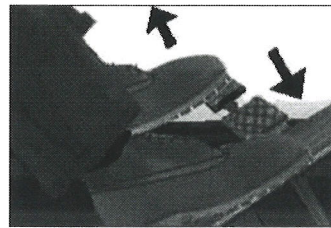


Figure 8. Operator is releasing the inching pedal, setting the direction control to forward and pressing the accelerator. (The brake is the middle pedal.)

Reversing

Reversing can increase the chances of injury and accident. Use extreme caution when backing up.

Potential Hazards:

While backing up or reversing, be aware of these potential hazards:

- Pedestrians being struck by or crushed by the forklift.
- Collision with another forklift or racking.

Requirements and Recommended Practices:

- Keep a clear view. [29 CFR 1910.178(n)(6)]
- Look in the direction of travel. When reversing, look behind. [29 CFR 1910.178(n)(6)]
- Be aware of limited visibility, and use extreme caution when driving in reverse.
- Consider the use of ground guides, rear-view mirrors, spotters, or other aids to increase visibility.
- Consider the noise level in your workplace. Do not assume pedestrians or bystanders are able to hear a back-up alarm.
- Allow plenty of room for pedestrians. You cannot anticipate what people will do. Many have no idea how quickly forklifts accelerate and how sharply they turn.
- Never assume pedestrians or bystanders are aware of the presence of heavy equipment and the intended direction of travel.
- Do not grab the overhead guard when traveling in reverse. This could expose the operator's finger to serious injury.



Figure 9. Warning strobe light flashing as operator backs up.



Figure 10. Using pedal to shift from reverse to forward.

Turning and Steering**Potential Hazards:**

While steering, be aware of these potential hazards:

- Collision with pedestrians or objects due to the forklift's tail swinging to the side opposite the direction of the turn.
- Falling load following collision.
- Tipover caused by turning too sharply.

Requirements and Recommended Practices:

- When turning, reduce speed to a safe level. [29 CFR 1910.178(n)(15)]
- Proceed with caution when making turns, especially when working in confined areas or narrow aisles. When the lift truck turns a corner, the rear of the lift truck swings in the opposite direction of the turn.
- Anticipate the rear-end swing and start the turn as close to the inside corner as possible. Plan your route and anticipate turns.
- Never turn with forks elevated.
- Never turn on a grade. The forklift may tipover laterally on even a very small grade.



Figure 11. An exaggerated tail swing is caused by rear wheel steering; the operator is turning left and the rear is swinging toward the right.

Traveling on Inclines

Potential Hazards:

While traveling on a grade or incline, be aware of these potential hazards:

- Tipover
- Falling load

Requirements and Recommended Practices:

- Drive loaded trucks forward going up a ramp with the load upgrade and drive in reverse going down a ramp with the load upgrade.
- Always drive unloaded trucks with the forks downgrade.
- Never drive with the load downgrade.
- Never turn a forklift on a grade.

For more information, see the [Workplace: Ramps and Grades](#) module.



Figure 12. Drive loaded trucks forward going up a ramp.

Parking

An unattended vehicle is a danger to the operator and others unless it is properly secured.

Potential Hazards:

While parking and leaving an unattended vehicle, be aware of these potential hazards:

- Danger of an improperly parked truck being struck by personnel or objects.
- Danger of unintended movement of the truck.

Requirements and Recommended Practices:

A powered industrial truck is considered "unattended":

- When the operator is 25 ft. or more away from the vehicle even if it remains in his view, or whenever the operator leaves the vehicle and it is not in his view. [29 CFR 1910.178(m)(5)(ii)]

When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline. [29 CFR 1910.178(m)(5)(i)]

- Select a hard, level surface.
- Do not park on a grade, unless wheels are blocked.
- Park in authorized areas only, unless the forklift is disabled. Park a safe distance from fire aisles, stairways or fire equipment. Do not block traffic. [29 CFR 1910.178(m)(14)]
- Fully engage the parking brake.
- Lower the load engaging means (lifting mechanism) fully.
- Neutralize the controls:
 - Set the direction lever in neutral, and lock the mechanism (if available).
- Tilt the mast forward slightly and lower the forks to the floor until the fork tips touch the floor.
- If the forklift is disabled, and the forks cannot be lowered to the floor, follow proper lockout/tagout procedures. [29 CFR 1910.147] Do not allow anyone to stand or pass under the forks. [29 CFR 1910.178(m)(2)]
- Turn the key to OFF, and stop the engine. Remove the key.
- Get off the forklift without jumping.

Note: When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement. It is not required that the power be shut off. [29 CFR 1910.178(m)(5)(iii)]

Safe Travel Practices

Complying with safe travel practices and OSHA regulations will improve safety in your workplace.

Potential Hazards:

While traveling, be aware of these potential hazards:

- Overturning forklift
- Falling load

- Being struck or crushed by forklift
- Collisions

Requirements and Recommended Practices:

- Always look in all directions before proceeding.
- Always look in the direction of travel. If the load blocks your view, travel in reverse. Keep a clear view.
- Observe all traffic regulations, including authorized plant speed limits. Maintain a safe distance, approximately three truck lengths from the truck ahead, and keep the truck under control at all times. [29 CFR 1910.178(n)(1)]
- Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations. [29 CFR 1910.178(n)(2)]
- Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations. [29 CFR 1910.178(n)(3)]
- Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks. [29 CFR 1910.178(n)(5)]
- Operate at a speed that will permit the truck to be brought to a stop in a safe manner under all travel conditions. [29 CFR 1910.178(n)(8)]
- Do not engage in stunt driving and horseplay. [29 CFR 1910.178(n)(9)]
- Slow down for wet and slippery floors. [29 CFR 1910.178(n)(10)]
- Properly secure the dockboard or bridgeplates before driving over them. Drive over them carefully and slowly and never exceed their stated capacity. [29 CFR 1910.178(n)(11)]
- Approach elevators slowly and enter squarely after the elevator car is properly leveled. Once on the elevator, neutralize the controls, shut off the power, and set the brakes. [29 CFR 1910.178(n)(12)]
- Separate forklift and pedestrian traffic as much as possible. Use established pedestrian walkways with guard rails and strictly enforce their use.
- Never carry passengers. [29 CFR 1910.178(m)(3)]
- Keep arms or legs inside the confines of your vehicle. [29 CFR 1910.178(m)(4)]
- Watch for surface obstructions; even a small bump can cause a load to fall off elevated forks.
- Never drive up to anyone who is in front of a bench or any other fixed object. [29 CFR 1910.178(m)(1)]
- Do not travel into a position that, if the forklift jumped forward, the brakes failed, or the wrong lever was pushed, a coworker could be pinned between the forklift and another object.

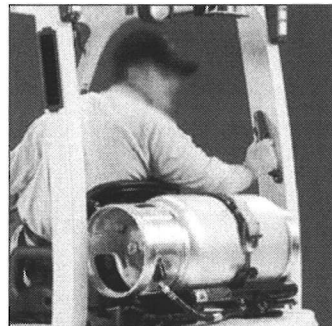


Figure 13. Operator looking in the direction of travel and keeping arms in the confines of the vehicle.



Figure 14. Operator traveling with load lowered.



Figure 15. Do not travel with the load elevated.

Visibility

Blocked visibility, including partially blocked visibility, increases the chances of accidents. Operators should take measures to minimize the risks.

Potential Hazards:

When visibility is impaired, be aware of these potential hazards:

- Collision
- Falling load
- Falling off loading dock
- Worker struck or crushed by forklift

Requirements and Recommended Practices:

- Keep a clear view. [29 CFR 1910.178(n)(6)]
- Look in the direction of travel. When reversing, look behind. [29 CFR 1910.178(n)(6)]
- Use spotters, rear view mirrors, or other aids to increase visibility.
- Where available, use concave mirrors when entering buildings or aisles.

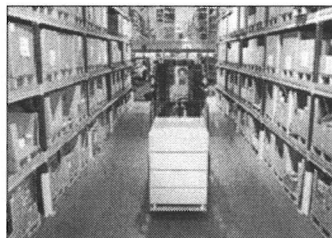


Figure 16. Operator keeping a clear view.

- Equip forklifts with headlights where general lighting is less than two lumens per square foot. [29 CFR 1910.178(h)(2)] In general, forklifts should have headlights if working at night, outdoors, or in any area where additional lighting would improve quality.
- Drive slowly into and out of warehouses or other buildings. Going from bright daylight into a darkened warehouse may blind drivers just long enough to hit another worker, vehicle or object.
- Be especially careful on loading docks; stay away from the edge.
- Add physical barriers such as ramps, raised concrete staging areas and heavy-gauge safety chains in front of dock openings. Use protective guard rails.
- Add a "warning track" of yellow paint on the floor near dock openings.
- Slow down and sound the horn at cross aisles and other locations where vision is obstructed. [29 CFR 1910.178(n)(4)]



Figure 17. Operator's clear view of working aisle.

Tipover

There are two basic type of tipovers in a forklift: 1) a forward tip or longitudinal tip, and 2) a lateral or side tip. The procedure to follow in the event of tipover varies depending on the type of tipover and the class of forklifts that you may use in your facility.

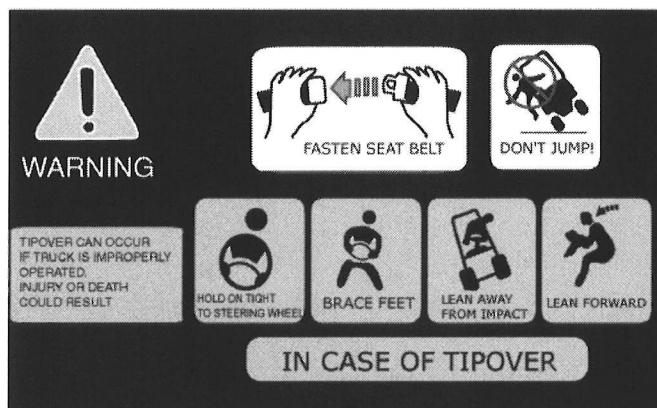


Figure 18. Example of warning label on a powered industrial truck showing actions to take in the event of a tipover of a sit-down counterbalanced truck. Note that the operator's seatbelt should already be fastened.

IN CASE OF A TIPOVER:

For tipovers on sit-down counterbalanced trucks:

- Don't jump. Stay in the forklift.
- Hold tight to the steering wheel.
- Brace feet.
- Lean AWAY from the impact.
- Lean forward.

Note: Tipover procedures for other types of forklifts may vary. For example operators of stand-up forklifts with rear-entry access should step backwards off the forklift if a tipover occurs.

Types & Fundamentals | Operating the Forklift | Understanding the Workplace | Training Assistance

eTools Home : Powered Industrial Trucks

Safety and Health Topic Page | Credits

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY

www.OSHA.gov









Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Q: What are the standard dimensions of an 18-wheeler trailer?

A:

QUICK ANSWER

The U.S. Department of Transportation states the maximum width for commercial motor vehicles is 102.36 inches, with a length of anywhere from 48 to 53 feet and a height of 13 to 14 feet. There is no legal height limit for the federal government, but the individual states set heights at which trailers can travel. CONTINUE READING

KEEP LEARNING

What are the inside dimensions of a 53-foot trailer?

What does the Illinois building code say about egress window size for a basement?

How big is a horse trailer?



Credit: TIM MCCAIG Vetta Getty Images

FULL ANSWER

While federal regulations leave it up to states to determine length limits, the Department of Transportation asserts there are minimum requirements that states must allow for trailers. The minimum length for a semi-trailer is 48 feet. The minimum length for a double trailer is 28 feet each for two trailers. There is no overall length limit when the cab is included. States are allowed to have bans on trailers that go through low overpasses.

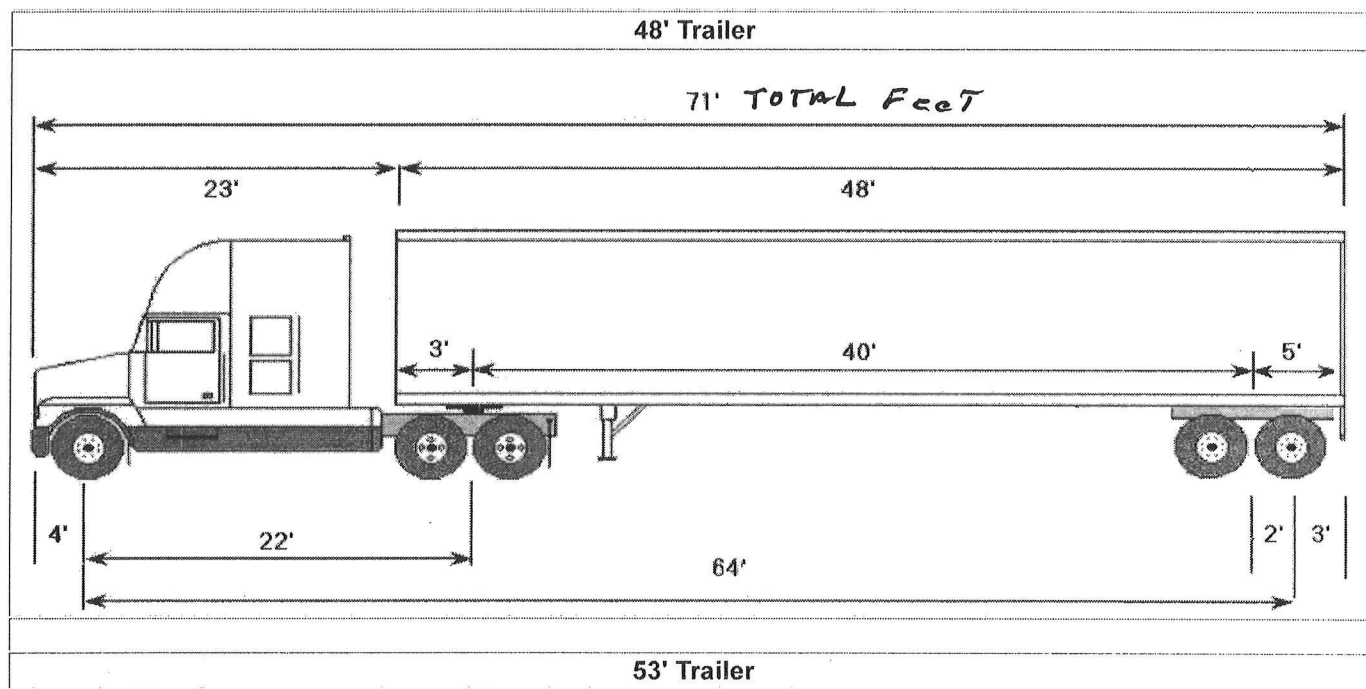
Specialized equipment, such as overpass railers, are not included in federal

[Main Menu](#)[Truck Scale Info](#)[New Truck Scales](#)[Truck Scale Pricing](#)[Foundation Photos](#)[Foundation Drawings](#)**Tractor/Trailer Lengths**

The diagrams below depict a 48' trailer and a 53' trailer attached to a maximum wheelbase (265") long haul tractor. The combination of a 53' trailer and 265" wheelbase tractor represents the maximum length of a single tractor-trailer combination in most states (without special permits).

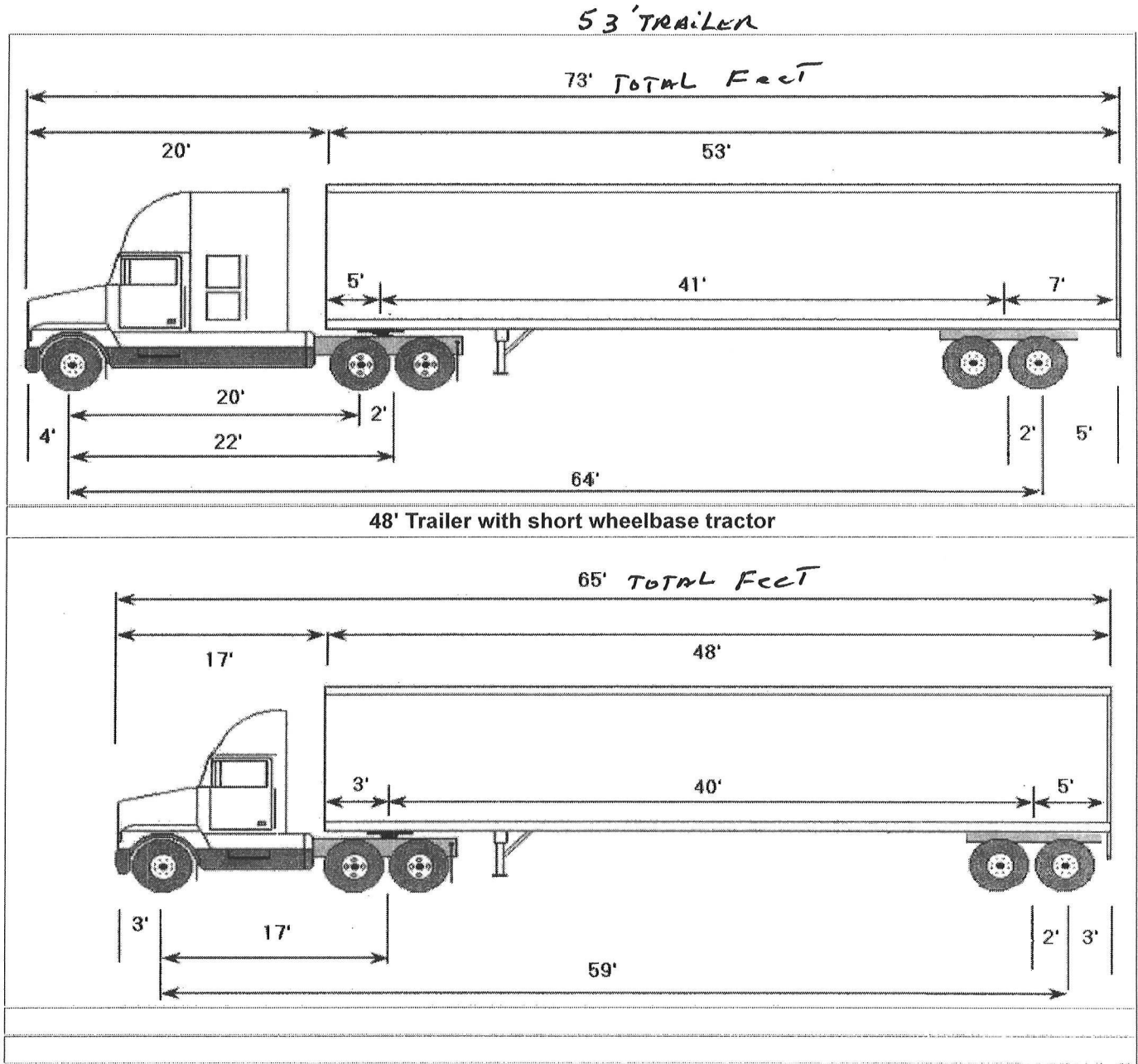
Many states such as Michigan and western states allow multi trailer combinations which cannot be weighed on standard length truck scales. Partially weighing these trucks is not legal for trade, therefore scales of 100' to 120' are typical. We have several 140' scales in western states for that application.

It can be seen that the use of the maximum wheelbase tractor will not allow even the shorter 48' trailer to be weighed on a 60' scale, whereas that same trailer coupled to a shorter wheel base "cab over" short haul tractor can fit on a 60' scale.



53' Trailer

↓
NEXT PAGE



Re

Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

2017-056 ATTH 12

June 22, 2017

Mr. Bryan Callaway

Delivered via email: studio230llc@gmail.com

Re: Texas Boulevard Site Design



P.O. Box 3786 – 5930 Summerhill Rd
Texarkana, Texas 75503
Telephone: 903.838.8533
Facsimile: 903.832.4700

Dear Mr. Callaway:

MTG Engineers & Surveyors, Inc. (MTG) has prepared the site plan and all aspects of the design adhere to the City of Texarkana, TX Code of Ordinances. Several concerns have been voiced to the Owner/Developer and MTG has reviewed the in respect to compliance with City Ordinances, common engineering/development practices, and potential operation issues. The results of our review are listed below:

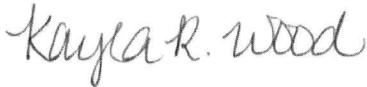
- Drive Aisle and Turning Radii
 - A 24-foot drive aisle is provided and this is in compliance with City of Texarkana, Texas requirements and traffic circulation needs for customer pickups and deliveries;
 - This width of drive aisle is adequate to provide passenger vehicles the room to maneuver within the site and exit.
- Larger Vehicle Turning Radius
 - While larger vehicles cannot turn around in the 24' drive aisle, parallel parking is provided for a larger vehicle parking on the south side of the proposed development.
 - Additionally, the gravel plant storage area provides additional space for larger vehicles to turn-around.
- Driveway Location
 - The driveway location is modifying an existing drive location that is historically associated with the property.
 - The width and radius provided by this driveway will accommodate vehicular turning movements.
- Tree Removal
 - Tree removal is necessary for the development and not restricted by the City ordinance.
 - The project provides for additional landscaping meeting the landscape requirements of the city.
- Fork Lift Noise
 - Although site operational characteristics are typically not reviewed as a part of a PD Site Plan Submittal, the periodic movement of materials via fork lift or truck should not result in excessive noise and this use typically occurs during daytime hours. No more noise will be generated than those from deliveries such as mail or UPS vehicles, refuse pickup, school buses, landscape services (mowing, edging, weed eaters), etc.

Attachment: 2017-056 ATTH 12 MTG Ltr to Callaway 062217 (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)

- Based on a review of City Ordinances, the use of fork lifts are typically allowed in General Retail Zoning, and since equipment usage will be minimal and not anticipated to increase noise levels above the background level of vehicular traffic along Texas Boulevard, no measures were taken for any type of noise abatement.
- Well Location-
 - Well location is not a site plan approval item and is an allowed use in all city residential and commercial zones
 - The well has been placed in a low visibility area and is not in view of the public.

Based on our review of per City Ordinances, common engineering/development practices, and proposed site operations, we believe the proposed development is compliant with the zoning of the property and meets all city requirements with no adverse impacts on the surrounding area.

Sincerely,



Kayla R. Wood, PE
Project Manager

Attachments

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☒ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

☒	Newspaper Notice (Required by Statute)	☒	Public Hearing (Required by Statute)
☐	Public Forum/Input Session	☐	Press Release
☐	E-News Distribution	☒	Website Notice
☐	Social Media (Twitter, Facebook, etc.)	☒	Special Mailing
☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☒	None Required	☒	Sign Posted

Other:

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 7/7/2017 8:54 AM

Lead Department: Fire Department

Action Officer: Eric Schlotter, Fire Chief

Subject: Resolution No. 2017-063 revising the swap time policy in the fire department.

Public **Second** **Council**
Briefing: 7/10/2017 **Hearing:** 6/12/2017 **Briefing:** June 26, 2017 **Vote:** 7/10/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

Reference the city council discussion and consensus during the 2nd Briefing of this item (26 JUN 17) the Texarkana Policy and Procedures Manual, Section 8 (Substitutes) Paragraph 8-2 has been revised to reflect "Swap Time" limits to be a maximum of 120 hours (5 shifts) owed to/by any firefighter at any time (see ATTH 01).

Executive Summary and Background Information:

The Fire Department currently has a practice of allowing firefighters to "swap time" with one another. Swapping time is when one firefighter works for another. When swapping occurs the firefighter who was supposed to be on duty is paid as though he is at work while another firefighter is actually in his position. The person who is working for another firefighter is on duty for all practical purposes other than for pay. Currently, there is a policy that governs swap time; however, this policy is in need of revision as some of the current practices are not in-line with the law and do not have proper control of the practice which allows for abuse.

The practice of swapping or trading time is authorized under the Fair Labor Standards Act in section 7(p)(3). While the practice is legal there are certain current practices that may not be in accordance with the law. Currently, firefighters use two options to payback another firefighter who has swapped with them, they either work for the person who worked for them or they provide them with remuneration, the second of which is not in accordance with the law. While conducting research for the policy revision, I have not been able to find another department that allows remuneration. In fact, many strictly prohibit the practice.

In addition to addressing the issue of remuneration, the revised policy sets limits on the number of swap occurrences a firefighter can have in a given time period. The current policy does not set a limit, other than to prohibit swapping multiple consecutive shifts, and this has led to abuse of the privilege. In the past three years there have been employees who have swapped as many as 35 shifts in a year. Thirty five shifts is the equivalent of three and a half months of working time.

The proposed policy would prohibit remuneration, and create a maximum number of swaps per year.

CITY MANAGER: Briefing item 2016-116 was before the city council for four meetings on the following dates:

City of Texarkana, Texas

http://texarkanacitytx.igm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1079&MediaPosition=1944.848&ID=1545&CssClass=

26 SEP 16: 1st Briefing

10 OCT 16: Public Hearing (No public comments)

24 OCT 16: 2nd Briefing

14 NOV 16: Council Vote: Matlock (Motion); Matthews (Second); Veal-Gooch (Yes); Davis (No); Ray (Absent); and Paddock (Absent) -- Motion failed 3-1 (charter requirement that all ordinances and resolutions pass with at least four “yes” votes). Note: It is typical that governing boards pass ordinances and resolutions with a simple majority vote provided a quorum is present at the meeting.

This briefing item is hereby presented for reconsideration. The city charter does not address any required time period before a failed agenda item can be reconsidered. The city council has not adopted any operating policy or procedure addressing items for reconsideration. It is typical that governing boards may reconsider items once six months have lapsed since the previous vote on the matter. This briefing item (2017-063) is scheduled for a vote on 10 JUL 17 which will be approximately six months since the vote on briefing item 2016-116 was taken on 14 NOV 17. Also taken into consideration is that no public comments were made during the public hearing that was conducted on 10 OCT 16 and that is very unusual for two councilmembers to be absent from city council meetings.

Potential Options:

- Make only the changes necessary to comply with applicable laws.
- Propose alternate provisions for the policy.

Fiscal Implications:

Potential liability for time owed to employees who are owed time.

Staff Recommendation:

Staff recommends approval of the resolution as presented.

Advisory Board/Committee Review:

“NONE”

Board/Committee Recommendation:

“NOT APPLICABLE”

Advisory Board/Committee Meeting Date and Minutes:

“NOT APPLICABLE”

Attachments

- a. 2017-063 RES Revising the Fire Department Policy and Procedure Manual (DOC)
- b. 2017-063 ATTH 01 City of Texarkana FD Policy 20161114 (PDF)
- c. 2017-063 ATTH 02 City of Texarkana FD Policy 20091102 (DOC)
- d. 2017-063 ATTH 03 Trade Time Log (PDF)
- e. 2017-063 ATTH 04 29 CFR 553 Substitution (PDF)
- f. 2017-063 ATTH 05 email from Labor Counsel Cranford (PDF)

City of Texarkana, Texas

- g. 2017-063 ATTH 06 Council Minutes 28 DEC 54 - FF Double (PDF)
- h. 2017-063 ATTH 07 City of McKinney FD Policy (PDF)
- i. 2017-063 ATTH 08 City of Nacogdoches FD Policy (DOC)
- j. 2017-063 ATTH 09 City of Longview FD Policy (PDF)
- k. 2017-063 ATTH 10 City of Burleson FD Policy (PDF)
- l. 2017-063 ATTH 11 City of Lufkin FD Policy (PDF)
- m. 2017-063 ATTH 12 City of Paris FD Policy (DOC)
- n. 2017-063 ATTH 13 City of Sherman FD Policy (PDF)
- o. 2017-063 ATTH 14 City of Tyler FD Policy (PDF)
- p. 2017-063 ATTH 15 City of Duncanville FD Policy (PDF)
- q. 2017-063 ATTH 16 City of Irving FD Policy (PDF)
- r. 2017-063 Goals & Perspectives (DOCX)

Staff Coordination

Fire Department	Eric Schlotter	Department Head Review	Completed
	05/15/2017 12:12 PM		
Deputy City Manager - Shirley Jaster	Jennifer Evans	Deputy City Manager	
Review	Skipped	05/15/2017 11:45 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	05/16/2017 11:16 AM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	05/17/2017 1:23 PM		
City Manager	John Whitson	City Manager Review	Completed 05/19/2017
9:05 AM			
City Council	Jennifer Evans	Meeting	Completed 05/22/2017
6:00 PM			

Meeting History

05/22/17 City Council MOVED FORWARD Next: 06/12/17
Eric Schlotter briefed this item.

06/12/17 City Council MOVED FORWARD Next: 06/26/17
Scott Robertson, President of the Texarkana Firefighters Association, spoke at this hearing asking council to consider the negative impact this resolution will have on firefighters and their families if it is adopted.

06/26/17 City Council MOVED FORWARD Next: 07/10/17
Eric Schlotter said staff is looking at proposing a change in the policy to the total number of shifts allowed in a given year comparable to a sliding scale for hours.

RESOLUTION NO. 2017-063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, REVISING THE TEXARKANA, TEXAS FIRE DEPARTMENT POLICY AND PROCEDURE MANUAL, GENERAL PERSONNEL POLICIES, SECTION 8 - SUBSTITUTES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Fire Department allows for the use of substitutes; and

WHEREAS, the Fire Department strives to maintain compliance with applicable laws; and

WHEREAS, the proper operation of the Fire Department requires well-developed policies and procedures.

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

SECTION 1: That Section 8 - Substitutes of the General Personnel Policies, contained in the Texarkana, Texas Fire Department Policy and Procedure Manual is revised as written in **Attachment #1**.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

	Texarkana Fire Department		
	Policy and Procedures Manual		
	Title: General Personnel Policies		
	Applies to: All Personnel		
	Approved by:	Effective Date: 11-14-2016	
 Eric Schlotter, Fire Chief	Revision Date: 11-14-2016		
	Pages: 1 of 13	Tab: 19	

This Policy/Procedure is for the Texarkana Texas Fire Department's internal use only and does not enhance an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Policy/Procedure, if proven, may only form the basis for a complaint by the Texarkana Texas Fire Department in a non-judicial, administrative setting.

Section 1 Administration

- 1-1 Purpose: The purpose of this section is to provide information on various personnel related issues within the department. This policy should be used in conjunction with Chapter 143, Texas Local Government Code; City of Texarkana, Texas Personnel Policies; and various Federal and State of Texas laws related to personnel issues.
- 1-2 Scope: This policy applies to all personnel. When conflicts arise between various laws and policies governing personnel issues, they are to be resolved by the following priority order:
- a) Federal Statutes and Rules
 - b) Chapter 143, Texas Local Government Code (Civil Service)
 - c) Other State of Texas statutes and rules
 - d) City of Texarkana, Texas Local Civil Service Rules
 - e) City of Texarkana, Texas Personnel Policies
 - i) Exception: In circumstances where department policies are more stringent than city policies, the more stringent policy will apply.
 - f) Texarkana Fire Department Policies and Procedures

Section 2 Definitions

- 2-1 Civil Service Law – Chapter 143 of the Texas Local Government Code.
- 2-2 Local Civil Service Rules – Rules governing local Civil Service as approved by the Civil Service Commission and published by the Civil Service Director
- 2-3 Personnel Policies – Policies of the City of Texarkana, Texas as approved by the City manager and City Council and made available to employees by the Human Resources Director.
- 2-4 USSERA – *Uniformed Services Employment and Reemployment Rights Act*. This Federal law specifies rights regarding employment and re-employment for veterans returning from active duty.

Section 3 Pay and Benefits

- 3-1 Base Pay – All members shall receive base pay as approved by the City Council in the current budget. All members holding the same rank and having the same tenure in their rank shall receive the same base pay.

- 3-2 Longevity Pay – All members shall receive longevity pay at the rate of \$4.00 per month per year of service. The maximum longevity pay is \$100.00 per month.
- 3-3 Certification Incentive Pay – Members who hold advanced levels of certification from the Texas Commission on Fire Protection are eligible for certification incentive pay. Members with Intermediate certification shall receive \$50.00 per month. Members with advanced certification shall receive \$100.00 per month. Members with master certification shall receive \$150.00 per month. Members may receive both certification incentive pay and education incentive pay.
- 3-4 Education incentive pay – Eligible members may receive education incentive pay. Qualifications and pay amounts are listed in the City Personnel Policy Handbook. Members may receive both certification incentive pay and education incentive pay.
- 3-5 Overtime pay – Overtime pay shall be calculated and paid in accordance with the Fair Labor Standards Act and City Personnel Guidelines. In Operations Division, overtime pay shall be calculated based on a 15 day FLSA cycle. Overtime shall be paid on the payday following the pay period in which the FLSA cycle ends. In calculating overtime, leave time shall be credited in accordance with City personnel guidelines.
- 3-6 Step-up Pay – Members temporarily working in a higher classification shall be paid step-up pay. Step-up pay shall be the difference between the member's base pay and the lowest base pay of the next higher classification.
- 3-7 Assignment Pay – Members assigned to Fire Prevention or Training Divisions will receive assignment pay in the amount specified in the City budget. Other members may receive assignment pay if assigned to special functions and assignment pay is approved in the City budget.
- 3-8 Vacation – Members shall accumulate 15 days of vacation per year. Rate of accumulation shall be as indicated in the city personnel guidelines.
- 3-9 Holidays – Members shall receive holiday leave as indicated in the city personnel guidelines.
- 3-10 For members in Operations Division, two (2) days of leave time shall be equivalent to one (1) 24 hour shift.
- 3-11 Members in Operations Division shall take holidays with their vacation. Vacations and holidays shall be scheduled as directed by the Fire Chief.
- 3-12 Members in all divisions except Operations shall take holidays on the scheduled day as listed in the city personnel guidelines. These members shall request vacation time by submitting a written request to their immediate supervisor for approval.

- 3-13 Sick Leave – Members shall accumulate 15 days of sick leave per year as indicated in the city personnel guidelines. Members may take sick leave as allowed by the City personnel guidelines and by the section in this chapter entitled "Sick Leave".

Section 4 Working in a higher classification

- 4-1 Members working temporarily in a higher classification shall receive step-up pay in accordance with paragraph 3-6 above.
- 4-2 The Battalion Chief of Operations is authorized to approve step-up in accordance with these guidelines. Any exceptions to these guidelines shall be approved by the Fire Chief.
- 4-3 Each individual selected to step-up shall be qualified and capable of filling the position in the next higher rank that is open. Not every individual of a particular rank meets these requirements. Determination of the fitness to step-up is based solely on the judgment of the Operations Chief and/or Fire Chief.
- 4-4 Members shall not step-up more than one rank.
- 4-5 Newly promoted members shall not step-up until after successful completion of a six-month training period in their new rank. This six-month training period also applies to personnel transferred from other divisions who do not have prior experience at their current rank in Operations Division.
- 4-6 Newly hired members shall not step-up until after completion of their probationary period
- 4-7 Members shall not step-up to fill positions if there are members of the appropriate rank available to fill the position.

Section 5 Sick Leave

- 5-1 All members are eligible for sick leave benefits. Members shall accumulate sick leave in accordance with Texas Civil Service Law and City personnel guidelines.
- 5-2 Members retiring or resigning from the Fire Department shall receive pay for unused sick leave in accordance with Texas Civil Service Law and City personnel guidelines.
- 5-3 All Members are eligible for incentive days for non-use of sick leave as described in City personnel guidelines.
- 5-4 Sick leave shall be granted for the following reasons only:
- a) When a member is unable to perform his duties due to illness or an off-duty injury.
 - b) When a medical, dental, or optical examination or treatment is necessary. Members shall attempt to schedule such appointments on off-duty time when possible. All such appointments shall be approved in advance by the Fire Chief or the member's Battalion Chief.

- c) When a member has been exposed to a contagious disease (as would normally be subject to quarantine as prescribed by Health Department Standards) and presence on the job would jeopardize the health of others.
 - d) When a medical situation arises involving illness of a member's immediate family. The relationship must meet the requirements defined in the City Personnel Guidelines.
 - e) When leave is needed for the purpose of attending a funeral, making arrangements, or otherwise attending to the affairs of a deceased family member.
 - f) When leave is authorized by the Family and Medical Leave Act.
- 5-5 Members shall provide a physician's release in certain circumstances. The release shall state that the member has been under the physician's care and that the member is released to perform full or regular duties. The member shall provide the release prior to or at the time of returning to work. Supervisors shall not allow a member to return to work without this release. A release is required in all the following circumstances:
- a) Any sick leave taken for personal illness or injury which exceeds 48 hours (2 shifts).
 - b) Any sick leave taken due to exposure to contagious disease.
 - c) Following any surgery, whether sick leave was taken or not.
 - d) Any off-duty injury requiring a physician's examination or treatment.
 - e) When requested by the Fire Chief.
- 5-6 Frequent claiming of sick leave may constitute grounds for the assumption by the Fire Chief that the physical condition of a member is below the standard required for the proper performance of duties and this may lead to a request for a physical examination to determine fitness for the job. Any such examination shall be conducted in accordance with requirements of Texas Civil Service law.
- 5-7 Members who abuse sick leave are subject to disciplinary action, up to and including indefinite suspension.
- 5-8 In Operations Division, members claiming sick leave shall notify the Operations Chief on duty of their inability to report to work and the reason they cannot report. Members shall make this notification at least 30 minutes prior to their scheduled duty shift. The Operations Chief receiving this notification shall notify the station captain where the member was scheduled to work and both the Battalion Chief and the captain shall notify their relief at shift change. In other divisions, members shall notify someone in the office of their absence. This notification shall be made within 30 minutes of the start of their scheduled shift.
- 5-9 While on sick leave, members shall not work at another job. The Fire Chief may make exceptions to this rule with appropriate medical clearance.

- 5-10 Members who use sick leave shall sign a personnel action form and shall indicate on the form the reason for their absence.
- 5-11 Members who are members of the “Doubling List” and whose sick leave is exhausted are allowed to have other members work for them in accordance with the guidelines on substitutes and rules of the “Doubling List” as established by the members.

Section 6 Military Leave

- 6-1 Fifteen (15) days of military leave per Federal fiscal year are available to members of the reserves or National Guard. This military leave may be taken for weekend drills, annual duty, specialized training, or any other active military duty.
- 6-2 Members must notify their chain of command as far in advance as possible of the need to take military leave.

Section 7 Return from Active Military Duty

- 7-1 Return from active military duty will be handled in accordance with USERRA and applicable sections of Civil Service law.
- 7-2 In order to be eligible to be returned to duty after a period of military service, a member must meet each of the following requirements:
 - a) Member must have received an honorable discharge or other honorable separation from service
 - b) Member must remain physically and mentally fit to discharge the duties of their position
 - c) Member must make application for reinstatement within the time limits established in USERRA
 - d) Member must maintain current required certifications, including TCFP structure firefighter and DSHS Emergency Medical Technician
- 7-3 To determine physical fitness for duty, members may be required to complete an entry physical and the incumbent physical ability test
 - a) Members whose absence for military duty is greater than or equal to one year shall be required to take the physical and PAT
 - b) Members whose absence for military service is less than one year may be required to take the physical and PAT at the discretion of the Fire Chief
- 7-4 Mental fitness for duty will be assumed unless evidence indicates otherwise. If a question as to mental fitness arises, the Fire Chief will institute proceedings under Section 143.081 of Civil Service law.
- 7-5 At the discretion of the Fire Chief, an orientation and retraining period may be required prior to a returning member being assigned to fire suppression duties.

Section 8 Substitutes

- 8-1 Members in operations division may employ substitutes (commonly called swap time) to work in their place.
- 8-2 There is no total limit for allowable substitutions in a given time period; however, a member is limited as to how much time he or she may owe or be owed. The time limit is 120 hours (5 shifts). When a member reaches the time limit for time owed to others or time owed to them, they will no longer be able to employ a substitute until their balance is reduced.
- 8-3 When a member employs a substitute, the member is on duty for payroll purposes only. The substitute is on duty for all other purposes.
- 8-4 Members shall request approval for substitutes at least one shift in advance on the form provided for this purpose. The Company Officer shall recommend approval or disapproval of the substitution and forward the form to the Operations Chief. The Operations Chief shall make the final decision of approval or disapproval of the substitution. Operations Chief substitutes shall be approved or disapproved by the Fire Chief. Requests for substitutes received less than one shift in advanced may be considered at the discretion of the officers involved.
- 8-5 Members shall make a reasonable effort to employ a substitute of equal rank. In every case, substitutes shall be qualified to perform the duties of the position filled. Members shall not employ substitutes more than one rank below their own.
- 8-6 Substitutions are time for time only, no other form of remuneration is allowed regardless of the circumstance.
- 8-7 Members working overtime are not permitted to employ a substitute.
- 8-8 Station officers shall record substitutes in the company log book. Operations Chiefs shall record substitutes in the Operations Chief's log book and on the status report.
- 8-9 Members shall not work another job while off with a substitute with the exception of required military reserve drills.
- 8-10 Any substitute arrangements that will result in a member being off multiple shifts shall not be approved.
- 8-11 Receiving time off by employing a substitute is a privilege, not a right. Members who abuse this privilege are subject to disciplinary action and/or having this privilege revoked on an individual basis at the discretion of the Fire Chief.

Section 9 Disciplinary Action

- 9-1 All disciplinary action taken shall be taken in accordance with State and local Civil Service rules and regulations and in accordance with any applicable federal, state, and local statutes.

- 9-2 The degree of disciplinary action that may be taken by the Fire Department is as follows:
- a) Oral reprimand (including documented oral reprimand)
 - b) Written reprimand
 - c) Demotion
 - d) Temporary suspension without pay.
 - e) Indefinite suspension without pay.
- 9-3 Action taken will depend on the degree of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- 9-4 Company officers and Battalion Chiefs may give oral reprimands. If desired, these officers may document these oral reprimands to the Fire Chief on the form provided.
- 9-5 All levels of disciplinary action other than oral reprimand shall be given by the Fire Chief. Officers who believe disciplinary action is needed shall initiate such action by letter through channels to the Fire Chief. Officers shall include in this letter a description of the problem, any supporting evidence or documentation, and a recommendation for action.
- 9-6 Any member subject to disciplinary action shall be given an opportunity to present any information he/she has or any mitigating circumstances prior to disciplinary action being taken.
- 9-7 The Fire Chief shall have the final decision in all disciplinary matters, subject to appeal procedures in civil service statutes.

Section 10 Promotional Procedures

- 10-1 The Fire Chief shall make all promotions in accordance with Texas civil service law and City of Texarkana, Texas Civil Service Rules and Regulations.
- 10-2 At least two copies of all books on promotional reading lists will be available at the Texarkana Public Library. One copy of each book will be kept in the library and will be available to study there. One or more copies of each book will be available to members to check out. Books shall be checked out for seven (7) days only. Books shall not be checked out consecutively by the same person
- 10-3 Books on promotional reading lists may be available from the Fire Department library. When a promotional exam is not posted, members may check out these books in accordance with normal procedures. From the time an exam notice is posted until an exam is given, members may check out these books for no longer than seven (7) consecutive days. Books shall not be checked out consecutively by the same person.

- 10-4 From the time an exam notice is posted until an exam is given, only those members eligible to take that promotional exam may check out study material for that exam. This applies both at the public library and at the department library.
- 10-5 Members shall return any books that are on the reading list for a currently posted promotional exam in a prompt manner and no later than the due date. Failure to return books on time will result in disciplinary action.
- 10-6 Members shall not take promotional exams while on duty; however, members may employ a substitute while taking a promotional exam.
- 10-7 Members must make arrangements to be present when an exam is given regardless of vacation or other leave time.
- 10-8 The Civil Service Director shall schedule the date, time, and location of exams. Member's dates of eligibility for the exam will not be consulted when scheduling the exam.

Section 11 Overtime Hiring and Emergency Recall

11-1 Routine Overtime Hiring

- a) Routine overtime hiring must be done in a consistent manner to insure fairness to all members. Circumstances in hiring vary. Generally, someone must be hired immediately. Sometimes time is not a concern within reasonable limits. Be sure that all members are afforded the same opportunity to work if they so desire, within the guidelines imposed by these rules.
- b) Overtime hiring worksheets will be provided for each crew. Each crew's worksheet will have the names of members on the other two crews listed in order of seniority. Care must be exercised to be certain that the appropriate worksheet for the crew on duty is used.
- c) The last member hired will be listed in the Operations Chief log book and on the list kept in the Operations Chief's office for that purpose. Each shift will have a separate column on the "last hired" sheet.
- d) When hiring, the member calling (normally the Operations Chief) will start with the first name on the overtime hiring worksheet under the person last hired.
- e) Members will be called in the order that their name appears on the worksheet. No member will be skipped except for reasons listed in this procedure. If a member is hired, write the time hired for and the station on the left side of their name. If a member is not hired, indicate the reason on the right side of their name.
- f) Overtime hiring will be for ½ shift at a time under normal circumstances. All daytime slots will be filled prior to hiring evening slots.

- g) Members will be utilized at their rank whenever possible. If not possible, they will be utilized at the highest available position below their rank.
- h) Members must be capable of filling the position needed. Members who cannot drive fire department vehicles, including those on probation, may be hired if sufficient personnel are available to fill required driver and officer positions. (Except see policy on probationary firefighters for exception during first few months of employment.) Otherwise, no member should be excluded from working overtime if arrangements can reasonably be made to fill all required positions.
- i) Members on sick leave will not be hired overtime. For purposes of overtime, sick leave begins when a member calls in sick and does not end until the member reports back to work. For example, a member is off on sick leave 24 hours on Monday. His next scheduled shift is Thursday. He is not eligible for overtime on Tuesday or Wednesday.
- j) Members on vacation are not eligible for overtime. For purposes of overtime, vacation leave begins at the time a member is actually off work and ends when he reports back. For example, a member's vacation starts at 7:00 AM on April 15 and he reports back to work at 7:00 AM on April 30. He is eligible for overtime on April 13 and 14, but he is not on April 28 or 29. This rule is written for purposes of consistency. This is being approached in different ways by different people.
- k) Members off on holiday, vacation, or incentive leave of one shift or less are ineligible for overtime only on their shift while they are actually on leave. For example, a member takes a holiday on Monday night. He is eligible for overtime on Tuesday.
- l) Operations Chiefs may consider response time in the hiring process. For example, it is 06:45 and the next person on the list for hiring lives approximately 90 minutes away. The position needs to be filled at 07:00 or someone will be forced to stay overtime. It is appropriate to skip the out of town person and go down the list to someone who lives closer. It would not be appropriate to skip someone if the hiring is being done for the PM shift and there is sufficient time for travel. The Operations Chief needs to use judgment in this process. He must balance giving equal rights to overtime work to all members against the immediate need to fill an open position. If a member is skipped when hiring for daytime because of travel time, the skipped member(s) shall be considered for the PM shift if needed.

- m) When calling for overtime, always identify yourself and the purpose of your call to the person answering the phone even if the member is not home. If you reach an answering machine, leave this information on the machine. This is the proper and courteous thing to do and helps prevent complaints that the member was not called.
- n) Phone rings are only 5 seconds apart. Always let the phone ring at least 6 times before hanging up and writing “no answer” on the call sheet.
- o) Both primary and secondary contact numbers are shown on the overtime sheet. Primary numbers will always be called. Secondary numbers are shown for convenience sake and are not required to be called. Be consistent. If you call the secondary number for one person, call them for all.
- p) Show equal consideration to all members when hiring overtime. Each member deserves an equal chance to work. If you have time to let one member’s spouse call him to call you back, treat all the same. Favoritism has no place in the hiring process.
- q) Only members assigned to Operations Division are eligible for regular overtime in Operations Division. New members who have not completed training and members assigned to other divisions are not eligible. Members are not eligible for regular overtime on their own shift.

11-2 Emergency Recall

- a) Emergency recall hiring will be handled differently. If an entire shift is needed to be recalled, or all off duty personnel, the Incident Commander should request the dispatcher to initiate a recall of a particular shift or shifts through the “Code Red” system. When the Incident Commander needs a certain number of personnel (less than a full shift), he should contact the investigator on call and request that the investigator initiate a recall of personnel until he has contacted the required number. Members living in the immediate Texarkana area will be called before those who travel any significant distance. No particular order of calling is required in an emergency recall. Any members who can be reached will be hired.

Section 12 Miscellaneous Provisions

12-1 Moonlighting

- a) City personnel guidelines require that all full-time city employees who hold other positions of paid employment or accept pay for services obtain written approval of their department head prior to accepting such employment. The Department Head may cancel such approval at any time it is determined that such outside employment conflicts or interferes with a member's duties and responsibilities as an employee of the City of Texarkana, Texas.

- b) Members wishing to request such approval shall do so on a form available from the Fire Chief's office. Members must fill out forms completely, providing all requested information.
- c) Members shall give priority to their duties and responsibilities as Fire Department employees over any responsibility to other employers. Such responsibility to another employer shall not be a valid reason for not responding to an emergency recall, mandatory overtime, required meeting, required training, or any other obligation to this department.
- d) Members shall not engage in business activities related to other employment while on duty and shall not use city property or facilities for such activities.
- e) Members shall use care in selecting outside employment to ensure that the employment does not create a conflict of interest with regard to their Fire Department employment.
- f) Members shall not use their status as Fire Department members in any way to generate additional business or solicit favors in regard to outside employment.
- g) Members shall inform the Fire Chief on the appropriate form when the member leaves employment at a part-time job previously approved.

12-2 Flower Fund

- a) A flower fund has been established in the Fire Department. This fund shall be maintained to provide flowers in accordance with these guidelines.
- b) When the balance in the fund is depleted, the Battalion Chiefs in charge of each crew and division will collect a contribution from each participating member. The particular amount of the contribution will be determined by the Fire Chief. Participation by members is voluntary.
- c) The flower fund will be administered by the Fire Department Administrative Coordinator. The Administrative Coordinator will receive and deposit all contributions, make payments, and place orders. In the absence of the Administrative Coordinator, the Fire Chief or a member designated by the Fire Chief will administer the fund.
- d) Flowers will be sent to the funeral of a current member, the immediate family of a current member, or a retired member. For purposes of this section, immediate family is defined as husband, wife, son, daughter, father, mother, brother, sister, father-in-law, or mother-in-law.
- e) If requested by the family of the deceased, a contribution may be made to a chosen charity in lieu of sending flowers.
- f) Members who become aware of a death in one of these categories shall notify the Battalion Chief on duty. The Battalion Chief shall notify the Fire Chief so that necessary arrangements can be made.

12-3 Nepotism

- a) City personnel guidelines regulate nepotism within the City government. Refer to the personnel guidelines for exact wording.
- b) Within the Fire Department, the nepotism rules will be applied as follows:
 - i) Two related members will not be allowed to work at the same station.
 - ii) Two related Captains will not be allowed to work on the same crew.
 - iii) No member shall supervise, directly or indirectly, a related member.
- c) As long as the requirements in 3-9.02 above are not violated, related members may work on the same shift. Operations Chiefs should make a reasonable effort to accommodate related members when a related member is eligible for overtime on his relative's shift.
- d) Related members will not normally be permanently assigned to the same crew. While legal, it would present scheduling problems if the restrictions had to be dealt with on a regular basis.

12-4 Education and Training Procedures

- a) In order to maintain consistency between City personnel guidelines and Fire Department policies while maintaining an awareness of differences in Fire Department schedules, the following policy will be followed in regard to attending training or college & university classes on duty days.
 - i) Members may employ a substitute (swap time) to attend classes, but not from 7:00 AM to 5:00 PM weekdays.
 - ii) Regular college classes may not be attended on duty regardless of job relationship except for classes that are required by the department.
 - iii) Shorter seminars (one or two day) that are job related will be considered on an individual basis by the Fire Chief.
- b) Exceptions to the above policy may be made if the Fire Chief considers a particular class beneficial to the department as a whole and the exception is reasonable.

12-5 Public Service Leave

- a) A member called to jury duty or subpoenaed to testify as a witness will receive public service leave during the time of the court appearance.
- b) If a member is not selected for a jury, the member will return to work immediately after being dismissed by the judge.
- c) If a member is selected to serve on a jury, the member will return to work after the completion of the trial and dismissal by the judge.

- d) A member called as a witness will return to work as soon as released by the judge.
- e) The above guidelines are general. Obviously, if a member is selected for a jury but does not have to report for an extended period of time, he should work when scheduled in the interim. Common sense must be used in applying these guidelines.
- f) All members shall document court appearance requirements by providing a copy of the juror summons or the subpoena.

12-6 Member Telephone Numbers

- a) All members are required to provide their home telephone number for contact during off duty hours.
- b) Normally, member phone numbers will be posted at all fire stations and in the Operations Chief's office.
- c) If a member requests in writing, his phone number will be omitted from the lists posted at the fire stations. It will still be included on the list posted at the Operations Chief's office.
- d) Member's phone numbers are not to be released to callers. If a request is received for a member phone number, advise the caller that the number cannot be released. Offer to take the caller's name and phone number and relay the information to the member as soon as possible. Always maintain a professional and courteous attitude when dealing with this situation.

	Texarkana Fire Department	
	Policy and Procedures Manual	
	Title: General Personnel Policies	
	Applies to: All Personnel	
	Approved by:  Harry H. Simms, Fire Chief	Effective Date: 11-02-2009
	Revision Date: 11-02-2009	
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- 1-1 **Purpose:** The purpose of this section is to provide information on various personnel related issues within the department. This policy should be used in conjunction with Chapter 143, Texas Local Government Code; City of Texarkana, Texas Personnel Policies; and various Federal and State of Texas laws related to personnel issues.
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- 4-4 Members shall not step-up more than one rank.
- 4-5 Newly promoted members shall not step-up until after successful completion of a six-month training period in their new rank. This six-month training period also applies to personnel transferred from other divisions who do not have prior experience at their current rank in Operations Division.
- 4-6 Newly hired members shall not step-up until after completion of their probationary period
- 4-7 Members shall not step-up to fill positions if there are members of the appropriate rank available to fill the position.

Section 5 Sick Leave

- 5-1 All members are eligible for sick leave benefits. Members shall accumulate sick leave in accordance with Texas Civil Service Law and City personnel guidelines.
- 5-2 Members retiring or resigning from the Fire Department shall receive pay for unused sick leave in accordance with Texas Civil Service Law and City personnel guidelines.
- 5-3 All Members are eligible for incentive days for non-use of sick leave as described in City personnel guidelines.
- 5-4 Sick leave shall be granted for the following reasons only:
- a) When a member is unable to perform his duties due to illness or an off-duty injury.

- b) When a medical, dental, or optical examination or treatment is necessary. Members shall attempt to schedule such appointments on off-duty time when possible. All such appointments shall be approved in advance by the Fire Chief or the member's Battalion Chief.
 - c) When a member has been exposed to a contagious disease (as would normally be subject to quarantine as prescribed by Health Department Standards) and presence on the job would jeopardize the health of others.
 - d) When a medical situation arises involving illness of a member's immediate family. The relationship must meet the requirements defined in the City Personnel Guidelines.
 - e) When leave is needed for the purpose of attending a funeral, making arrangements, or otherwise attending to the affairs of a deceased family member.
 - f) When leave is authorized by the Family and Medical Leave Act.
- 5-5 Members shall provide a physician's release in certain circumstances. The release shall state that the member has been under the physician's care and that the member is released to perform full or regular duties. The member shall provide the release prior to or at the time of returning to work. Supervisors shall not allow a member to return to work without this release. A release is required in all the following circumstances:
- a) Any sick leave taken for personal illness or injury which exceeds 48 hours (2 shifts).
 - b) Any sick leave taken due to exposure to contagious disease.
 - c) Following any surgery, whether sick leave was taken or not.
 - d) Any off-duty injury requiring a physician's examination or treatment.
 - e) When requested by the Fire Chief.
- 5-6 Frequent claiming of sick leave may constitute grounds for the assumption by the Fire Chief that the physical condition of a member is below the standard required for the proper performance of duties and this may lead to a request for a physical examination to determine fitness for the job. Any such examination shall be conducted in accordance with requirements of Texas Civil Service law.
- 5-7 Members who abuse sick leave are subject to disciplinary action, up to and including indefinite suspension.

- 5-8 In Operations Division, members claiming sick leave shall notify the Operations Chief on duty of their inability to report to work and the reason they cannot report. Members shall make this notification at least 30 minutes prior to their scheduled duty shift. The Operations Chief receiving this notification shall notify the station captain where the member was scheduled to work and both the Battalion Chief and the captain shall notify their relief at shift change. In other divisions, members shall notify someone in the office of their absence. This notification shall be made within 30 minutes of the start of their scheduled shift.
- 5-9 While on sick leave, members shall not work at another job. The Fire Chief may make exceptions to this rule with appropriate medical clearance.
- 5-10 Members who use sick leave shall sign a personnel action form and shall indicate on the form the reason for their absence.
- 5-11 Members who are members of the "Doubling List" and whose sick leave is exhausted are allowed to have other members work for them in accordance with the guidelines on substitutes and rules of the "Doubling List" as established by the members.

Section 6 Military Leave

- 6-1 Fifteen (15) days of military leave per Federal fiscal year are available to members of the reserves or National Guard. This military leave may be taken for weekend drills, annual duty, specialized training, or any other active military duty.
- 6-2 Members must notify their chain of command as far in advance as possible of the need to take military leave.

Section 7 Return from Active Military Duty

- 7-1 Return from active military duty will be handled in accordance with USERRA and applicable sections of Civil Service law.
- 7-2 In order to be eligible to be returned to duty after a period of military service, a member must meet each of the following requirements:
 - a) Member must have received an honorable discharge or other honorable separation from service
 - b) Member must remain physically and mentally fit to discharge the duties of their position
 - c) Member must make application for reinstatement within the time limits established in USERRA
 - d) Member must maintain current required certifications, including TCFP structure firefighter and DSHS Emergency Medical Technician
- 7-3 To determine physical fitness for duty, members may be required to complete an entry physical and the incumbent physical ability test

- a) Members whose absence for military duty is greater than or equal to one year shall be required to take the physical and PAT
 - b) Members whose absence for military service is less than one year may be required to take the physical and PAT at the discretion of the Fire Chief
- 7-4 Mental fitness for duty will be assumed unless evidence indicates otherwise. If a question as to mental fitness arises, the Fire Chief will institute proceedings under Section 143.081 of Civil Service law.
- 7-5 At the discretion of the Fire Chief, an orientation and retraining period may be required prior to a returning member being assigned to fire suppression duties.

Section 8 Substitutes

8-1 Members in operations division may employ substitutes (commonly called swap time) to work in their place.

~~8-18-2~~ Members may have no more than 12 substitutions during the fiscal year (Oct. 1st-Sept. 30th), exceptions may be requested in writing to the Fire Chief.

~~8-28-3~~ When a member employs a substitute, the member is on duty for payroll purposes only. The substitute is on duty for all other purposes.

~~8-38-4~~ Members shall request approval for substitutes at least one shift in advance on the form provided for this purpose. The Company Officer shall recommend approval or disapproval of the substitution and forward the form to the Operations Chief. The Operations Chief shall make the final decision of approval or disapproval of the substitution. Operations Chief substitutes shall be approved or disapproved by the Fire Chief. Requests for substitutes received less than one shift in advanced may be considered at the discretion of the officers involved.

8-5 Members shall make a reasonable effort to employ a substitute of equal rank. In every case, substitutes shall be qualified to perform the duties of the position filled. Members shall not employ substitutes more than one rank below their own. ~~Operations Chiefs may make exceptions to this rule if sufficient qualified members are available to fill all positions, any moving by members is voluntary, no step up pay is created, and no major disruption of the crew is created.~~

8-6 Substitutions are time for time only, no other form of remuneration is allowed regardless of the circumstance.

~~8-48-7~~ Members working overtime are not permitted to employ a substitute.

~~8-58-8~~ Station officers shall record substitutes in the company log book. Operations Chiefs shall record substitutes in the Operations Chief's log book and on the status report.

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~~8-68-9~~ Members shall not work another job while off with a substitute with the exception of required military reserve drills.

~~8-78-10~~ Any substitute arrangements that will result in a member being off multiple shifts ~~over an extended period of time will~~ shall not be approved.

~~8-88-11~~ ~~Substitutes may be employed to attend college or university classes but not between the hours of 7:00 a.m. and 5:00 p.m. weekdays.~~

~~8-98-12~~ Receiving time off by employing a substitute is a privilege, not a right. Members who abuse this privilege are subject to disciplinary action and/or having this privilege revoked on an individual basis at the discretion of the Fire Chief.

Section 9 Disciplinary Action

- 9-1 All disciplinary action taken shall be taken in accordance with State and local Civil Service rules and regulations and in accordance with any applicable federal, state, and local statutes.
- 9-2 The degree of disciplinary action that may be taken by the Fire Department is as follows:
 - a) Oral reprimand (including documented oral reprimand)
 - b) Written reprimand
 - c) Demotion
 - d) Temporary suspension without pay.
 - e) Indefinite suspension without pay.
- 9-3 Action taken will depend on the degree of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- 9-4 Company officers and Battalion Chiefs may give oral reprimands. If desired, these officers may document these oral reprimands to the Fire Chief on the form provided.
- 9-5 All levels of disciplinary action other than oral reprimand shall be given by the Fire Chief. Officers who believe disciplinary action is needed shall initiate such action by letter through channels to the Fire Chief. Officers shall include in this letter a description of the problem, any supporting evidence or documentation, and a recommendation for action.
- 9-6 Any member subject to disciplinary action shall be given an opportunity to present any information he/she has or any mitigating circumstances prior to disciplinary action being taken.
- 9-7 The Fire Chief shall have the final decision in all disciplinary matters, subject to appeal procedures in civil service statutes.

Section 10 Promotional Procedures

- 10-1 The Fire Chief shall make all promotions in accordance with Texas civil service law and City of Texarkana, Texas Civil Service Rules and Regulations.
- 10-2 At least two copies of all books on promotional reading lists will be available at the Texarkana Public Library. One copy of each book will be kept in the library and will be available to study there. One or more copies of each book will be available to members to check out. Books shall be checked out for seven (7) days only. Books shall not be checked out consecutively by the same person
- 10-3 Books on promotional reading lists may be available from the Fire Department library. When a promotional exam is not posted, members may check out these books in accordance with normal procedures. From the time an exam notice is posted until an exam is given, members may check out these books for no longer than seven (7) consecutive days. Books shall not be checked out consecutively by the same person.
- 10-4 From the time an exam notice is posted until an exam is given, only those members eligible to take that promotional exam may check out study material for that exam. This applies both at the public library and at the department library.
- 10-5 Members shall return any books that are on the reading list for a currently posted promotional exam in a prompt manner and no later than the due date. Failure to return books on time will result in disciplinary action.
- 10-6 Members shall not take promotional exams while on duty; however, members may employ a substitute while taking a promotional exam.
- 10-7 Members must make arrangements to be present when an exam is given regardless of vacation or other leave time.
- 10-8 The Civil Service Director shall schedule the date, time, and location of exams. Member's dates of eligibility for the exam will not be consulted when scheduling the exam.

Section 11 Overtime Hiring and Emergency Recall

- 11-1 Routine Overtime Hiring
 - a) Routine overtime hiring must be done in a consistent manner to insure fairness to all members. Circumstances in hiring vary. Generally, someone must be hired immediately. Sometimes time is not a concern within reasonable limits. Be sure that all members are afforded the same opportunity to work if they so desire, within the guidelines imposed by these rules.

- b) Overtime hiring worksheets will be provided for each crew. Each crew's worksheet will have the names of members on the other two crews listed in order of seniority. Care must be exercised to be certain that the appropriate worksheet for the crew on duty is used.
- c) The last member hired will be listed in the Operations Chief log book and on the list kept in the Operations Chief's office for that purpose. Each shift will have a separate column on the "last hired" sheet.
- d) When hiring, the member calling (normally the Operations Chief) will start with the first name on the overtime hiring worksheet under the person last hired.
- e) Members will be called in the order that their name appears on the worksheet. No member will be skipped except for reasons listed in this procedure. If a member is hired, write the time hired for and the station on the left side of their name. If a member is not hired, indicate the reason on the right side of their name.
- f) Overtime hiring will be for ½ shift at a time under normal circumstances. All daytime slots will be filled prior to hiring evening slots.
- g) Members will be utilized at their rank whenever possible. If not possible, they will be utilized at the highest available position below their rank.
- h) Members must be capable of filling the position needed. Members who cannot drive fire department vehicles, including those on probation, may be hired if sufficient personnel are available to fill required driver and officer positions. (Except see policy on probationary firefighters for exception during first few months of employment.) Otherwise, no member should be excluded from working overtime if arrangements can reasonably be made to fill all required positions.
- i) Members on sick leave will not be hired overtime. For purposes of overtime, sick leave begins when a member calls in sick and does not end until the member reports back to work. For example, a member is off on sick leave 24 hours on Monday. His next scheduled shift is Thursday. He is not eligible for overtime on Tuesday or Wednesday.
- j) Members on vacation are not eligible for overtime. For purposes of overtime, vacation leave begins at the time a member is actually off work and ends when he reports back. For example, a member's vacation starts at 7:00 AM on April 15 and he reports back to work at 7:00 AM on April 30. He is eligible for overtime on April 13 and 14, but he is not on April 28 or 29. This rule is written for purposes of consistency. This is being approached in different ways by different people.

- k) Members off on holiday, vacation, or incentive leave of one shift or less are ineligible for overtime only on their shift while they are actually on leave. For example, a member takes a holiday on Monday night. He is eligible for overtime on Tuesday.
- l) Operations Chiefs may consider response time in the hiring process. For example, it is 06:45 and the next person on the list for hiring lives approximately 90 minutes away. The position needs to be filled at 07:00 or someone will be forced to stay overtime. It is appropriate to skip the out of town person and go down the list to someone who lives closer. It would not be appropriate to skip someone if the hiring is being done for the PM shift and there is sufficient time for travel. The Operations Chief needs to use judgment in this process. He must balance giving equal rights to overtime work to all members against the immediate need to fill an open position. If a member is skipped when hiring for daytime because of travel time, the skipped member(s) shall be considered for the PM shift if needed.
- m) When calling for overtime, always identify yourself and the purpose of your call to the person answering the phone even if the member is not home. If you reach an answering machine, leave this information on the machine. This is the proper and courteous thing to do and helps prevent complaints that the member was not called.
- n) Phone rings are only 5 seconds apart. Always let the phone ring at least 6 times before hanging up and writing "no answer" on the call sheet.
- o) Both primary and secondary contact numbers are shown on the overtime sheet. Primary numbers will always be called. Secondary numbers are shown for convenience sake and are not required to be called. Be consistent. If you call the secondary number for one person, call them for all.
- p) Show equal consideration to all members when hiring overtime. Each member deserves an equal chance to work. If you have time to let one member's spouse call him to call you back, treat all the same. Favoritism has no place in the hiring process.
- q) Only members assigned to Operations Division are eligible for regular overtime in Operations Division. New members who have not completed training and members assigned to other divisions are not eligible. Members are not eligible for regular overtime on their own shift.

11-2 Emergency Recall

- a) Emergency recall hiring will be handled differently. If an entire shift is needed to be recalled, or all off duty personnel, the Incident Commander should request the dispatcher to initiate a recall of a particular shift or shifts through the “Code Red” system. When the Incident Commander needs a certain number of personnel (less than a full shift), he should contact the investigator on call and request that the investigator initiate a recall of personnel until he has contacted the required number. Members living in the immediate Texarkana area will be called before those who travel any significant distance. No particular order of calling is required in an emergency recall. Any members who can be reached will be hired.

Section 12 Miscellaneous Provisions

12-1 Moonlighting

- a) City personnel guidelines require that all full-time city employees who hold other positions of paid employment or accept pay for services obtain written approval of their department head prior to accepting such employment. The Department Head may cancel such approval at any time it is determined that such outside employment conflicts or interferes with a member's duties and responsibilities as an employee of the City of Texarkana, Texas.
- b) Members wishing to request such approval shall do so on a form available from the Fire Chief's office. Members must fill out forms completely, providing all requested information.
- c) Members shall give priority to their duties and responsibilities as Fire Department employees over any responsibility to other employers. Such responsibility to another employer shall not be a valid reason for not responding to an emergency recall, mandatory overtime, required meeting, required training, or any other obligation to this department.
- d) Members shall not engage in business activities related to other employment while on duty and shall not use city property or facilities for such activities.
- e) Members shall use care in selecting outside employment to ensure that the employment does not create a conflict of interest with regard to their Fire Department employment.
- f) Members shall not use their status as Fire Department members in any way to generate additional business or solicit favors in regard to outside employment.
- g) Members shall inform the Fire Chief on the appropriate form when the member leaves employment at a part-time job previously approved.

12-2 Flower Fund

- a) A flower fund has been established in the Fire Department. This fund shall be maintained to provide flowers in accordance with these guidelines.
- b) When the balance in the fund is depleted, the Battalion Chiefs in charge of each crew and division will collect a contribution from each participating member. The particular amount of the contribution will be determined by the Fire Chief. Participation by members is voluntary.
- c) The flower fund will be administered by the Fire Department Administrative Coordinator. The Administrative Coordinator will receive and deposit all contributions, make payments, and place orders. In the absence of the Administrative Coordinator, the Fire Chief or a member designated by the Fire Chief will administer the fund.
- d) Flowers will be sent to the funeral of a current member, the immediate family of a current member, or a retired member. For purposes of this section, immediate family is defined as husband, wife, son, daughter, father, mother, brother, sister, father-in-law, or mother-in-law.
- e) If requested by the family of the deceased, a contribution may be made to a chosen charity in lieu of sending flowers.
- f) Members who become aware of a death in one of these categories shall notify the Battalion Chief on duty. The Battalion Chief shall notify the Fire Chief so that necessary arrangements can be made.

12-3 Nepotism

- a) City personnel guidelines regulate nepotism within the City government. Refer to the personnel guidelines for exact wording.
- b) Within the Fire Department, the nepotism rules will be applied as follows:
 - i) Two related members will not be allowed to work at the same station.
 - ii) Two related Captains will not be allowed to work on the same crew.
 - iii) No member shall supervise, directly or indirectly, a related member.
- c) As long as the requirements in 3-9.02 above are not violated, related members may work on the same shift. Operations Chiefs should make a reasonable effort to accommodate related members when a related member is eligible for overtime on his relative's shift.
- d) Related members will not normally be permanently assigned to the same crew. While legal, it would present scheduling problems if the restrictions had to be dealt with on a regular basis.

12-4 Education and Training Procedures

- a) In order to maintain consistency between City personnel guidelines and Fire Department policies while maintaining an awareness of differences in Fire Department schedules, the following policy will be followed in regard to attending training or college & university classes on duty days.
 - i) Members may employ a substitute (swap time) to attend classes, but not from 7:00 AM to 5:00 PM weekdays.
 - ii) Regular college classes may not be attended on duty regardless of job relationship except for classes that are required by the department.
 - iii) Shorter seminars (one or two day) that are job related will be considered on an individual basis by the Fire Chief.
- b) Exceptions to the above policy may be made if the Fire Chief considers a particular class beneficial to the department as a whole and the exception is reasonable.

12-5 Public Service Leave

- a) A member called to jury duty or subpoenaed to testify as a witness will receive public service leave during the time of the court appearance.
- b) If a member is not selected for a jury, the member will return to work immediately after being dismissed by the judge.
- c) If a member is selected to serve on a jury, the member will return to work after the completion of the trial and dismissal by the judge.
- d) A member called as a witness will return to work as soon as released by the judge.
- e) The above guidelines are general. Obviously, if a member is selected for a jury but does not have to report for an extended period of time, he should work when scheduled in the interim. Common sense must be used in applying these guidelines.
- f) All members shall document court appearance requirements by providing a copy of the juror summons or the subpoena.

12-6 Member Telephone Numbers

- a) All members are required to provide their home telephone number for contact during off duty hours.
- b) Normally, member phone numbers will be posted at all fire stations and in the Operations Chief's office.
- c) If a member requests in writing, his phone number will be omitted from the lists posted at the fire stations. It will still be included on the list posted at the Operations Chief's office.

- d) Member's phone numbers are not to be released to callers. If a request is received for a member phone number, advise the caller that the number cannot be released. Offer to take the caller's name and phone number and relay the information to the member as soon as possible. Always maintain a professional and courteous attitude when dealing with this situation.

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Names	Count	Shifts	O/U 121	2013																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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§ 553.31**29 CFR Ch. V (7–1–11 Edition)**

in the case of public safety employees as discussed below in section (3)), as well as all the facts and circumstances in a particular case, in determining whether employment in a second capacity is substantially different from the regular employment.

(3) For example, if a public park employee primarily engaged in playground maintenance also from time to time cleans an evening recreation center operated by the same agency, the additional work would be considered hours worked for the same employer and subject to the Act's overtime requirements because it is not in a *different capacity*. This would be the case even though the work was *occasional or sporadic*, and, was not regularly scheduled. Public safety employees taking on any kind of security or safety function within the same local government are never considered to be employed in a *different capacity*.

(4) However, if a bookkeeper for a municipal park agency or a city mail clerk occasionally referees for an adult evening basketball league sponsored by the city, the hours worked as a referee would be considered to be in a different general occupational category than the primary employment and would not be counted as hours worked for overtime purposes on the regular job. A person regularly employed as a bus driver may assist in crowd control, for example, at an event such as a winter festival, and in doing so, would be deemed to be serving in a different capacity.

(5) In addition, any activity traditionally associated with teaching (e.g., coaching, career counseling, etc.) will not be considered as employment in a *different capacity*. However, where personnel other than teachers engage in such teaching-related activities, the work will be viewed as employment in a *different capacity*, provided that these activities are performed on an occasional or sporadic basis and all other requirements for this provision are met. For example, a school secretary could substitute as a coach for a basketball team or a maintenance engineer could provide instruction on auto repair on an occasional or sporadic basis.

§ 553.31 Substitution—section 7(p)(3).

(a) Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.

(b) The provisions of section 7(p)(3) apply only if employees' decisions to substitute for one another are made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or "trade time" with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his/her sole option when it has been made (i) without fear of reprisal or promise of reward by the employer, and (ii) exclusively for the employee's own convenience.

(c) A public agency which employs individuals who substitute or "trade time" under this subsection is not required to keep a record of the hours of the substitute work.

(d) In order to qualify under section 7(p)(3), an agreement between individuals employed by a public agency to substitute for one another at their own option must be approved by the agency. This requires that the agency be aware of the arrangement prior to the work being done, i.e., the employer must know what work is being done, by whom it is being done, and where and when it is being done. Approval is manifest when the employer is aware of the substitution and indicates approval in whatever manner is customary.



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

November 23, 2004

FLSA2004-23

Dear **Name***,

This is in response to your letter requesting an opinion letter concerning the issue of "donating" and "exchanging" time under section 7(p)(3) of the Fair Labor Standards Act (FLSA) for firefighters employed by the **Name***. We regret the long delay in responding.

A firefighter suffered an injury and was unable to work for an extended period. Her fellow firefighters decided to work her regular shift to ensure that her pay and benefits would continue uninterrupted. The employer, after becoming aware of this practice, disallowed it, and stated that the injured firefighter would be required to repay all the donated time. A discussion between you and a member of my staff on March 9, 2004, revealed that this employee has not worked for about four months, and during that time up to nine of her co-workers voluntarily substituted in her place during her scheduled shifts. On average, each of the firefighters substituted one 24 hour shift on her behalf.

You ask whether a group of firefighters may "donate" time to another firefighter by working in her place during her regular shift schedule in order for her to receive regular pay. The FLSA does not use the terms "donate" or "exchange," but rather uses the term "substitute." Generally, the FLSA and the implementing regulations provide that public agency employees may agree to substitute for each other and that the pay of both the substituting and substituted employee is unaffected. These provisions would permit the scenario described in your letter as long as the "substitution" comports with the statutory and regulatory substitution requirements set out below.

Section 7(p)(3) of the FLSA provides that two individuals employed in the same capacity by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours. 29 U.S.C. §207(p)(3). It further states that the hours worked by the substituting employee shall be excluded by the public agency in the calculation of the hours for which the substituting employee is entitled to overtime compensation under the Act. The implementing regulations provide that when "one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift." 29 CFR §553.31(a).

The regulations limit the application of section 7(p)(3) to situations where the "employees' decisions to substitute for one another are made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or 'trade time' with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his/her sole option when it has been made (i) without fear of reprisal or promise of reward by the employer, and (ii) exclusively for the employee's own convenience." 29 CFR §553.31(b).

The implementing regulations also provide guidance on satisfying the statutory requirement for a public agency to approve an agreement between employees to substitute for one another. This approval requirement is satisfied "when the employer is aware of the substitution and indicates approval in whatever manner is customary." 29 CFR §553.31(d).

Finally, there is no provision in section 7(p)(3) or its implementing regulations that could be construed to require one individual to "repay" the other individual who agrees to a work substitution arrangement. Previous opinion letters issued by the Wage and Hour Division, dated January 2, 1987 and December 13, 1993, have stated consistently that there is no FLSA requirement that an employee substitute in turn in order to pay back the other employee. This is a matter left for the parties to resolve.

You also ask whether a firefighter may substitute shifts with more than one firefighter at any one time.



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

Neither section 7(p)(3) nor its implementing regulations limit the number of substitutions between employees. See January 2, 1987 opinion letter. However, as mentioned above, an agreement between individuals employed by a public agency to substitute for one another at their own option must be approved by the agency. Additionally, section 7.7 of the collective bargaining agreement between the **Name*** and the **Name*** Professional Fire Fighters Union Local 3174 is consistent with this requirement by noting that employees "may exchange shifts if advance approval is obtained from the Fire Chief, and there shall be no liability for overtime pay as a result of the shift exchange." Thus, while both section 7(p)(3) and the collective bargaining agreement require employer approval to substitute work performed by one employee for another employee, neither prohibits a public agency from limiting the number of times work substitutions can be exchanged.

This opinion is based exclusively on the facts and circumstances described in your request and is given on the basis of your representation, explicit or implied, that you have provided a full and fair description of all the facts and circumstances which would be pertinent to our consideration of the question presented. Existence of any other factual or historical background not contained in your request might require a different conclusion than the one expressed herein. You have represented that this opinion is not sought by a party to pending private litigation concerning the issue addressed herein. You have also represented that this opinion is not sought in connection with an investigation or litigation between a client or firm and the Wage and Hour Division or the Department of Labor.

We trust that the above is responsive to your inquiry.

Sincerely,

Alfred B. Robinson, Jr.
Acting Administrator

*Note: * The actual name(s) was removed to preserve privacy.*

TTFD-Schlotter, Eric

From: Melissa Cranford <cranford@laborcounsel.net>
Sent: Wednesday, July 22, 2015 10:35 AM
To: TEX-Powell, Jim
Subject: SWAP time issue

CONFIDENTIAL COMMUNICATION: PROTECTED BY ATTORNEY-CLIENT PRIVILEGE

Dear Jim:

Per our conversation of yesterday, please be advised that the City has a large area of discretion in regulating the practice of shift swapping in the fire department. Please find some of the options we discussed below, from most restrictive to least:

1. Prohibit employees from engaging in shift swapping. (The only caution I would add, is that it needs to be applied uniformly and in both the police and fire departments.)
2. Prohibit employees from paying workers directly. (This is probably a good limitation for a number of reasons, as the City does have some exposure in allowing an individual to work if it results in either a minimum wage violation or an overtime deficit because of additional time worked for which the employee would not receive a time and a half equivalent. Allowing the extra shifts also drives up the potential cost of overtime if paid in accordance with the FLSA and the City's payroll practices. Further, by allowing an employee to pay a co-worker out of pocket to work instead of a time-for-time swap results likely results in a non-payment of payroll taxes and proportional retirement benefits.)
3. Require a minimum number of hours to be worked by each employee per pay period or per month. (This restriction is also backed up by the guidelines for the Affordable Care Act. Under the ACA, to be considered a full-time employee and eligible for employee sponsored coverage, employees must work 30 hours per week. Employees who are not working 30 hours per week, but are accepting benefits may be engaging in fraudulent conduct under the insurance plan. Employers who knowingly allow the employee's conduct may also encounter liability through the plan documents.)
4. Require a minimum number of shifts to be worked per pay period or per month.
5. Require that shift swap be paid back within a pay period.
6. Require approval from supervisor to engage in shift swapping
7. Prohibit shift swapping between ranks. (i.e., only drivers may work for drivers.)

These are some of the most obvious and common limitations, but a combination of any of these rules may also be instituted. Please let me know what questions you might have in forming a policy.

Kindest regards,

Melissa H. Cranford

Approved;

C. P. Birmingham, Fire Chief

Texarkana, Texas
December 15th, 1954To: C. P. Birmingham
Chief Fire Department
Texarkana, Texas

We; the undersigned members of the Texarkana, Texas Fire Department, desire to make the following agreement. It is agreed and understood by and between each of the undersigned that in the event any of us should become sick or disabled to the extent that we are unable to carry out our duties in the Fire Department., and after all sick leave has been exhausted by the man affected that we agree to "double" for him. Providing however, that the following provisions are complied with.

(1) No member is to be actively engaged in gainfull employment while receiving the benefits of this agreement. If the members of this agreement feel that this provision is being violated or abused they can by a majority vote "expell" the member in question.

(2) No member is required to work (double) during his vacation or specified (regular) day off.. However this provision is optional and should a man elect to work during these periods he can do so. Should a member desire ~~not~~ to work during these periods he is required to make up the time at a later date. Each mans cooperation will contribute to the success of this agreement.

agreement

(3) The members of this ~~xxxx~~ request the Chief and Department Officers to allow the men that are doubling to work at the station where the vacancy exists, as a result of man being off sick or disable. However this request is made with the thought in mind of maintaining the efficiency of the Department at all times.

EACH UNDERSIGNED MEMBER IS ENTITLED TO RECEIVE DOUBLING BENEFITS OF 180 WORKING DAYS (not to exceed 180 work days)

Resigned	<i>[Signature]</i>	<i>E. D. Dixon</i>	Retired
Deceased	<i>[Signature]</i>	<i>A. H. Jamell</i>	Retired
3	<i>[Signature]</i>	<i>H. D. Schlink</i>	Retired
4	<i>[Signature]</i>	<i>G. F. Slaton</i>	
5	<i>[Signature]</i>	<i>Joe A. Burnett</i>	Resigned
6	<i>[Signature]</i>	<i>G. I. Bennett</i>	
7	<i>[Signature]</i>	<i>J. H. Hughes</i>	Resigned
Deceased	<i>[Signature]</i>	<i>Joe H. Gill</i>	
9	<i>[Signature]</i>	<i>Joe E. Benjamin</i>	Retired
Retired	<i>[Signature]</i>	<i>B. W. Galt</i>	
Retired	<i>[Signature]</i>	<i>H. E. McSee</i>	
12	<i>[Signature]</i>	<i>B. J. Chapman</i>	Retired
Resigned	<i>[Signature]</i>	<i>J. H. L. Brown</i>	Resigned
Retired	<i>[Signature]</i>	<i>B. J. Fox</i>	
15	<i>[Signature]</i>	<i>Joe E. Pope</i>	Deceased
16	<i>[Signature]</i>	<i>Edward Benzig</i>	
Resigned	<i>[Signature]</i>	<i>Clown R. Fin</i>	Deceased

Additional signatures to be made on the reverse side.

REGULAR MEETING
DECEMBER 28, 1954
7:00 P.M.

The City Council of the City of Texarkana, Texas, met in Regular Session in the Council Chambers of the Municipal Building, December 28, 1954 at 7:00 P.M. Mayor A. P. Miller, Jr. present and presiding.

CALL TO ORDER

Chief of Police Leon Arnold called the meeting to order.

ROLL CALL

On roll call the following Aldermen were present:

Hon. J. R. Bryant, Alderman Ward 1	Hon. N. S. Petty, Alderman Ward 5
Hon. A. P. LeGrand, Jr., Alderman Ward 2	Hon. C. E. Hervey, Alderman Ward 6
Hon. Paul Blankenship, Alderman Ward 3	Hon. Geo. McCoppin, Alderman at large
Hon. J. W. Poore, Jr., Alderman Ward 4	

* * * * *

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LIGHT, WATER AND FIRE

Alderman Petty discussed the matter of off duty firemen which was placed in his Committee at the last meeting.

ACTION TAKEN

Motion was made by Alderman Petty, seconded by Alderman Bryant, that firemen in the Fire Department of the City of Texarkana, Texas, shall be permitted to engage in agreements to double for sick or disabled fellow firemen, not sick, injured or disabled in line of duty, said doubling to be on a volunteer basis, without any compulsion from anyone. The sick, injured or disabled firemen shall be carried on the payroll of the City of Texarkana, Texas, after his sick leave has been exhausted so long as there is some qualified fireman of the Fire Department of the City of Texarkana, Texas, working for him during his tour of duty, and the period of time for such doubling shall not exceed 180 working days. For the purposes of clarity, if a fellow fireman agrees to double for the sick, injured or disabled employee, fails to present himself for work, the sick, injured or disabled firemen shall be considered absent without leave. If a fellow fireman presents himself for work and begins work, the fellow fireman will be considered in line of duty for all purposes, except pay purposes. If the fellow fireman violates any civil service rule while doubling for a sick, injured or disabled fireman, the fellow fireman shall be subject to such disciplinary action as though he were on his regular tour of duty.

On roll call the following Aldermen voted:

Yeas: Bryant, LeGrand, Blankenship, Poore, Petty, Hervey, McCoppin
Yeas: 7
Nays: None

McKINNEY FIRE DEPARTMENT
ADMINISTRATIVE DIRECTIVE

Issued 08/09/2013	Archived:
Effective: 08/09/2013	
Revised: 05/21/15	
Authorized by: D T Kistner	Date: 05/21/15

Trade-Out 1.028

Related Directives/SOG/Memo's	Related Forms

1.028.01 **PURPOSE:**

It is the purpose of this policy to outline and define the Trade-out Policy for the McKinney Fire Department.

1.028.02 **SCOPE:**

It is the policy of the McKinney Fire Department to allow shift personnel to trade with each other on a limited basis while meeting the needs of the Department. It shall be the responsibility of all members and Fire Department employees to be familiar, understand, and implement this directive.

1.028.03 **DEFINITIONS:**

Trade-out – By mutual agreement, one individual of equal classification is voluntarily working for another with the concurrence of their supervisors.

Company Officer – the officer (s) for whom a person works and officially reports.

1.028.04 **POLICY:**

- A. Company officers are responsible for their personnel; they have the authority to approve or deny trade-out requests.
- B. All trade-outs shall be on a time-for-time basis only.
- C. Trade-out shall be allowed on an “as needed” basis, regulated by the company officer. The members involved in the trade-out will be within the same classification and have the necessary knowledge and expertise to perform all the duties of the position. (e.g., Captain for

Captain, Driver for Driver, Firefighter for Firefighter). Duties, functions, and activities of a particular assignment shall not be compromised.

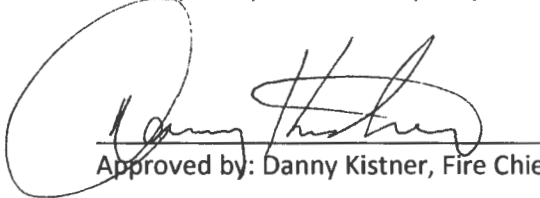
- D. Members are responsible for their particular shift. Members cannot delegate responsibility for their work shift to another. When a substitute does not or cannot report as agreed, the responsibility for securing another substitute remains with the member originally scheduled to work. If a substitute cannot be secured, the regularly scheduled member shall report for work as scheduled. If a substitute calls in sick or must leave due to illness or family emergency, the sick time will be charged to the regularly scheduled member.
- E. Trade-out records will be the responsibility of the members trading time. The company officer will be responsible for recording the trade on the Central Calendar as well as keeping all records in the stations trade-out log. Disputes should be settled at the company officer's level, then up the chain of command as required.
- F. Member will not be eligible for trade-outs while on probation for fire recruit or disciplinary probation.

1.028.04 SUSPENSION:

- A. Trade-out leave shall be considered a privilege, and as such, may be suspended. Any individual placed on trade-out suspension shall not give or receive new trade-outs for the duration of the suspension. Any outstanding time to be received or given by the suspended individual shall only be allowed upon approval of the Battalion Chief.

1.028.05 EXCEPTIONS:

- A. Any exceptions to this policy shall be at the discretion of the Fire Chief or designee.



Approved by: Danny Kistner, Fire Chief

Nacogdoches Fire & Rescue	104.3
Standard Operating Procedure	Leave Time – Exchange of Time
Originally Issued: 00-00-00	Approved By:
Last Revision: 07-13-11	

OBJECTIVE:	The objective of this section is to establish guidelines regarding exchange of time that are in addition to those leave guidelines established in the City of Nacogdoches Personnel Policies guidebook. The following information is specific for Nacogdoches Fire & Rescue operations.
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PHILOSOPHY

Exchange of time between members increases flexibility among firefighters, improves employee morale and has a direct relationship to decreased use of sick and emergency leave.

STANDARD

- I. Exchange of Time
 - A. Members may have another member work for them for a total of 96 hours each month. Exchange of time must meet other conditions of this section.
 - B. Exchanges of time are just that, exchanges of time. Members may work for others who can reasonably be expected to repay them with time (see subsection I(2) below for special circumstances). Members are not authorized to exchange time for remuneration other than like time itself.
 - C. All exchanges must be documented on the Department's Exchange of Time Agreement form and must be approved prior to the occurrence of the exchange.
 - D. A station officer has the authority and responsibility for approving or not approving Exchange of time request for Driver/Engineers and Firefighters.
 - E. With due cause, a BC may disapprove an Exchange of Time that was approved by a Captain.
 - F. A Battalion Fire Chief (BC) has the authority and responsibility for approving or not approving Exchange of time request for Captains.
 - G. With due cause, a BC may disapprove an Exchange of Time that was approved by a Captain.
 - H. Exchanges permitted:
 1. Battalion Fire Chief for Battalion Fire Chief
 2. Captain for Captain or Driver/Engineer
 3. Driver/Engineer for Captain, Driver/Engineer, or Firefighter
 4. Firefighter for Firefighter or Driver/Engineer
 - I. Exchange of Time form: The Exchange of Time form is to be filled out before the exchange of time takes place. This document is to cover any possible questions about why an employee was working other than their normal shift. Both parties must sign the form before the exchange takes place.
 - J. Special Circumstances:
 1. If an employee exhausts all leave time due to a major illness or accident, other members may at their own choice exchange time for that employee without the affected employee having to replace the time. Such situations must be approved by the Fire Chief

2. From time to time other situations occur that make non-traditional exchange of time appropriate (working outside of permitted ranks, extended family illness, etc.). Variances of this policy to accommodate those occasions require approval of the fire chief.
- K. Qualifying Situations:
1. An employee may not work for another employee on Exchange of Time after being absent due to sickness until they have completed their next shift assignment.
 2. If an Exchange of Time request was previously signed before an employee is off sick, it is the responsibility of the member who was to work to get someone else to take their place or notify the member for whom they were to work for that they cannot work. Any disciplinary action, docked pay, or charged leave time will be against the employee who was to work for another employee.
 3. Anyone on Firefighter Probation status is not eligible to work for another employee but they may have someone else work in their place.
 4. An employee on the same shift cannot take Vacation or Comp-time to Exchange Time with someone on their particular shift.
 5. An employee working overtime cannot get someone to work for him/her.
- L. Exceptions: Exceptions to this policy may be made in extenuating circumstances. Members who feel they have a need for an exception shall present their request in writing to their BC. The final decision will come from the Fire Chief.

Legal Basis

Texas Local Government Code

Section 142.001. GENERAL PROVISIONS RELATING TO HOURS OF LABOR AND VACATION OF MEMBERS OF FIRE AND POLICE DEPARTMENTS IN MUNICIPALITIES.

(d) Sections 142.0013, 142.0015, and 142.0017 do not prevent a fire fighter or police officer from working extra hours when exchanging hours of work with another fire fighter or police officer with the consent of the department head.

29 CFR §553.31(a).

Title 29: Labor

Subtitle B: Regulations Relating to Labor (Continued)

CHAPTER V: WAGE AND HOUR DIVISION, DEPARTMENT OF LABOR

SUBCHAPTER A: REGULATIONS

PART 553: APPLICATION OF THE FAIR LABOR STANDARDS ACT TO EMPLOYEES OF STATE AND LOCAL GOVERNMENTS

Subpart A: General

553.31 – Substitution - section 7(p)(3).

(a) Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.

(b) The provisions of section 7(p)(3) apply only if employees' decisions to substitute for one another are made freely and without coercion, direct or implied. An employer may suggest that an employee

substitute or trade time with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his/her sole option when it has been made (i) without fear of reprisal or promise of reward by the employer, and (ii) exclusively for the employee's own convenience.

(c) A public agency which employs individuals who substitute or trade time under this subsection is not required to keep a record of the hours of the substitute work.

(d) In order to qualify under section 7(p)(3), an agreement between individuals employed by a public agency to substitute for one another at their own option must be approved by the agency. This requires that the agency be aware of the arrangement prior to the work being done, i.e., the employer must know what work is being done, by whom it is being done, and where and when it is being done. Approval is manifest when the employer is aware of the substitution and indicates approval in whatever manner is customary.

		
Exchange of Time Agreement		
In accordance with Chapter 142 of the Texas Local Government Code, firefighters are eligible to exchange time for time with other firefighters with approval of the department head. Exchanges must be hour for hour unless otherwise approved by the Fire Chief (ex: extended illness, etc.). Exchanges for any remuneration other than time are not authorized.		
Member Giving Exchange		Person Receiving Exchange
Date of Exchange	Begin Time	End Time
This agreement is for a total exchange of _____ hours.		
CERTIFICATION		
- The member <u>giving the exchange</u> is responsible for reporting to the assigned station on the date and time shown to work. - The member <u>giving the exchange</u> will be charged leave time or docked pay to cover any and all overtime cost as a result of failing to fulfill the terms of this Agreement and may be subject to disciplinary action. - The member <u>giving the exchange</u> certifies that they are capable of performing the duties of the person they are working for. - The member <u>giving the exchange</u> shall not be absent due to emergency or illness on their last shift prior to the exchange. - The member <u>giving the exchange</u> is not on firefighter probationary status. - Members may only receive 96 hours per month in exchanges unless approved by the Fire Chief. - Exchanges must be approved in advance and may be denied for the good of the Department or other valid reason by the shift commander.		
Member Receiving Exchange		Date
Member Giving Exchange		Date
Officer Authorizing Exchange		Date



Standard Operating Procedures/Guidelines

Revision Number

2

Shift Adjustment Policy

Date Issued: 10/19/2012 • Date Revised: 09/09/2016

Purpose: This policy will serve as the guideline for personnel wishing to perform mutually agreed-upon shift adjustment(s). This policy will only address mutual shift adjustment(s) or "time-for-time" agreements. Effective with this policy, shift adjustments based on "time-for-cash" or "time-for-services" agreements **will no longer be an option.**

Scope: The *Shift Adjustment Policy (aka: Traded Hours/Shift Trade/Time Trade)* SOP/SOG applies to all members within the Operational field of the Longview Fire Department.

Definitions: TRO (Traded Hours Off) is the payroll code for the time off an employee is using.

TRW (Traded Hours Worked) is the payroll code for the time worked for another employee.

I. Policy

- A.** An employee will be allowed no more than 10 shifts or 240 hours of TRO (Traded Hours Off) per calendar year. In addition, no employee will be allowed more than 10 shifts or 240 hours of TWO (Traded Hours Worked) per calendar year.
- B.** Employees participating in a mutually agreed-upon shift adjustment must be completely capable of fulfilling the expected job-duties of the individual with whom they are replacing.
- C.** Firehouse will be properly documented to reflect a shift adjustment taking place with the proper payroll codes TRW or TRO as the employee's Activity Code for that particular time/shift as well as the other mutually agreeing party.
- D.** When an employee wishes to arrange a shift adjustment they will notify their immediate supervisor not less than 24-hours prior to the scheduled date that the adjustment is to occur.
- E.** The Station Officer and/or Battalion Chief retain the authority to approve/deny any shift adjustment being requested at their discretion with reasonable justification.
- F.** Once a shift adjustment has been mutually agreed-upon at the individual-level and further approved at the supervisory-level, the responsibility of ensuring that the work expectation is met becomes that of the individual who agreed to cover the position. In the event that circumstances arise (sick, emergency, etc.) that prevent the adjustment from taking place as arranged, the responsibility to have the position covered remains with the individual who was expected to

work and any subsequent replacements must also meet all applicable work expectations.

- G.** The Training Section Chief must authorize (prior to Operational approval) all shift adjustments involving Apprentices and non-checked off Firefighter/Medics.
- H.** Violations of the Shift Adjustment Policy by exceeding the guidelines within the calendar year shall result in disciplinary action (Class II offense) and restriction from participating in future shift adjustments for a period of twelve months.

APPROVED:



J.P. Steelman, Fire Chief

BURLESON FIRE DEPARTMENT



104.06

Exchange of Time

Purpose

The purpose of this policy is to establish the procedures to be followed when exchanging time with another employee.

Policy

The Burleson Fire Department will allow exchanges of time when all stated procedures are followed.

Procedures

The following conditions and guidelines will designate when a trade out will be allowed:

1. A Burleson Cobweb form must be completed online prior to trade date, to be placed on the calendar, and immediate supervisor notified by employee.
2. A new employee will not be eligible for exchange of time until they complete their probation.
3. An employee will be responsible for making up any mandatory training missed, if the trade alters any scheduled training or any planned special events.
4. At all times, persons in each assigned apparatus positions must have completed the appropriate qualifications in the Task Books (SOP 102.02, 102.03, 102.04).



LUFKIN FIRE DEPARTMENT

TRADE OUT POLICY

ADMINISTRATIVE
DIRECTIVE
125

5.4.I

Issued/Revised: 02/15/2012, 02/10/2014 Effective: 02/15/2012, 03/12/2014 Reviewed: 01/14/2014	<u>Related Directives/Memos/SOP</u>	<u>Related Forms</u>
	AD 150 Sick Leave Policy AD 190 General Orders	Trade Out Form at BC Office

125.01 PURPOSE

To provide a standardized policy for managing trade outs within the department. This Directive details the guidelines for the following scenarios:

- A. Battalion Chief's Discretion
- B. Planned Trade Out
- C. Unplanned Trade Out
- D. Sick leave use by scheduled working employee
- E. Unexcused absence

125.02 BATTALION CHIEF'S DISCRETION

It shall be at the Battalion Chief's discretion whether to accept or deny the trading of a shift or any portion of a shift with another member or employee whether it is planned or unplanned. A trade out request form must be filled out and signed by both parties and the Battalion Chief prior to allowing a planned trade out. Failure to adhere to the following procedures may result in loss of trade out privileges and/or possible disciplinary action depending on circumstances, frequency, and/or severity.

It is the responsibility of the replacement to disclose to the affected Battalion Chief any lack of qualifications and/or capabilities with regard to their ability to perform all of the duties of the requesting employee. Disclosure is to take place prior to approval or disapproval of the trade-out.

125.03 PLANNED TRADE OUT:

A planned trade out is defined as one in which all paperwork has been completed and signed by the shift before the trade-out is to take place.

The required paperwork is the form on the clipboard at the office of the Battalion Chief. It must be completed and all required signatures obtained, as well as approved by the Battalion Chief. The trade-out should be placed on the department electronic calendar by the Battalion Chief or their designee, so that it will be noted when morning assignments are being completed.

Persons trading out must be of the **SAME** EMS certification level for the Lt. and FF positions. All persons trading out must be within one rank of each other. It should also be understood that if the person working is not trained to fill in a specialized position of the requesting employee, then the trade out will be refused on that basis.

This is the **PREFERRED** method of trading shifts.

125.04 UNPLANNED TRADE OUT:

The department recognizes that occasionally unforeseen personal events arise and employees need to be off within reasonable parameters and frequencies. When the concerned parties are unable to complete the required paperwork prior to the date the trade out is to occur the

Attachment: 2017-063 ATTH 11 City of Lufkin FD Policy (1659 : 2017-063 RES Revising the swap time policy in the fire department)

following procedure **MUST** be followed **WITHOUT** deviation.

- A. The person requesting the trade will contact their Battalion Chief (or designee) prior to the designated shift and request the trade. If the trade is approved, then the working employee will contact the affected Battalion Chief and verify that they will report for duty in place of the requesting employee.
- B. If the requestor is unable to contact their Battalion Chief they are to contact the on duty Battalion Chief and submit their request under the same procedure and in accordance with all other policies and procedures of the department.
- C. As soon as possible, on the shift in question, the working employee will complete all required paperwork.
- D. Failure to follow these procedures may result in the loss of trade out privileges which may be invoked by a Battalion Chief or the Fire Chief.

125.05 SICK LEAVE USE BY REPLACEMENT EMPLOYEE:

If an employee has been approved to work for another employee and then finds that they are sick and unable to work the shift then they are directed to call and attempt to find a replacement. If they are unable to find a replacement then they are directed to conform to the normal **sick leave procedure (AD 150)**. The person who was scheduled to work will be debited vacation, not the person who agreed to work the shift. The trade-out will need to be resolved between the affected employees.

125.06 UNEXCUSED ABSENCE: If the preceding policy is not followed, the employee will be considered to be AWOL, and appropriate departmental disciplinary policies will be adhered to. (See General Orders 190.29)



Ted Lovett, Fire Chief

STANDARD OPERATIONAL GUIDELINES	SECTION 6	SUBSECTION B
EMPLOYEE SUBSTITUTIONS		AUGUST 2013

Par. 01 **Purpose**

A. To establish appropriate policy, to be used by Paris Fire Department personnel, for regulating shift trades.

Par. 02 **Substitution Matrix**

A. The following applies:

1. A Deputy Chief may substitute for another Deputy Chief or for a “qualified” Captain.
 - a. *Qualified* – refers to the capabilities/experience of an employee who has previous experience stepping-up to the higher rank and can competently complete those duties at the higher ranking level (e.g., a Captain which has previously stepped up to the Deputy Chief position and has had Incident Command experience would be “qualified” to repay a Deputy Chief for a time trade).
2. A Captain may substitute for another Captain, a Driver Engineer, or for a Deputy Chief (if qualified).
3. A Driver Engineer may substitute for another Driver Engineer, a Firefighter, or a Captain (if qualified and then only at the discretion of that shift’s Deputy Chief), but **NOT** for a Deputy Chief.
4. A Firefighter may substitute for another Firefighter, or a Driver Engineer,
5. A Probationary Firefighter (PF) may substitute for another PF or a Firefighter, but only as allowed by the shift’s Deputy Chief of whom the substitution will be on.

Par. 03 **Prerequisites**

A. Substitutions are a privilege and are not to be abused and of equal rank wherever possible.

1. Substitutions are an equal time-for-time trade.
2. Substitutions do not qualify for step-up or any salary compensation.
 - a. An employee substituting for another employee at a higher ranking level does so without remuneration.
3. An employee may NOT pay cash or offer other considerations for future substitutions.
 - a. Monetary reimbursement for time already owed, however, may be permitted, but only with special permission of the Fire Chief.
 4. Each and every substitution must be verified by both shift’s Deputy Chief’s prior to a trade.
 - a. Deputy Chief’s must ensure that apparatus staffing and/or special skill needs are not jeopardized.
 - b. Once a trade has been verified with the DC’s involved, the substitute employee then becomes responsible for the duty.
 - aa. If the substitute employee fails to report for the substitute shift, that person (the substitute employee) will be considered AWOL and subject to loss in pay
 - bb. If, however, the proposed trade has not been verified with the Deputy Chief’s, then the person originally scheduled to work the shift will be responsible for the duty and, if the duty is not met, will be considered AWOL and subject to loss in pay.
5. A person substituting for an employee whose duties include driving/operating apparatus must have the Driver/Operator Certification.

STANDARD OPERATIONAL GUIDELINES	SECTION 6	SUBSECTION B
EMPLOYEE SUBSTITUTIONS		AUGUST 2013

6. An employee of rank, who is working as a substitute, will be used in a position of rank instead of utilizing “step-up” for another employee to fill the position.
 - a. An exception may be for training purposes as authorized by the Fire Chief.

CITY OF SHERMAN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES
 103 Exchange Time

Issued: 10/2001
 Revised 01/2013
 Page 1 of 4

OBJECTIVE: To establish guidelines for the substitution of time for members of the Sherman Fire Department

103.01 EXCHANGE TIME

- 103.01.01 Exchange time is voluntary and is a agreement between two members of the department. Members are responsible for tracking exchange time and "pay back" of time.
- 103.01.02 Exchange time shall not result in overtime, out of classification pay, mileage pay or other costs to the City of Sherman
- 103.01.03 The Station Officer being affected by the trade may approve substitution for all exchanges within the same rank and classification. Exchanges out of rank or classification must be approved by the Shift Commander. Once the Station Officer approves an exchange time he must notify the Shift Commander as soon as possible of the trade.
- 103.01.04 The request for substitution must be submitted no later than one (1) hour prior to the trade beginning. Request for exchange time must be completed on the Department Exchange time form. **Request via e-mail and verbal request** will not be accepted. In case of an emergency situation the affected Station Officer shall complete an exchange time form by proxy and note on the form that the form was approved without signature. (01/2013).
- 103.01.05 Members may exchange time with members who do not hold the same qualifications only if the Company efficiency will not be unduly affected by the trade time. Minimum Company efficiency will be defined as three EMT-P personnel at sub stations and a minimum of one EMT-P at Central Station.
- 103.01.06 Members may stay over or relieve early another member up to a maximum of 1.0 hours without having to complete an exchange time form. Approval must be granted from the Station Officer, who must then inform the Shift Commander. (01/2013)

Approved and in effect. J J Jones, Fire Chief

CITY OF SHERMAN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES
 103 Exchange Time

Issued: 10/2001
 Revised 01/2013
 Page 2 of 4

- 103.01.06.01 If, during the one (1) hour early relief or late relief, the member is required to respond to an incident, the member shall complete a request for overtime. (01/2013).
- 103.01.07 Sick leave by either member involved in the exchange time, prior or immediately after a trade time will result of forfeiture of trade time privileges for a period of three (3) months on the first occurrence. A second occurrence will result in forfeiture of trade time privileges for a period of six (6) months. This may be appealed to the Fire Chief.
- 103.01.08 It is understood that members trading time are expected to maintain any continuing education requirements missed at their own expense.
- 103.01.09 Battalion Chiefs desiring to exchanging time must obtain approval from the Fire Chief.
- 103.01.10 Exchange time must be completed (paid back) within the same calendar year (01/2013). Each member shall work the required number of shifts each calendar year, including approved leaves.(01/2013).
- 103.01.11 Under no circumstance shall a "Cash Sub" be allowed. Trade time is for time only and no other form of compensation shall be permitted. (01/2013).

103.02 RESPONSIBILITY

- 103.02.01 When the exchange time has been approved by both members and approved by the supervisor, the employee who has agreed to work shall be responsible for the duty shift. When the employee who has agreed to work is unable to report as agreed, the responsibility for securing another substitute and getting the approval of the Shift Commander, remains his/her responsibility. (09/08).

Approved and in effect. J J Jones, Fire Chief

CITY OF SHERMAN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES
103 Exchange Time

Issued: 10/2001
Revised 01/2013
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- 103.02.02 If the member who has agreed to work utilizes sick leave to cover the exchange time he will be required to verify the illness according to departmental policy. The member will be charged Sick Leave for the agreed hours and will be placed on trade time restriction for a period of three (3) months on the first occurrence. This may be appealed to the Fire Chief. (09/08).
- 103.02.03 A second occurrence will result in a forfeiture of exchange time privileges for a period of six (6) months. This may be appealed to the Fire Chief.
- 103.02.04 If the member who has agreed to work does not report for duty, that member will be considered to be in violation of Departmental Standard Operating Procedures and may be subject to disciplinary action. (09/08)
- 103.02.05 If the exchange time was not approved or submitted on the Department Trade Time Form, the responsibility for the duty hours remains with the person normally assigned to that shift. (09/08)
- 103.02.05 Members who are working exchange time, for any period of time, are considered "On Duty" and are subject to all department rules and regulations as well as City of Sherman Personnel Policies and Procedures. (10/08)
- 103.02.06 Members who are working exchange time are considered "On Duty" for purposes of protection under Worker Compensation and other like benefits. (10/08).

Approved and in effect. J J Jones, Fire Chief

CITY OF SHERMAN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES
 103 Exchange Time

Issued: 10/2001
 Revised 01/2013
 Page 4 of 4

Sherman Fire Department
 Exchange Time Form

Name of member regularly scheduled for duty: _____

Name of member who will be working: _____

Date exchange will occur: _____

Hours exchange will occur: _____

Name of affected supervisor: _____

The undersigned members have agreed to trade time. Both members understand that a trade of time should be paid back. Both members participating in the exchange of time understand this is voluntary and in accordance with department policy.

 Supervisor Signature

 Member Signature
 (Regularly scheduled for duty)

 Member Signature
 (Member who will be working)

 (Date form submitted to supervisor)

Approved and in effect. J J Jones, Fire Chief

Tyler

RULES & REGULATIONS

SECTION 33: TRADING OF TIME

Personnel are allowed to trade time rank for rank with their supervisor's permission. District Chiefs may approve other than rank for rank trading of time in cases of emergencies or unusual circumstances. Members are not allowed to pay someone to work for them.

TTFD-Schlotter, Eric

From: Jennifer Otey <jotey@ci.duncanville.tx.us>
Sent: Thursday, July 30, 2015 8:48 AM
To: TEX-Powell, Jim
Subject: RE: Civil Service Fire Department - Swap Time

Trading Work Time

7.9 A trade or trading time is defined as any exchange of time within one shift between two members of the department. Employees involved in the trade scenario are making an agreement between themselves and not the city or department.

7.9.1 Trades can be taken for the enhancement of education, community service, and personal matters. The number of trades per individual or per shift will be at the discretion of the Station Officers. However, no shift trades shall be allowed if it will cause the employee to work more than (48) forty-eight consecutive hours without time off.

7.9.2 The Fire Department is not responsible for any controversy or discrepancies over trade time, owed, to be paid back, or when trade time is to be paid back.

7.9.3 All trades will be documented on a Trade Form and approved by the Station Officer of the on-duty shift prior to the trade become a bona-fide trade. Trade forms are located at each fire station.

7.9.4 Trades shall be between individuals of equal rank and capabilities.

7.9.5 Any employee who assumes a tour of duty for another also undertakes all responsibilities for that tour of duty.

7.9.6 Failure to report for a trade shall be considered absence without leave and will result in disciplinary action.

7.9.7 Trade time does not impact the FLSA twenty-eight day cycle.

7.9.8 Trade time can only be used when the person requesting the trade is scheduled to be on duty for his/her assigned shift. Trade time cannot be used for days when 114 the individual is not scheduled to be on duty, i.e. you cannot use a trade day if you are scheduled to be on vacation, ESL, holiday, and you cannot use a trade day if you are off on sick leave or workers compensation leave.

Jennifer Otey
HR Manager

From: TEX-Powell, Jim [mailto:Jim.Powell@txkusa.org]

Sent: Wednesday, July 29, 2015 4:46 PM

To: scollard@paristexas.gov; rivy@cityoflufkin.com; Denise Myers; pearls@ci.nacogdoches.tx.us; lstdidham@nbtexas.org; rray@tylertexas.com; jrogers@tylertexas.com; jpittman@tylertexas.com; cjohnston@marshalltexas.net; wgraves@marshalltexas.net; craigl@ci.sherman.tx.us; jvaughn@coppelltx.gov; lnorris@gptx.org; kshields@ci.desoto.tx.us; Janet.goad@midlothian.tx.us; dlee@lancaster-tx.com; Jennifer Otey

Subject: Civil Service Fire Department - Swap Time

Our Fire Department is Civil Service and participates in "swap time," the trading of work shifts among firefighters. I am wanting to know if any of you have a policy regarding swap time. If so, please share. Thanks. jim

Jim Powell, CPM

19.7 – SUB CALLS

- A. Trading or exchanging of on-duty work time between members shall be known as a “sub call”. Sub calls shall be by mutual agreement between the members concerned. Each member will be individually responsible for sub time they owe and sub time owed to them. A sub call is the exchange of on-duty time; cash transactions related to sub calls are prohibited. A member who is away from duty on a properly approved sub call where the sub actually works the member’s scheduled duty period shall be considered as present for duty for pay purposes. Members scheduled for duty are the members paid for such duty.
1. A member may be off with a sub only during the member’s regularly scheduled duty period.
 2. A member who subs for another cannot qualify for overtime pay during the period of the sub call.
- B. Sub calls shall be applicable only to members assigned to 24-hour shift duty, Fire Prevention Specialist assigned to the Fire Prevention Division, and members below the classification of Battalion Chief assigned to the Communications Section.
- C. Sub calls are a privilege and are **not** an earned right; abuse of sub calls is cause for this privilege to be revoked. A prime factor to be considered prior to approving a sub call request is operational effectiveness.
- D. Members are allowed to trade time, rank for rank, with their supervisor’s permission. Battalion Chiefs must approve out of rank subs between Firefighters and Drivers and between Lieutenants and Captains. Sub calls for Fire Prevention Specialists must be approved by the Fire Marshal. Assistant Chiefs must approve subs between Captains and Battalion Chiefs.
- E. Sub calls are ineligible for sick leave. If a member becomes ill and unable to work prior to or while serving as a sub, it shall be his/her responsibility to obtain another sub or notify the individual for who he/she was subbing. If another sub cannot be arranged or if the individual who arranged the sub cannot come in and finish the shift, the member who arranged the sub will be charged vacation leave for the remainder of the shift. When vacation time is utilized in these situations, a memo initiated by the member’s immediate supervisor shall be forwarded through the chain-of-command to the Chief of Department for notification purposes.

- F. Members who are injured in the line of duty are eligible for injury leave and Worker's Compensation benefits. This also applies to members injured in the line of duty while subbing. However, if the injured member is unable to work the remainder of the shift due to an injury while serving as a sub, it shall be his/her responsibility to obtain another sub or notify the individual for whom he/she was subbing. If another sub cannot be arranged or if the individual who arranged the sub cannot come in and finish the shift, the member who arranged the sub will be charged vacation leave for the remainder of the shift. When vacation time is utilized in these situations, a memo initiated by the member's immediate supervisor shall be forwarded through the chain-of-command to the Chief of Department for notification purposes.
- G. Sub calls requiring a member to work more than forty-eight (48) continuous hours on an MICU are not allowed. Sub calls for more than two (2) of the member's consecutive shifts must be approved by the Battalion Chief. Such requests must be justified and submitted to the Battalion Chief. The Battalion Chief will determine any impact the request would have on operational effectiveness and forward the request to the Assistant Chief, Operations for notification purposes only.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☒ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/27/2017 11:32 AM

Lead Department: City Manager **Action Officer:** John Whitson, City Manager

Subject: Resolution No. 2017-064 adopting the FY18 Master Fee List.

Public **Second** **Council**
Briefing: 7/10/2017 **Hearing:** 6/12/2017 **Briefing:** June 26, 2017 **Vote:** 7/10/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

(For 10 JUL 17 Council Meeting) As reported during the 26 JUN 17 council meeting the staff has not received any response from builders, contractors, or developers concerning the letter notification of proposed rate increases.

Subsequent to the most recent council meetings the staff has added fee number 191 which is a \$10 per air conditioner unit inspected where there are numerous small units to be inspected, as is typical in hotels or apartment structures. Note that the more central singular unit the fee is \$50 commercial (#190) and \$25 residential (#189).

(For 12 JUN 17 Council Meeting) Since the first briefing on 22 MAY 17 the staff has updated the remainder of the list with the proposed Waste Management fees displayed in Rows 277-346. Staff has also added a new annual fee for the placement and maintenance of "Network Nodes" installed in public Rights-of-Way at Row 273A. This new fee is set at the maximum permitted by statute (provided the Governor does not veto SB1004).

As requested by the city council during the 22 MAY 17 briefing, the staff has notified the building/construction community of the proposed increases for some permits issued by the Inspections Department.

Executive Summary and Background Information:

Annually, the city staff reviews the Master Fee List and makes recommendations for changes to existing fees and/or recommends the establishment of new fees.

The proposed FY18 Master Fee list includes a number of new fees:

Items 5A and 5B: Daily Special Event Permit (Expedited Processing) \$150 and Daily Special Event Permit (Express Processing) \$300: Staff continues to work with entities desiring to use public facilities to conduct privately sponsored events. Some events are open to the public while some are more private but may impact public facilities. The application is staffed across all departments of the city and some departments are further tasked by the event to provide resources, which must be coordinated. The normal processing is expected to require up to 20 days to finally issue the permit. Over the past few years some event planners have delayed submitting the application to a point that the staff must process the application at the disruption of other critical or time sensitive workload. Some events that

City of Texarkana, Texas

require a permit are just short notice (such as out of city organizers who have planned activities with little lead time). Staff accommodates these requests but must greatly disrupt all other planned work to complete the review and coordinate resources to the event. Staff is recommending that these two fees be added to help offset the cost of processing when staff resources must be redirected to accommodate the review and the request for public resources. Additionally, the \$150 Expedited Processing should serve as an incentive for the local organizers to submit their requests more timely to avoid having to pay for the expedited review.

Item 57A: Dog & Cat Registration 3-Year (Altered) \$20: This is a new category of pet registration permitting a three-year registration, provided however, the pet is altered. This option is intended to provide an additional benefit for pet owners who choose to neuter their pets. Staff is also recommending increasing the existing (item 55) Dog & Cat Registration (Unaltered) from \$30 to \$40 annually.

Item 58A: Dangerous Dog Registration \$50: In accordance with City Code 8-18 (c) (1) b a registration fee is to be established by the city council.

Item 59A: Rabies Quarantine \$150: In accordance with City Code 8-11 anticipates extraordinary city costs when administering animal control jurisdiction over an animal suspected of being infected with or potentially infected with rabies thus requiring a quarantine period.

Item 59B: Owner Surrenders \$150: The Animal Adoption Center and Shelter has started charging for this service which needs to be recovered from the pet owner who is surrendering their pet.

Items 130 Portable Building Permit \$50; 130B Residential Repair Permit \$30; 130C Residential Remodel 25¢/SF; and 132B Non Residential Re-Roofing or Repair Permit \$150: Are currently required permits issued without payment of a fee. These are specialized services not generally required by the general public on a routine basis thus appropriately should be fee based services.

Item 134A: Application Plan Review Fee – Non-Residential (project cost of \$1 million or more) \$500: This permit has typically been issued upon payment of a \$300 fee regardless of the size of the project. This new fee is being established at the \$500 fee level and will only apply to larger projects, the \$300 fee will continue for the smaller projects valued at less than \$1 million.

Item 145 A: Initial Certificate of Occupancy \$50: A previously occupied space being occupied by a new tenant or owner requires an inspection to determine if the space continues to meet the minimum requirements of the intended use.

Item 155A: Courtesy/Follow Up Inspection \$25: The building permit includes two paid-in-full inspections. Additional inspections beyond the initial two inspection will charged a fee of \$25 per inspection.

Items 394A: Liquid Waste Transport Permit Late Fee \$25; and 397A: Liquid Waste Transporter Manifest Late Fee \$25: These are customer services that are provided by TWU but without a fee up to this date.

A number of fees are being adjusted as noted in the FY18 Column with “yellow” highlights.

City of Texarkana, Texas

Solid waste collection fees are a work-in-progress and should be available prior to the adoption of the Master Fee List.

Note also that new fees being charged at the Animal Adoption Center and Shelter have been administratively adjusted for the remainder of FY17 pending the city council adoption of the FY18 Master Fee List.

Potential Options:

- Adopt the Master Fee List as Recommended
- Revise and Adopt the Master Fee List

Fiscal Implications:

Work-in-Progress

Staff Recommendation:

Adopt the Master Fee List as Recommended

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-064 RES Adopting FY18 Master Fee List (DOCX)
- b. 2017-064 ATTH 01 FY18 Master Fee List 20170517 (PDF)
- c. 2017-064 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed
	05/18/2017 5:49 PM		
Planning and Community Development	David Orr	Review	Completed
	05/18/2017 5:52 PM		
Fire Department	Eric Schlotter	Review	Completed 05/18/2017
5:56 PM			
Parks, Recreation & Health	Robby Robertson	Review	Completed
	05/18/2017 7:06 PM		
Water Utilities	JD Phillips	Review	Completed 05/19/2017
7:28 AM			
Police	Dan Shiner	Review	Completed 05/19/2017
7:32 AM			
Human Resources	Jim Powell	Review	Completed 05/19/2017
7:39 AM			

City of Texarkana, Texas

Public Works Department	Dusty Henslee	Review	Completed
05/19/2017 7:53 AM			
Parks, Recreation & Health	Jennifer Evans	Review	Skipped
05/19/2017 8:17 AM			
Building Code Administration	Mashell Daniel	Review	Completed
05/19/2017 9:17 AM			
Deputy City Manager - Shirley Jaster	Jennifer Evans	Deputy City Manager	
Review	Skipped	05/19/2017 8:17 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	05/19/2017 10:54 AM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
05/19/2017 12:06 PM			
City Manager	Jennifer Evans	City Manager Review	Completed 05/19/2017
12:10 PM			
City Council	Jennifer Evans	Meeting	Completed 05/22/2017
6:00 PM			

Meeting History

05/22/17 City Council MOVED FORWARD Next: 06/12/17
 City Manager Whitson briefed this item.

06/12/17 City Council MOVED FORWARD Next: 06/26/17
 There were no public comments made at this hearing.

06/26/17 City Council MOVED FORWARD Next: 07/10/17
 City Manager Whitson said no significant fees have been added or removed. A final list of fees will be included in the next meeting agenda packet.

RESOLUTION NO. 2017 - 064**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING THE FY18 MASTER FEE LIST; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, municipal services generally serve the total city population; and

WHEREAS, these general municipal services are expected to be delivered on a scheduled or demand basis but paid for from general funds collected broadly via property taxes or sales taxes; and

WHEREAS, there are a number of municipal services that are provided on a demand basis or provided to a very restricted segment of the general population; and

WHEREAS, the guiding principle for funding these demand basic services or services targeting a very restricted segment of the population should be paid for by those who receive or request the specific service; and

WHEREAS, user fees are often established by local governments throughout Texas and the nation using the uniform basis of collected revenues offsetting the expenses incurred delivering the service, thus not requiring taxpayer subsidy; and

WHEREAS, Texarkana does provide a number of municipal services that are used by segments of the city and thus lend themselves to being provided subject to the beneficiary paying related user fees; and

WHEREAS, city staff has prepared a list of services that are generally not used by the whole collective of the city and therefore should be paid for by those who directly benefit from the service provided.

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

SECTION 1: That the City Council has reviewed the Master Fee List and has determined that the services listed are used by segments of the city and should appropriately be paid for by the charging and collecting of related user fees.

SECTION 2: That the Master Fee List will be reviewed annually and adjustments made to further align the user fee revenues with the costs of providing the designated services or city council directed percentages of the total costs of providing the designated service.

SECTION 3: That this Resolution shall be in full force and effect from and after adoption of this resolution.

PASSED AND APPROVED in Regular Council Session on this the **10th** day of **July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2017-064 RES Adopting FY18 Master Fee List (1660 : 2017-064 RES FY18 Master Fee List)

**FY18 Master Fee List
(adopted 10 JUL 17)**

*** Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
1	Extraordinary Event Cost Recovery Fee	\$0.00						An invoice may be sent by the City to any individual, organization or entity to recapture the cost of staff time, materials and supplies, and other costs related to an event, item or activity which is not considered a service provided to the general population in the normal and ordinary course of the City's operation.	All Departments and Offices		
2	Returned Checks	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	Each check	NSF –Non-Sufficient Funds	All Departments and Offices		
3	Coin Operated Machine Permit	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Per Coin Operated Machine	Maximum \$250.00	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
4	Annual Special Event Permit	\$0.00	\$100.00	\$110.00	\$100.00	\$100.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
5	Daily Special Event Permit (20 days processing)	\$0.00	\$0.00	\$30.00	\$30.00	\$40.00	Each	No processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
5A	Daily Special Event Permit (Expedited Processing)					\$150.00	Each	Five days processing after acceptance of a <u>completed</u> application: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
5B	Daily Special Event Permit (Express Processing)					\$300.00	Each	Next day permit based on receipt of a <u>completed</u> application with proper insurance certificate included, received no later than 4:00 p.m., on a regular work day: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
6	Transient Dealer Precious Metal Permit	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Each	For 30 Days	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
7	Alcoholic Beverage Permit: Beer Off-Premise (BF)	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
8	Alcoholic Beverage Permit: Wine & Beer Off-Premise (BQ)	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
9	Alcoholic Beverage Permit: Beer On-Premise (BE)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
10	Alcoholic Beverage Permit: Wine & Beer Retailer (BG)	\$0.00	\$175.00	\$175.00	\$175.00	\$175.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
11	Alcoholic Beverage Permit: Wine & Beer Retailer On-Premise Late Hours (BL)	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
12	Alcoholic Beverage Permit: Brewpub License (BP)		\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
13	Alcoholic Beverage Permit: Package Store (P)	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
14	Alcoholic Beverage Permit: Wine Only Package Store (Q)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
15	Alcoholic Beverage Permit: General Class B Wholesaler (X)	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
16	Alcoholic Beverage Permit: Importer's License (BI)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
17	Alcoholic Beverage Permit: Importer's Carrier's License (BJ)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
18	Alcoholic Beverage Permit: Beer Manufacturer's License (BA)	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
19	Alcoholic Beverage Permit: Brewer (B)	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
20	Alcoholic Beverage Permit: Winery (G)			\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
21	Alcoholic Beverage Permit: Local Distributor (to sell to private clubs) (LP)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
22	Alcoholic Beverage Permit: Branch Distributor (BC)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
23	Alcoholic Beverage Permit: Wholesaler (W)	\$0.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
24	Alcoholic Beverage Permit: General Distributors (BB)	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

**FY18 Master Fee List
(adopted 10 JUL 17)**

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
25	Alcoholic Beverage Permit: Food and Beverage Certificate (FB)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
26	Alcoholic Beverage Permit: Caterer's Permit (CB)		\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
27	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - Original	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
28	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 1st Renewal	\$0.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
29	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 2nd Renewal	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
30	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 3rd and all Subsequent Renewals	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
31	Alcoholic Beverage Permit: Public Storage (K)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
32	Alcoholic Beverage Permit: Beverage Cartage (PE)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
33	Alcoholic Beverage Permit: Private Carrier (O)	\$0.00	\$30.00	\$30.00	\$30.00	\$30.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
34	Alcoholic Beverage Permit: Package Store Tasting (PS)	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
35	Alcoholic Beverage Permit: Mixed Beverage Restaurant (RM)	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal (collect 3rd year and after issuance of license)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
36	Alcoholic Beverage Permit: Mixed Beverage Late Hours (LB)	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
37	Motor Vehicle Junk Yard or Business Permit		\$50.00	\$50.00	\$50.00	\$50.00	Each	Annual Note: \$1.00 Fee to Replace Lost Permit	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
38	Open Records Information: Copies (letter & legal)	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
39	Open Records Information: Copies over 50 pages	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page	Plus Labor charge prorated and overhead charge	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
40	Open Records Information: Copies (Oversize 11" x 17")	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
41	Open Records Information: Computer	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
42	Open Records Information: Diskette	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
43	Open Records Information: VHS video	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
44	Open Records Information: Audio Cassette	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
45	Open Records Information: CD	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per clock hour		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
46	Open Records Information: Maps/D Size	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
47	Open Records Information: Maps/D Size	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
48	Open Records Information: Maps/E Size	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
49	Open Records Information: Maps/E Size	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
50	Open Records Information: Other							Note: Any other charges for public information not listed will be as defined in Title 1, Part 3, Chapter 70 of the Texas Administrative Code. When applicable, labor cost will be added to open records requests and will be billed at \$15/hour plus a 20% overhead charge	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
51	Airport Operations, Maintenance and Improvement Fee - Residential 1 *		\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use less than 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
52	Airport Operations, Maintenance and Improvement Fee - Residential 2 *		\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
53	Airport Operations, Maintenance and Improvement Fee - Commercial 1 *		\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use is less than 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

**FY18 Master Fee List
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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
54	Airport Operations, Maintenance and Improvement Fee - Commercial 2 *		\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
55	Dog & Cat Registration (Unaltered) *	\$0.00	\$30.00	\$30.00	\$30.00	\$40.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
56	Dog & Cat Registration (Altered) *	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Pet	Per Year - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
57	Dog & Cat Late Registration or Fail to Register *	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
57A	Dog & Cat Registration 3-Year (Altered)	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	Per Pet	Every 3 years - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
58	Dog & Cat Registration - Replacement Tag *	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
58A	Dangerous Dog Registration					\$50.00	Per Pet Per Year		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
59	Reclaim Impounded Animal	\$0.00	\$90.00	\$90.00	\$90.00	\$150.00	Per Pet	Does not Include Arkansas Animal Shelter Fees	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
59A	Rabies Quarantine	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	Per Pet	To Be Done at Vet's Office Or Approved Place	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
59B	Owner Surrenders	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
60	Birth Certificates	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
61	Death Certificates	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
62	Death Certificates (additional copies)	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
63	Abstract Poly Envelope	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
64	Long Poly Envelope	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
65	Mail Request: Shipping & Handling Fee	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
66	Credit/debit card payment	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	Each Transaction	In Addition to certificate fees	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
67	Garage Sale Permit	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Each	3-day/max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
68	Estate Sale Permit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	3-days/Max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
69	Itinerate Vendor Permit	\$20.00/\$5.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	\$10.00 each additional permit for same sales group. 1-year permit	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
70	Incident Report Copies	\$2.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Report	Fire Department calls only	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
71	Fire Inspection Service: Nursing Home	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
72	Fire Inspection Service: Day Care	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
73	Fire Inspection Service: Group Home	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
74	Fire Inspection Service: Hospital	\$0.00	\$350.00	\$350.00	\$350.00	\$350.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
75	Fire Inspection Service: Hotel/Motel - Base		\$0.00	\$25.00	\$25.00	\$25.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
76	Fire Inspection Service: Hotel/Motel - Per Room		\$0.00	\$5.00	\$5.00	\$5.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
77	Fire Inspection Service: First Re-Inspection	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
78	Fire Inspection Service: 2nd and subsequent re-inspections.	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
79	Fire Inspection Service: After Hours Inspection (Minimum 2 hr.)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Per hour		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
80	Water Fill / Truck Only	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Order		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
81	Fire Inspection Service: Home Safety Inspection	\$0.00	No Charge	No Charge	No Charge	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
82	Fire Inspection Service: Foster Home Inspection	\$0.00	No Charge	No Charge	No Charge	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
83	Permit: Fire Alarm Commercial	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Annual Fee		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
84	False Alarm Fee - Commercial: 4-6 Alarms	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
85	False Alarm Fee - Commercial: 7 and more	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
86	False Alarm Fee - Residential: 4-6 Alarms	\$0.00	\$35.00	\$35.00	\$35.00	\$35.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
87	False Alarm Fee - Residential: 7 and more	\$0.00	\$45.00	\$45.00	\$45.00	\$45.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
88	Permit: Fixed Fire Extinguishing System	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
89	Permit: Sprinkler/Standpipe	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
90	Permit: Installation/Removal of UST's	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
91	Permit: Open Burning (not recreational)	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
92	Permit: Recreational Burning	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
93	Permit: Fireworks	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
94	Response: Hazardous Materials	100%	110%	110%	110%	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
95	Response: Technical Rescue	100%	110%	110%	110%	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
96	Inspection Service: Pool (each body of water)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
97	Inspection Service: Pool Late Fee (each body of water)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
98	Inspection Service: Pool 1st Re-inspection (each body of water)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
99	Inspection Service: Pool Subsequent Re-inspections (each body of water/each additional inspection - incremental increase in fee)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
100	Inspection Service: Pool Complaint (each body of water)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
101	Inspection Service: Pool Reinstatement (each body of water)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
102	Health Service Inspection: Food Service w/1-5 employees	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
103	Health Service Inspection: Food Service w/6-10 employees	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
104	Health Service Inspection: Food Service w/11 or more employees	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
105	Health Service Inspection: Food Service each Public & Private School	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
106	Health Service Inspection: Food Service for each Non-Profit	\$275, \$300, \$325	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Complaint Inspection, reinstatement & re-inspection fees apply	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
107	Health Service Inspection: Day Care Food Service	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
108	Health Service Inspection: Day Care Non-Food Service	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
109	Health Service Inspection: Foster Home	\$100.00	\$40.00	\$40.00	\$40.00	\$40.00	Bi-annual		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
110	Health Service Inspection: Adoption	\$100.00	\$40.00	\$40.00	\$40.00	\$40.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
111	Health Service Inspection: Temporary Event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
112	Health Service Inspection: Seasonal Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
113	Health Service Inspection: Mobile Food Unit	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	Annual Fee	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
114	Health Service Inspection: Late fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
115	Health Service Inspection: Complaint Inspection	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
116	Health Service Inspection: 1st Re-inspection	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
117	Health Service Inspection: Subsequent Re-inspections	\$0.00					Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
118	Health Service Inspection: Reinstatement	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
119	Health Service Inspection: Duplicate Permit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
120	Copy: Texas Food Establishment Rules (picked up)	\$8.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
121	Copy: Texas Food Establishment Rules (mailed)	\$10.00	\$30.00	\$30.00	\$30.00	\$30.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
121A	Health Service Inspection: Courtesy Follow Up Inspection					\$25.00	Each	Charged after the 2nd Courtesy Inspection	Health Inspections	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
122	Immunization: Child Administrative Fee	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00	Per Visit	No Vaccine Maximum - No charge for Texas Medicaid Children	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
123	Immunization: Adult Administrative Fee	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	Per Visit		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
124	Copy: Shot Record	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
125	Immunization: Private Purchase Flu vaccine	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	Per Shot	Price subject to change	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
126	Health Service: Tuberculosis Skin Test for Employment or Schooling	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
127	Health Service: Health Card Renewal	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Card		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
128	Health Service: Blood Sugar (Finger Stick)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
129	Notary Fee	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Service		Human Resources Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3917
130	Portable Building Permit					\$50.00	Each	For buildings that are already constructed, moved on site	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
130A	New Residential Building Permit			\$0.50	\$0.50	\$0.50	Per Square Foot	1. New SF, DD, MH and MF including units available for individual ownership; 2. Additions including but not limited to: bedrooms, bathrooms, screened porch, sunrooms and etc.; 3. Attached Accessory Structure including but not limited to: deck, garage, open porch and etc... 4. All space measured including heated and unheated space.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
130B	Residential Repair Permit					\$30.00	Per House	For Greater Area Than 10% of House	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
130C	Residential Remodel					\$0.25	Per Square Foot	Of Room Remodeled	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
131	Residential Re-Inspection Fee	\$5.00	\$25.00	\$25.00	\$25.00	\$25.00	All Trades	Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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132	Non-Residential Building Permit			See Separate Schedule	See Separate Schedule	See Separate Schedule	Each	Use the on-line file to determine permit fee and the fee will be based on the fiscal year in which the construction work is scheduled to begin.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
132A	Residential Re-Roofing or Repair Permit				\$75.00	\$75.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
132B	Non Residential Re-Roofing or Repair Permit					\$150.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
133	Application Plan Review Fee: Residential	\$0.00	\$75.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
134	Application Plan Review Fee: Non-Residential	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
134A	Application Plan Review Fee: Non-Residential	\$0.00	\$300.00	\$300.00	\$300.00	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3913
136	Residential: Re-Review Plan or Change	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
137	Non-Residential: Re-Review Plan or Change	\$0.00	\$150.00	\$150.00	\$150.00	\$250.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
137A	Non-Residential: Re-Review Plan or Change	\$0.00	\$150.00	\$150.00	\$150.00	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3913
138	Non-Residential: Re-Inspection Fee	\$5.00	\$75.00	\$50.00	\$50.00	\$50.00	Each Trade	Increases at \$25 rate per failed inspection, thus increasing to \$75, \$100, \$125 and etc... Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
139	Inspections Outside City Limits - Inside ETJ	\$45.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Per Request from owner/contractor	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
142	Demolition Permit	\$10.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Performance Bond/cashiers check Required	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
143	Non-Residential: Temporary Electrical Power	\$30.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
144	Work Performed without Permit	Double Fee					Each	Double Fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
145	Record Retrieval	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	Each Request	Pulling closed files, plans and etc...	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
145A	Initial Certificate of Occupancy	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	Each	Does not include new construction; 2 inspections included; \$25 each additional inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
146	Replacement of Certificate of Occupancy Card	\$0.00	\$25.00	\$25.00	\$25.00	\$10.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
147	Re-stamp Previously Approved Plans	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
148	Non Residential Permit Renewal of Expired Permit	\$0.00	0.25%	0.25%	0.25%	25%	Each	25% of original permit fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
148 A	Residential renewal of Expired Permit						Each	Price of the Original Permit	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
149	Failure to Pick-up Permit within 60 days of Approval	\$0.00						Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
150	Refund Fee for Non-expired Permits	\$0.00	\$75.00	\$75.00	\$75.00	\$0.00	Each	Forfeit Fees; Permit fees will be reimbursed.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
151	Refund Fee for Expired Permits	\$0.00						Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
152	Weekend/After Office Hours Inspection Fee	\$0.00	\$75.00	\$75.00	\$75.00	\$100.00	Per Hour	Minimum of 3 hours	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
153	Miscellaneous Inspection	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
154	Construction or Work Site Trailer	\$10.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Trailer	Includes piers, tie-downs, steps, decks, electrical, plumbing, and mechanical	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
155	Minimum Inspection Miscellaneous Permit Fee	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
155A	Courtesy/ Follow Up Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	Each	2 inspections included with building permit, 3rd + is charged for each inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
156	Builders & Mechanical Contractors (Plumbing, Electric, HVAC) Registration Fee	\$0.00	\$30.00	\$30.00	\$30.00	\$50.00	One time	Expiration or cancellation of license or insurance re-registration is \$30	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
157	Driveway Permit	\$10.00	\$20.00	\$20.00	\$20.00	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
158	Swimming Pool Permit	\$10+\$4 per add thousand	\$125.00	\$125.00	\$125.00	\$125.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
159	Tent Permit	\$10.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
160	Sign Permit for basic/simple sign			\$70.00	\$70.00	\$70.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole - No electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
161	Sign Permit for sign with electric power			\$100.00	\$100.00	\$100.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole with electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
162	Sign Permit for sign with electronic messaging (CVEMS) less than or equal to 50 Square Feet			\$125.00	\$125.00	\$125.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
163	Sign Permit for sign with electronic messaging (CVEMS) greater than 50 Square Feet			\$150.00	\$150.00	\$150.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
164	Sign Permit-Banner	\$10.00	\$10.00	\$10.00	\$10.00	\$25.00	Each	Per month	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9312
165	Sign Permit Promotional/Grand Opening	\$30.00	\$75.00	\$75.00	\$75.00	\$100.00	Each	Maximum Promotional 90 days; Grand Opening two weeks	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9313
166	Billboard/Off Premise advertising sign *	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	Per Year		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
167	Cell Tower Permit	\$0.00	\$650.00	\$650.00	\$650.00	\$650.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
168	Co-location Antenna on Cell Tower Permit	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
169	Basic Electrical Rough-In or General Repairs Permit (up to 4 circuits)	\$8.50	\$20.00	\$20.00	\$20.00	\$20.00	Permit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
170	Additional Electrical Rough-In or General Repairs Permit (5 – 16 circuits) (Basic + Additional)	\$1.00	\$2.00	\$2.00	\$2.00	\$2.00	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
171	Additional Electrical Rough-In or General Repairs Permit (More than 16 circuits) (Basic + Additional 1 + Additional 2)	\$0.75	\$1.50	\$1.50	\$1.50	\$1.50	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
172	Restore/Repair Electrical Service Permit (100 amp)	\$7.00	\$17.00	\$17.00	\$17.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
173	Restore/Repair Electrical Service Permit (200 amp)	\$8.50	\$18.50	\$18.50	\$18.50	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
174	Restore/Repair Electrical Service Permit (400 amp)	\$12.50	\$22.50	\$22.50	\$22.50	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
175	Restore/Repair Electrical Service Permit (600 amp)	\$15.00	\$25.00	\$25.00	\$25.00	\$35.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
176	Restore/Repair Electrical Service Permit (Greater than 600 amp)	\$25.00	\$35.00	\$35.00	\$35.00	\$40.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
177	Other General Electrical Repair Permit	\$7.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
178	Electric Power Permit for Sign	\$8.50	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
179	Placement of Temporary Pole for Electrical Power Permit	\$5.00	\$15.00	\$15.00	\$15.00	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
180	Appeal Concerning Electrical Code Filing Fee	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
181	Plumbing Permit Water (Installation or Replacement of Fixtures, Water Heater, Foot Spa, and etc.... Including general repair of water system)	\$4.00	\$20.00	\$10.00	\$10.00	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
182	Plumbing Permit: Sewer Line or Tap	\$10.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
183	Plumbing Permit Gas (Basic) (up to 4 openings)	\$4.00	\$20.00	\$10.00	\$10.00	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
184	Plumbing Permit Gas (Additional) (Greater than 4 openings) (Basic + Additional)	\$0.50	\$1.00	\$1.00	\$1.00	\$1.00	Each (over 4)		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
185	Plumbing Permit Irrigation: RPZ instillation	\$4.00	\$10.00	\$10.00	\$10.00	\$10.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912

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186	Plumbing Permit Irrigation: (Basic) (1-5 Heads)	\$4.00	\$8.00	\$8.00	\$8.00	\$8.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
187	Plumbing Permit Irrigation (Additional) (More than heads)(Basic + Additional)	\$0.30	\$0.60	\$0.60	\$0.60	\$0.60	Each Additional Head		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
188	Plumbing Permit Miscellaneous (Backflow, Grease Trap, Sand/Oil Separator and etc...)	\$4.00	\$20.00	\$20.00	\$20.00	\$25.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
189	HVAC Permit: Residential Air Installation/Replacement	\$12.50	\$25.00	\$25.00	\$25.00	\$25.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
190	HVAC Permit: Non Residential Commercial Air Installation/Replacement	\$0.60	\$1.20	\$1.20	\$1.20	\$50.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
191	HVAC Permit: Mini Split Commercial Air Units	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
197	Library Membership Texarkana AR/TX Residents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each		Library	600 West 3 rd Street	903-794-2149
198	Library Membership Non-Texarkana Resident	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Annual Fee		Library	600 West 3 rd Street	903-794-2149
199	Library Overdue Fines (Books and Compact Discs)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Calendar Day	Up to the cost of the book or compact discs. Return stops the fine accumulation.	Library	600 West 3 rd Street	903-794-2149
200	Library Overdue Fines (Videos, DVD or Playaway)	\$2.00	\$2.00	\$2.00	\$2.00	\$1.00	Per Calendar Day	Until the return, up to the cost of the videos, DVD or Playaway	Library	600 West 3 rd Street	903-794-2149
201	Library card replacement	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Replacement	Lost unexpired library card	Library	600 West 3 rd Street	903-794-2149
202	Library: Ear buds	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Set		Library	600 West 3 rd Street	903-794-2149
203	Library: Memory Sticks (flash drive)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Drive		Library	600 West 3 rd Street	903-794-2149
204	Library Bag (Plastic)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Per Bag		Library	600 West 3 rd Street	903-794-2149
205	Library Bag (Canvas)	\$7.50	\$7.50	\$7.00	\$7.00	\$7.00	Per Bag		Library	600 West 3 rd Street	903-794-2149
206	Library: Use of Typewriter	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Per 1/2 Hour		Library	600 West 3 rd Street	903-794-2149
207	Library: Case Replacement	\$1.00	\$1.00	\$1 - \$9	\$1 - \$9	\$1 - \$9	Per Case		Library	600 West 3 rd Street	903-794-2149
208	Library: Art Sleeve for case			\$1.00	\$1.00	\$1.00	Each		Library	600 West 3 rd Street	903-794-2149
209	Library: Due Date Card Replacement	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Card		Library	600 West 3 rd Street	903-794-2149
210	Library: Photo copies (B&W)	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	Per Page		Library	600 West 3 rd Street	903-794-2149
211	Library: Photo copies (Color)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
212	Library: Texas Notary	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Service		Library	600 West 3 rd Street	903-794-2149
213	Library: Fax Service Receiving	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
214	Library: Fax Service Sending (local)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
215	Library: Fax Service Sending (long distance)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
216	Library: Fax Service Sending (International)			\$5.00	\$5.00	\$5.00	Per Page		Library	600 West 3 rd Street	903-794-2149
217	Library: Lamination							Inquire at Circulation Desk	Library	600 West 3 rd Street	903-794-2149
218	Library: David Nelson Meeting Room Rental	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Rental	Non-Profit Organizations Exempt	Library	600 West 3 rd Street	903-794-2149
219	Municipal Court Technology Fees	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
220	Municipal Court Building Security Fees	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
221	Municipal Court Warrant Fee	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Warrant		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
222	Park Pavilion Rental (Half Day)	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	Per Rental	8:00 AM - 2:45 PM or 3:00 PM to 10:00 PM	Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
223	Park Pavilion Rental (All Day)	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
224	Ball Field Rental - Practice Game	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	Per Game		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
225	Ball Field Rental - Tournaments 1 Field	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
226	Ball Field Rental - Tournaments 2 Fields	\$150.00	\$175.00	\$175.00	\$175.00	\$175.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
227	Ball Field Rental - Tournaments 3 Fields	\$200.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
228	Ball Field Rental - Tournaments 4-5 Fields	\$250.00	\$300.00	\$300.00	\$300.00	\$300.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
229	Collins Senior Center Activity Room	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Event		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
230	Collins Senior Center Meeting Room	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
231	Southwest Center Multipurpose Room (GYM) Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
232	Southwest Center Multipurpose Room (GYM) Rental	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
233	Southwest Center Multipurpose Room (GYM) Rental	\$250.00	\$275.00	\$275.00	\$275.00	\$275.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
234	Southwest Center ABC Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
235	Southwest Center ABC Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
236	Southwest Center ABC Room Rental	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
237	Southwest Center Game/Activity Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
238	Southwest Center Game/Activity Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
239	Southwest Center Game/Activity Room Rental	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
240	Southwest Center Room A Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
241	Southwest Center Room A Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
242	Southwest Center Room A Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
243	Southwest Center Room B Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
244	Southwest Center Room B Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978

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245	Southwest Center Room B Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
246	Southwest Center Room C Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
247	Southwest Center Room C Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
248	Southwest Center Room C Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
249	Southwest Center Room D Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
250	Southwest Center Room D Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
251	Southwest Center Room D Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
252	Application for Zoning Change (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
253	Application for Specific Use Permit (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
254	Application for Site Plan approval (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
255	Application for Site Plan Amendments (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
256	Specific Use Permit Renewal (Base Fee) (Base + Variable)	\$90.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Permit		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
257	Application fee for Amendment to Zoning Ordinance	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
258	Variances Requests (ZBA)(Base Fee) (Base + Variable)	\$60.00	\$150.00	\$150.00	\$150.00	\$150.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
259	Historic District Certificate of Appropriateness	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Applicant		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
260	Subdivision Plats – preliminary (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
261	Subdivision Plats – final (Base Fee) (Base + Variable Deposit)	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
262	Subdivision Plats – re-approval (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Re-approval		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
263	Subdivision Replats (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Replat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
264	Subdivision Plat - Vacated (Base Fee)	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
265	Subdivision Plat – amendments (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
266	Subdivision Minor Plats (Base Fee) (Base + Variable Deposit)	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Minor Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
267	Deposit for Variable Fees	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	Per Application	(Variable costs include the costs such as advertising, mailing notices, sign manufacturing and posting and etc...) Unused deposit will be returned to petitioner once the final decision is rendered. If variable costs exceed the deposit amount the difference is required to be paid in full prior to issuance of the permit or other required document.	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
268	Zoning Verification Document	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
269	Voluntary Annexation Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	Each Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
270	Street Name Change Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	Per request	Additional cost for new signage	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
271	Street/Alley/Public ROW Abandonment Application Fee	\$0.00	\$2,000.00	\$500.00	\$500.00	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
272	Ground Level License to Encumber Right-Of-Way	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
273	Ground Level License to Encumber Right-Of-Way: Sign Only				\$10.00	\$10.00	Each Encumbrance		Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
273A	Wireless Cell communication pole/tower with network nodes to Encumber Right-of -Way					\$250.00	Each individual network node	Maximum fee set by Texas State Legislators 2017, annual fee does not include fees for building permits issued by the Inspections Department	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
273B	Air Space License to Encumber Right-Of-Way	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
274	Subsurface License to Encumber Right-Of-Way	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
275	Ornamental Device License to Encumber Right-Of-Way	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
276	Downtown CBD License to Encumber Right-Of-Way*				\$100.00	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
277	Solid Waste Pickup - Residential Rate	\$17.21	\$17.54	\$17.35	\$17.85	\$18.39	Per Month	Includes 96 gal. Trash cart, 65 Gal. recycle cart, Yard waste pickup. 2018 - \$10.48/month for additional cart.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
278	Solid Waste Pickup - Commercial Hand PU (1 Toter)	\$22.57	\$23.00	\$22.75	\$25.00	\$25.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
279	Solid Waste Pickup - Commercial Hand PU (2 Toter)	\$33.83	\$34.47	\$34.09	\$42.00	\$43.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
280	Solid Waste Pickup - Commercial Hand PU (3 Toter)	\$42.34	\$43.14	\$42.67	\$59.00	\$60.77	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
281	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$90.54	\$92.26	\$91.25	\$94.90	\$97.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
282	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$135.76	\$138.34	\$136.82	\$142.29	\$146.56	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
283	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$158.40	\$161.41	\$159.63	\$166.02	\$171.00	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
284	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$181.13	\$184.57	\$182.54	\$189.84	\$195.54	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
285	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$203.68	\$207.55	\$205.27	\$213.48	\$219.88	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
286	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$249.12	\$253.85	\$251.06	\$261.10	\$268.93	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
287	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$58.81	\$59.93	\$59.27	\$61.64	\$63.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
288	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$108.63	\$110.69	\$109.47	\$113.85	\$117.27	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
289	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$163.05	\$166.15	\$164.32	\$170.89	\$176.02	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
290	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$190.14	\$193.75	\$191.62	\$199.28	\$205.26	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
291	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$217.40	\$221.53	\$219.09	\$227.85	\$234.69	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
292	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$244.48	\$249.13	\$246.39	\$256.25	\$263.94	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
293	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$298.84	\$304.52	\$301.17	\$313.22	\$322.62	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
294	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$70.58	\$71.92	\$71.13	\$73.98	\$76.20	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
295	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$126.80	\$129.21	\$127.79	\$132.90	\$136.89	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
296	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$190.14	\$193.75	\$191.62	\$199.28	\$205.26	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
297	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$221.89	\$226.11	\$223.62	\$232.56	\$239.54	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
298	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$253.59	\$258.41	\$255.57	\$265.79	\$273.76	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
299	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$285.31	\$290.73	\$287.53	\$299.03	\$308.00	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
300	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$348.69	\$355.32	\$351.41	\$365.47	\$376.43	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
301	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$82.36	\$83.92	\$83.00	\$86.32	\$88.91	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
302	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$164.10	\$167.83	\$165.98	\$172.62	\$177.80	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
303	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$248.51	\$253.23	\$250.44	\$260.46	\$268.27	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
304	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$287.48	\$292.94	\$289.72	\$301.31	\$310.35	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
305	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$329.35	\$335.61	\$331.92	\$345.20	\$355.56	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
306	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$371.32	\$378.38	\$374.22	\$389.19	\$400.87	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
307	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$452.17	\$460.76	\$455.69	\$473.92	\$488.14	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
308	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$106.99	\$109.02	\$107.82	\$112.13	\$115.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
309	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$190.08	\$193.69	\$191.56	\$199.22	\$205.20	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
310	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$253.59	\$258.41	\$255.57	\$265.79	\$273.76	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
311	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$329.40	\$335.66	\$331.97	\$345.25	\$355.61	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
312	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$476.31	\$485.36	\$480.02	\$499.22	\$514.20	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
313	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$519.51	\$529.38	\$523.56	\$544.50	\$560.84	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
314	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$600.57	\$611.98	\$605.25	\$629.46	\$648.34	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
315	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$123.51	\$125.86	\$124.48	\$129.46	\$133.34	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
316	Solid Waste Pickup - Commercial 96-Gallon Toter (RECYCLE)	\$3.20	\$3.26	\$3.22	\$3.35	\$3.45	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
317	Solid Waste Pickup - Commercial 6-Yard FEL Container/Cardboard	\$51.19	\$52.16	\$51.59	\$53.65	\$55.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
318	Solid Waste Pickup - Commercial 8-Yard FEL Container/Cardboard	\$61.42	\$62.59	\$61.90	\$64.38	\$66.31	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
319	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$222.00	\$226.22	\$223.73	\$232.68	\$239.66	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
320	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$444.00	\$452.44	\$447.46	\$465.36	\$479.32	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
321	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$666.00	\$678.65	\$671.18	\$698.03	\$718.97	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
322	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$888.00	\$904.87	\$894.92	\$930.72	\$958.64	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
323	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,110.00	\$1,131.09	\$1,118.65	\$1,163.40	\$1,198.30	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
324	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,332.00	\$1,357.31	\$1,342.38	\$1,396.08	\$1,448.67	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
325	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$261.79	\$266.76	\$263.83	\$274.38	\$282.61	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
326	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$523.59	\$533.54	\$527.67	\$548.78	\$565.24	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
327	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$785.38	\$800.30	\$791.50	\$823.16	\$847.85	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
328	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,047.18	\$1,067.08	\$1,055.34	\$1,097.55	\$1,130.48	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
329	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,308.96	\$1,333.83	\$1,319.16	\$1,371.93	\$1,413.09	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
330	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,570.76	\$1,600.60	\$1,582.99	\$1,646.31	\$1,695.70	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
331	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$301.06	\$306.78	\$303.41	\$315.55	\$325.02	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
332	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$602.12	\$613.56	\$606.81	\$631.08	\$650.01	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
333	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$903.18	\$920.34	\$910.22	\$946.63	\$975.03	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
334	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,204.24	\$1,227.12	\$1,213.62	\$1,262.16	\$1,300.02	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
335	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,505.30	\$1,533.90	\$1,517.03	\$1,577.71	\$1,625.04	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
336	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,806.36	\$1,840.68	\$1,820.43	\$1,893.25	\$1,950.05	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
337	Solid Waste Pickup 20-Yard Roll-Off (Open Top)	\$288.14	\$293.61	\$290.38	\$290.38	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
338	Solid Waste Pickup 25-Yard Roll-Off (Open Top)	\$288.14	\$293.61	\$290.38	\$290.38	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
339	Solid Waste Pickup 30-Yard Roll-Off (Open Top)	\$312.16	\$318.09	\$314.59	\$314.59	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
340	Solid Waste Pickup 40-Yard Roll-Off (Open Top)	\$336.17	\$342.56	\$338.79	\$338.79	\$349.07	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
341	Solid Waste Pickup 30-Yard Roll-Off (Compactor)	\$312.16	\$318.09	\$314.59	\$314.59	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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342	Solid Waste Pickup 33-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
343	Solid Waste Pickup 34-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
344	Solid Waste Pickup 35-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
345	Solid Waste Pickup 40-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
346	Solid Waste Pickup 42-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
347	Utility Easement Abandonment Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
348	Central Records and Communications	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Copy or 911 Recording		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
349	Police: Accident or Crash Report	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	Copy of Report	Front and back pages	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
350	Police: Offense Report	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Copy of Report	Front page only	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
351	Police: Criminal History	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Each	Must show two forms of ID	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
352	Police: Certification of any Report	\$5.00	\$5.00	\$5.00	\$2.00	\$2.00	Each	Added to the cost of the report	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
353	Burglar Alarm Permits – Residential	\$20.00	\$35.00	\$35.00	\$35.00	\$35.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
354	Burglar Alarm Permits – Commercial	\$20.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
355	Burglar Alarm Permits -- late renewal (30 days or less late)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
356	Burglar Alarm Permits -- late renewal (more than 30 days late)	\$20.00	\$40.00	\$40.00	\$40.00	\$40.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
357	False Alarm Fees	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each alarm	Per alarm after 6 alarms in any 12 month period	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
358	Wrecker Permits	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Per wrecker	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
359	Vehicle Storage Facility	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per facility	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
360	Taxi Permits	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Per taxicab	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116

**FY18 Master Fee List
(adopted 10 JUL 17)**

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
361	Sexually Oriented Business	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
362	Youth Club/Dance Hall Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
363	Police: Extraordinary Response to Problem Location				\$22.88	\$28.78	Per additional Officer	Only after Owner/Manager has been placed on legal notice.	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
364	Water Service Connection	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	Each	Water Service Initiation	TWU	801 Wood Street	903-798-3800
365	Water Meter Disconnect	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	Each	Discontinue Service	TWU	801 Wood Street	903-798-3800
366	Water Service Transfer	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		TWU	801 Wood Street	903-798-3800
367	Late Service Charge – Non-Payment	10%	10%	10%	10%	10%	On billed amount	If not paid by Due Date	TWU	801 Wood Street	903-798-3800
368	After Hours Service Call to reinstate water service	\$25.00	\$25.00	\$50.00	\$50.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
369	Non Payment Service Charge	\$20.00	\$20.00	\$35.00	\$35.00	\$35.00	Each	if not paid by disconnect date	TWU	801 Wood Street	903-798-3800
370	Water meter reread initiated by Customer	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	Each	No charge if initiated by TWU	TWU	801 Wood Street	903-798-3800
371	Water meter testing initiated by Customer	\$30.00	\$30.00	\$30.00	\$50.00	\$50.00	Each	Meters two inches & smaller	TWU	801 Wood Street	903-798-3800
372	Water meter testing, for 2" line or greater, initiated by Customer (Cost plus %)	10%	10%	10%	10%	10%	Each	Meters larger than two inches	TWU	801 Wood Street	903-798-3800
373	Water meter Tampering	\$35.00	\$35.00	\$50.00	\$50.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
374	Unauthorized Water Connection Inserted	\$35.00	\$35.00	\$100.00	\$100.00	\$100.00	Each		TWU	801 Wood Street	903-798-3800
375	Water meter Fees – 5/8" meter	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
376	Water meter Fees – 1" meter	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
377	Water: Single Register 2" (irrigation)	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
378	Inspection/Tapping Fee for Water Main	\$25.00	\$25.00	\$25.00	\$75.00	\$75.00	Each		TWU	801 Wood Street	903-798-3800
379	Bacteriological testing of water samples	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		TWU	801 Wood Street	903-798-3800
380	Inspection/Tapping Fee for Sewer Main	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
381	Sanitary Sewer Availability Fee *	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Monthly	Non-Connection when Sewer Connection is available to the property	TWU	801 Wood Street	903-798-3800
382	Sewer Surcharge -- Excessive Strength Wastes	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	TSS per pound		TWU	801 Wood Street	903-798-3800
383	Sewer Surcharge -- Excessive Strength Wastes	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	BOD per pound		TWU	801 Wood Street	903-798-3800
384	Industrial Wastewater Discharge Permit	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00		Significant Discharger	TWU	801 Wood Street	903-798-3800
385	Industrial Wastewater Discharge Permit	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		Minor Discharger	TWU	801 Wood Street	903-798-3800
386	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Commercial Discharger	TWU	801 Wood Street	903-798-3800
387	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Intermittent Discharger	TWU	801 Wood Street	903-798-3800
388	Industrial Wastewater Discharge Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00		Transported Discharger	TWU	801 Wood Street	903-798-3800
389	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Non-Discharge	TWU	801 Wood Street	903-798-3800
390	Temporary Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00			TWU	801 Wood Street	903-798-3800
392	Metered Discharge Treatment	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	Per Gallon		TWU	801 Wood Street	903-798-3800
393	Liquid Waste Transport Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00			TWU	801 Wood Street	903-798-3800
394	Liquid Waste Transport Permit Late Fee					\$25.00	Each Permit		TWU	3616 South State Line Ave	903-798-3870
394A	Septic Waste Dumping	\$35.00	\$50.00	\$50.00	\$50.00	\$50.00	Per 1,000 Gallons	Per Volume of Tank	TWU	801 Wood Street	903-798-3800
395	Delivery of Non-Domestic Waste to POTW Treatment Plant	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Gallon		TWU	801 Wood Street	903-798-3800
396	Septic Waste Manifest Books	\$12.00	\$12.00	\$12.00	\$12.00	\$13.00	Each		TWU	801 Wood Street	903-798-3800
397	Liquid Waste Transporter Manifest Late Fee					\$25.00	Each Occurrence		TWU	3616 South State Line Ave	903-798-3870
397A	Non-Residential Backflow Prevention Assembly Device	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Year		TWU	801 Wood Street	903-798-3800
398	Backflow Testing Fee	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	Each		TWU	3616 South State Line Ave	903-798-3870
399	Backflow Tester Registration Fee				\$25.00	\$25.00	Per Tester	Annual Fee	TWU	3616 South State Line Ave	903-798-3870
400	Commercial Customer Service Inspection				\$15.00	\$15.00	Each		TWU	3616 South State Line Ave	903-798-3870
401	Environmental Services Enforcement Fee				Cost plus 10%	Cost plus 10%	Per Action		TWU	3616 South State Line Ave	903-798-3870
402	Backflow Assembly Text Booklet	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00	Each		TWU	801 Wood Street	903-798-3800
403	Water Infrastructure Fee - Residential	\$1.00	\$1.50	\$1.50	\$1.50	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
404	Waste Water Infrastructure Fee - Residential	\$1.00	\$1.50	\$1.50	\$1.50	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
405	Water Infrastructure Fee - Commercial	\$2.50	\$3.75	\$3.75	\$3.75	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
406	Waste Water Infrastructure Fee - Commercial	\$2.50	\$3.75	\$3.75	\$3.75	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800

**FY18 Master Fee List
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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
407	Sales: Screened Compost	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
408	Sales: Screened Compost	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Per bag (1-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
409	Sales: Unscreened Compost	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
410	Sales: Wood Chips	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
411	Sales: Wood Chips	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Bag (2-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
412	Sales: Leaf Mulch	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
413	Residential Water Service Charge (Monthly)			\$8.15	\$8.15	\$8.15	Per Meter		TWU	801 Wood Street	903-798-3800
414	Residential Water Volume Rate Tier 1			\$1.75	\$1.75	\$1.75	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
415	Residential Water Volume Rate Tier 2			\$2.00	\$2.00	\$2.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
416	Residential Water Volume Rate Tier 3			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
417	Residential Water Volume Rate Tier 4			\$3.75	\$3.75	\$3.75	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
418	Residential Water Volume Rate Tier 5			\$4.00	\$4.00	\$4.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
419	Commercial Water Service Charge 1 (Monthly)			\$9.28	\$9.28	\$9.28	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
420	Commercial Water Service Charge 2 (Monthly)			\$9.28	\$9.28	\$9.28	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
421	Commercial Water Service Charge 3 (Monthly)			\$10.61	\$10.61	\$10.61	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
422	Commercial Water Service Charge 4 (Monthly)			\$11.93	\$11.93	\$11.93	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
423	Commercial Water Service Charge 5 (Monthly)			\$13.24	\$13.24	\$13.24	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
424	Commercial Water Service Charge 6 (Monthly)			\$26.50	\$26.50	\$26.50	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
425	Commercial Water Service Charge 7 (Monthly)			\$39.75	\$39.75	\$39.75	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
426	Commercial Water Service Charge 8 (Monthly)			\$66.25	\$66.25	\$66.25	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
427	Commercial Water Service Charge 9 (Monthly)			\$66.25	\$66.25	\$66.25	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
428	Commercial Water Volume Rate Tier 1			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
429	Commercial Water Volume Rate Tier 2			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
430	Commercial Water Volume Rate Tier 3			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
431	Commercial Water Volume Rate Tier 4			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
432	Commercial Water Volume Rate Tier 5			\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
433	Industrial Water Rates and Service Charges			\$0.00	\$0.00	\$0.00	Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800
434	Residential Water Service Charge (Monthly) [outside city limits]			\$12.23	\$12.23	\$12.23	Per Meter		TWU	801 Wood Street	903-798-3800
435	Residential Water Volume Rate Tier 1 [outside city limits]			\$2.63	\$2.63	\$2.63	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
436	Residential Water Volume Rate Tier 2 [outside city limits]			\$3.00	\$3.00	\$3.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
437	Residential Water Volume Rate Tier 3 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
438	Residential Water Volume Rate Tier 4 [outside city limits]			\$5.63	\$5.63	\$5.63	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
439	Residential Water Volume Rate Tier 5 [outside city limits]			\$6.00	\$6.00	\$6.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
440	Commercial Water Service Charge 1 (Monthly) [outside city limits]			\$13.92	\$13.92	\$13.92	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
441	Commercial Water Service Charge 2 (Monthly) [outside city limits]			\$13.92	\$13.92	\$13.92	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
442	Commercial Water Service Charge 3 (Monthly) [outside city limits]			\$15.92	\$15.92	\$15.92	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
443	Commercial Water Service Charge 4 (Monthly) [outside city limits]			\$17.90	\$17.90	\$17.90	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
444	Commercial Water Service Charge 5 (Monthly) [outside city limits]			\$19.86	\$19.86	\$19.86	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
445	Commercial Water Service Charge 6 (Monthly) [outside city limits]			\$39.75	\$39.75	\$39.75	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
446	Commercial Water Service Charge 7 (Monthly) [outside city limits]			\$59.63	\$59.63	\$59.63	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
447	Commercial Water Service Charge 8 (Monthly) [outside city limits]			\$99.38	\$99.38	\$99.38	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
448	Commercial Water Service Charge 9 (Monthly) [outside city limits]			\$99.38	\$99.38	\$99.38	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
449	Commercial Water Volume Rate Tier 1 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
450	Commercial Water Volume Rate Tier 2 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
451	Commercial Water Volume Rate Tier 3 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
452	Commercial Water Volume Rate Tier 4 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
453	Commercial Water Volume Rate Tier 5 [outside city limits]			\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
454	Residential Sewer Minimum Charge (Monthly)			\$10.52	\$10.52	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
455	Residential Sewer Volume Rate			\$3.77	\$3.77	\$3.77	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
456	Residential Unmetered Sewer (Monthly) (from water supplied by sources other than TWU)			\$26.72	\$26.72	\$26.72	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
457	Commercial Sewer Minimum Charge (Monthly)			\$10.52	\$10.52	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
458	Commercial Sewer Volume Rate			\$4.41	\$4.41	\$4.41	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
459	Residential Sewer Minimum Charge (Monthly) [outside city limits]			\$15.78	\$15.78	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
460	Residential Sewer Volume Rate [outside city limits]			\$5.66	\$5.66	\$5.66	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
461	Residential Unmetered Sewer Charge (Monthly) (from water supplied by sources other than TWU) [outside city limits]			\$40.08	\$40.08	\$40.08	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
462	Commercial Sewer Minimum Charge (Monthly) [outside city limits]			\$15.78	\$15.78	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
463	Commercial Sewer Volume Rate [outside city limits]			\$6.62	\$6.62	\$6.62	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☒ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☒ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☒ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Version: B

Update Date: 7/7/2017 8:50 AM

Briefing Sheet

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary
Subject: Ordinance No. 2017-076 calling for a Special Election to be held on Tuesday, November 7, 2017 to consider City Charter amendments.
Briefing: 7/10/2017 **Public Hearing:** **Second Briefing:** **Council Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

On August 11, 2014 the city council approved Ordinance 2014-097 authorizing six (6) city charter amendments to be presented to city voters on the November 2014 General Election ballot. See the briefing item at this link

<http://texarkanacitytx.igm2.com/Citizens/FileOpen.aspx?Type=1&ID=1030&Inline=True>

Of the six amendments only three were presented to the voters due to limited space on the ballot. Of the three presented two were approved by the voters with one being denied. The three amendments that were not presented are hereby represented (Charter Questions 1, 2, and 3) unchanged.

City Charter Amendment 1: Revising the City Charter, Article II, Section 8 – Meetings of the Council. Providing for regular, special, and emergency meetings of the city council and the manner in which the meetings are scheduled or called. Designating all meetings of city boards and commissions to be public meetings subject to rules and regulations of the city charter, state law, and adopted rules of procedure. Permitting the city council to adopt rules and procedures for public comments to be heard during regular council meetings.

City Charter Amendment 2: Revising the City Charter, Article IV, Section 1 – Administrative departments. Removing from the current charter the listing of specific department names and providing that the city may create, abolish, or combine departments and assign or transfer duties of any department.

City Charter Amendment 3: Revising the City Charter, Article X, Section 2 – City attorney. Providing for the city council to appoint a city attorney to serve at its pleasure and to be its legal adviser and removing all other stated duties and authorities of the city attorney.

Four new amendments are presented for consideration:

City Charter Amendment 4: Revising the City Charter, Article II, Section 10 – Annual audit. Providing for the completed annual audit report to be posted to the city's website.

City Charter Amendment 5: Revising the City Charter, Article II, Section 4 – The mayor. Providing for additional authority for the Mayor to vote in the event of a vacancy in council membership, a Councilmember not voting, or the absence of a Councilmember.

City of Texarkana, Texas

City Charter Amendment 6: Revising the City Charter, Article XVII, Section 12 – Rearrangement and renumbering of Charter. Providing for additional authority for the Council by ordinance to substitute appropriate terms to bring the Charter into conformity with state or federal law.

City Charter Amendment 7: Revising the City Charter, Article II, Section 9 – Council Rules. Changing the requirement of the affirmative vote of four members to the affirmative vote of a simple majority of the members present and voting for adoption of any ordinance or resolution, unless the Charter, city ordinance, or state law requires otherwise; and providing for a member to abstain from participation on a matter when intending to abstain from voting and to notify the mayor when intending to abstain.

The 2014 Ballot Question that failed was an amendment that would provide for four-year terms for the Mayor and Councilmembers. The amendment has been rewritten to provide for three-year terms for the Mayor and Councilmembers and adjusting the election cycle, following transition years, to provide for the election of two councilmembers in each annual general election.

City Charter Amendment 8: Revising the City Charter, Article II, Section 2 – Number, selection, term of office and remuneration, and Article II, Section 6 - Vacancies. Providing for three-year terms of office for the Mayor and Councilmembers; providing a transition plan from two-year terms to three-year terms; providing for filling a vacancy in council membership by mandatory special election when the unexpired term of the vacant office is greater than twelve (12) months or by optional appointment when the unexpired term of the vacant office is twelve (12) months or less; and renumbering existing Charter sections providing for Council composition, a person filling a vacancy serving for the remainder of the unexpired term, and procedures to raise council membership to a quorum when the membership of the Council is reduced to less than a quorum.

Potential Options:

- Adopted the ordinance as proposed
- Amend the proposed ordinance and adopt the proposed ordinance
- Deny the proposed ordinance

Fiscal Implications:

The city will be compensating Bowie County for conducting the municipal election, the only additional costs could be the cost of printing additional ballots if a second sheet ballot is provided.

Staff Recommendation:

Adopt the Ordinance as presented.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-076 ORD Calling Special Election for Charter Amendments (DOCX)
- b. 2017-076 ATTH 01 Exhibit A (DOCX)
- c. 2017-076 ATTH 02 Compare Current and Proposed Charter Amendments (DOCX)
- d. 2017-076 ATTH 03 City School Districts Terms of Office (PDF)

City of Texarkana, Texas

e. 2017-076 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed	
	07/06/2017 9:06 PM			
City Attorney	John Whitson	City Attorney Review	Skipped	07/07/2017
	8:19 AM			
Deputy City Manager - Shirley Jaster	John Whitson	Deputy City Manager		
Review	Skipped	07/07/2017 8:32 AM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager		
Review	Completed	07/07/2017 8:41 AM		
Public Information Officer	Lisa Thompson	PIO Review	Completed	
	07/07/2017 8:44 AM			
City Manager	John Whitson	City Manager Review	Completed	07/07/2017
	8:55 AM			
City Council	Vicky Coopwood	Meeting	Pending	07/10/2017
	6:00 PM			

Meeting History

ORDINANCE NO. 2017 - 076

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ORDERING A SPECIAL ELECTION FOR A PROPOSED UPDATE AND REVISION OF THE EXISTING CITY CHARTER, AMENDING AND RESTATING SECTIONS OF THE CITY CHARTER, TO BE PLACED ON THE SPECIAL ELECTION BALLOT FOR NOVEMBER 7, 2017, AND PRESENTED TO THE QUALIFIED VOTERS OF THE CITY OF TEXARKANA, TEXAS; PRESCRIBING THE FORM FOR THE PROPOSITIONS ON THE BALLOT; DIRECTING THE CITY SECRETARY TO PROVIDE FOR THE TIMELY PRINTING OF BALLOTS; PROVIDING FOR EARLY VOTING; PROVIDING FOR PUBLICATION OF PUBLIC NOTICE OF THIS ELECTION; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Home Rule Charter of the City of Texarkana, Texas, originally adopted in May 1960, and subsequently amended to its present form, contains provisions which need to be clarified or modified to reflect changes in law over the past 50 years and to make City operations more efficient and effective; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(a), the governing body of a municipality on its own motion may submit a proposed charter amendment to the municipality's qualified voters for their approval at an election; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(b), the ordinance ordering the election shall provide for the election to be held on the first authorized uniform election date prescribed by the Election Code or on the earlier of the date of the next municipal general election or presidential general election and the election date must allow sufficient time to comply with other requirements of law and must occur on or after the 30th day after the date the ordinance is adopted; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(c), notice of election shall be published in a newspaper of general circulation published in the municipality, the notice must include a substantial copy of the proposed amendment, an estimate of the anticipated fiscal impact to the municipality if the proposed amendment is approved at the election, and be published on the same day in each of two successive weeks, with the first publication occurring before the 14th day before the date of the election; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(d), an amendment may not contain more than one subject; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(e), the ballot shall be prepared so that a voter may approve or disapprove any one or more amendments without having to approve or disapprove all of the amendments; and

Publish

WHEREAS, the City Council, having given due consideration to the recommendations of the city staff, has determined to submit to the qualified voters of the City of Texarkana, Texas, for their adoption or rejection ('yes' or 'no' vote), proposed amendments to the Charter for the City of Texarkana, Texas, pursuant to the provisions the Texas Local Government Code, Chapter 9, Section 9.004, as amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That the presented City Charter amendments, a copy of which is attached hereto as **Exhibit "A"** and to which reference is made for all purposes, be and the same is hereby accepted and approved.

SECTION 2: That a special election is hereby ordered to be held within the jurisdiction of the City of Texarkana, Texas, on the 7th day of November, 2017, pursuant to the laws of the State of Texas and the Charter of the City of Texarkana, Texas, with said election to be held for the purpose of amending the Charter. In all City elections, the Mayor, City Secretary, or City Council shall perform each act as is required to be performed, in connection with the holding and consummation of such election, and to give effect to the intent of this Ordinance.

SECTION 3: That said special election shall be held on the next Texas uniform election date in conjunction with the Bowie County General Election on said same date.

SECTION 4: That said election shall be held in accordance with the Interlocal Agreement with Bowie County, Texas, attached to Ordinance No. 2017-075, laws of the State of Texas, the provisions of the Texas Election Code, the Charter of the City of Texarkana, Texas, and city ordinances unless otherwise specified herein.

SECTION 5: That the specimen ballot shall be made available for public inspection in the office of the City Secretary and on the bulletin board in City Hall as soon as practicable after the official ballots have been prepared for the election, as required by Section 52.007, Texas Election Code.

SECTION 6: That the City Secretary shall give notice of this election by publication on the same day in each of two successive weeks in the Texarkana Gazette, a newspaper of general circulation in the City of Texarkana, with the date of the first publication occurring before the 14th day before the date of the election as required by Texas Local Government Code, Section 9.004 (c).

SECTION 7: That the election precincts and polling locations for the respective precincts as established by Bowie County for the November 2017 general election that are within the City are the election precincts for this special election:

Precinct	Location
1A / 4E	Academic Learning Center 3201 Lincoln St. - Texarkana
1B	Liberty-Eylau C.K. Bender Elementary School

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	2300 Buchanan Rd. - Texarkana
2A	Liberty Eylau Pre-Kindergarten Center/Grandview Campus 3105 Norris Cooley Dr. - Texarkana
2B / 4D / 5A	Westlawn Elementary School 410 Westlawn Dr. - Texarkana
2C	Theron Jones Early Literacy Center 2600 W. 15th St. - Texarkana
2D	<i>(With 4C)</i>
3A	Collins Memorial Building 3000 Texas Blvd. - Texarkana
3B	Texarkana City Hall – Municipal Building 220 Texas Blvd. - Texarkana
4A	<i>(With 4C)</i>
4B	Spring Lake Park School 4324 Ghio-Fish Blvd. - Texarkana
4C /4A /2D /5B	Texarkana College 2500 N Robison Rd. - Texarkana
4D	<i>(With 2B)</i>
4E	<i>(With 1A)</i>
5A	<i>(With 2B)</i>
5B	<i>(with 4C)</i>
5C	Pleasant Grove High School 5406 McKnight Road - Texarkana
6A	First Baptist Church 3015 Moores Ln. - Texarkana
6B	Pleasant Grove Middle School 5605 Cooks Ln. - Texarkana
10	Pleasant Grove Volunteer Fire Department 3123 FM 559 - Texarkana

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SECTION 8: That the City Council shall, at its next regular meeting after the election returns are delivered to the City Secretary's office, canvass the returns and declare the official results of the election. If one or more proposed Charter amendments are approved by a majority of the qualified voters voting in the election, the Charter as amended shall be considered adopted when an official order has been entered upon the records of the City by the City Council declaring the same adopted.

SECTION 9: That the ballots for said election shall be prepared by Bowie County in sufficient number and in conformity with Chapter 52 of the Texas Election Code so that a voter may approve or disapprove each proposed charter amendment without having to approve or disapprove all of the proposed charter amendments; provided, however, that in the event available ballot space will not accommodate placement of all proposed amendments contained in Exhibit "A", and the City Manager in his discretion determines that the cost of an additional ballot page for submission of all proposed amendments outweighs the benefit to the City, then the City Manager is authorized to withhold from ballot placement one or more proposed amendments beginning with the last numbered item and continuing in descending order to the next sequentially numbered item as necessary.

SECTION 10: That it is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 11: That all ordinances or parts of ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 12: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Exhibit A

Amendment Question 1:

Texarkana, Texas, City Charter, Article II, Section 8 shall be as follows and all other provisions rescinded and removed:

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at least once per month. Meeting dates, times, and locations shall be specified by resolution. A newly-elected Councilmember (including the Mayor) shall assume the duties of office on the next regular council meeting day immediately following the canvass of the election.

(b) *Special Meetings.* The Mayor, the Mayor Pro Tempore, any two Councilmembers, or the City Manager may at any time call a special council meeting by submitting to the City Secretary a signed statement specifying the time and place of the meeting and the subjects to be considered. The meeting notice shall be prepared and posted by the City Secretary and shall contain for City Council deliberation only the subjects specified in the signed statement. Councilmembers shall be informed of the meeting in any manner consistent with state law or as otherwise approved by resolution of the City Council.

(c) *Emergency Meeting.* The Mayor or City Manager may call an Emergency Meeting of the City Council as allowed by law.

(d) *Public Meetings.* All meetings of the City Council, boards, and commissions shall be open to the public and noticed as provided by law. The City Council, boards, and commissions may adopt rules of procedure consistent with the city charter and state law.

(e) *Public Participation.* The Council shall adopt rules and procedures for public comment during regular Council meetings.

(f) *Attendance of City Manager.* The City Manager shall attend all meetings of the City Council and may take part in the discussion of all matters coming before the Council but shall have no vote.

Ballot Language:

City Charter Amendment 1: Revising the City Charter, Article II, Section 8 – Meetings of the Council. Providing for regular, special, and emergency meetings of the city council and the manner in which the meetings are scheduled or called. Designating all meetings of city boards and commissions to be public meetings subject to rules and regulations of the city charter, state law, and adopted rules of procedure. Permitting the city council to adopt rules and procedures for public comments to be heard during regular council meetings.

Amendment Question 2:

Texarkana, Texas, City Charter, Article IV, Section 1 shall be as follows and all other provisions rescinded and removed:

Sec. 1 – Administrative departments

All administrative departments shall be under the control and direction of the City Manager. The City may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another.

Ballot Language:

City Charter Amendment 2: Revising the City Charter, Article IV, Section 1 – Administrative departments. Removing from the current charter the listing of specific department names and providing that the city may create, abolish, or combine departments and assign or transfer duties of any department.

Amendment Question 3:

Texarkana, Texas, City Charter, Article X, Section 2 shall be as follows and all other provisions rescinded and removed:

Sec. 2. – City attorney.

The Council shall appoint a city attorney to serve at its pleasure and to be its legal adviser.

Ballot Language:

City Charter Amendment 3: Revising the City Charter, Article X, Section 2 – City attorney. Providing for the city council to appoint a city attorney to serve at its pleasure and to be its legal adviser and removing all other stated duties and authorities of the city attorney.

Amendment Question 4:

Texarkana, Texas, City Charter, Article II, Section 10 shall be as follows and all other provisions rescinded and removed:

Sec. 10. - Annual audit.

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. The completed audit report shall be posted to the city's website.

Ballot Language:

City Charter Amendment 4: Revising the City Charter, Article II, Section 10 – Annual audit. Providing for the completed annual audit report to be posted to the city's website.

Amendment Question 5:

Texarkana, Texas, City Charter, Article II, Section 4 shall be as follows and all other provisions rescinded and removed:

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council in the event of a tie vote, a vacancy in council membership, or a Councilmember not voting or absent, but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Ballot Language:

City Charter Amendment 5: Revising the City Charter, Article II, Section 4 – The mayor. Providing for additional authority for the Mayor to vote in the event of a vacancy in council membership, a Councilmember not voting, or the absence of a Councilmember.

Amendment Question 6:

Texarkana, Texas, City Charter, Article XVII, Section 12 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance, as it shall deem appropriate, to renumber and rearrange all Articles, Sections, and Paragraphs of this Charter, or any amendments thereto, or to substitute appropriate terms to bring the Charter into conformity with state or federal law or to eliminate gender references, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Ballot Language:

City Charter Amendment 6: Revising the City Charter, Article XVII, Section 12 – Rearrangement and renumbering of Charter. Providing for additional authority for the Council by ordinance to substitute appropriate terms to bring the Charter into conformity with state or federal law.

Amendment Question 7:

Texarkana, Texas, City Charter, Article II, Section 9 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. Unless otherwise specifically provided for in this Charter, city ordinance, or state law, the affirmative vote of a majority of the members present and voting shall be necessary to adopt any ordinance or resolution. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes. A member intending to abstain from voting shall abstain from participation in the matter and shall notify the Mayor of such intention prior to the first presentation of the matter to the council.

Ballot Language:

City Charter Amendment 7: Revising the City Charter, Article II, Section 9 – Council Rules. Changing the requirement of the affirmative vote of four members to the affirmative vote of a simple majority of the members present and voting for adoption of any ordinance or resolution, unless the Charter, city ordinance, or state law requires otherwise; and providing for a member to abstain from participation on a matter when intending to abstain from voting and to notify the mayor when intending to abstain.

Amendment Question 8:

Texarkana, Texas, City Charter, Article II, Sections 2 and 6 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 2. – Number, selection, term of office and remuneration.

- (a) *Council composition.* The council shall be composed of seven members, consisting of six ward councilmembers and a mayor. Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.
- (b) *Term of office.* Each ward councilmember and the mayor shall serve for a three-year term, which term shall begin on the day of the next regular council meeting following the canvas of the regular election in which the ward councilmember or mayor was elected.
- (c) *Transition from two-year to three-year terms.* The following election schedule and process is established to transition from a two-year term to a three-year term:
- (1) The three councilmembers elected in the 2017 election year shall, upon taking the oath of office, collectively draw to determine which one shall have a transitional term of office for four years, with the other two having a term of office of three years; and
 - (2) The three councilmembers elected in the 2018 election year shall, upon taking the oath of office, collectively draw to determine which two shall have a transitional term of office for four years, with the other councilmember having a term of office of three years; and
 - (3) There will be no regular election for councilmembers in the 2019 election year.
 - (4) The following table provides an example of the transition from two-year terms to three-year terms, utilizing Ward 5 as the hypothetical draw for the four-year transitional term under subsection (c)(1), and Wards 3 and 6 as the hypothetical draws for the four-year transitional terms under subsection (c)(2):

Example of Transition from 2-Year Terms to 3-Year Terms							
Office	2017	2018	2019	2020	2021	2022	2023
Mayor		3-year			3-year		
Ward 1		3-year			3-year		
Ward 2	3-year			3-year			3-year
Ward 3		4-year				3-year	
Ward 4	3-year			3-year			3-year
Ward 5	4-year				3-year		
Ward 6		4-year				3-year	

- (d) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

- (a) The City Council shall order a special election to fill a vacancy in council membership in the event the unexpired term of the vacant office, including the office of Mayor, is greater than twelve (12) months.

(b) In the event the unexpired term of a vacant office, including the office of Mayor, is twelve (12) months or less, the City Council may, by majority vote of the Mayor and the remaining councilmembers, either fill the vacancy by appointment, defer filling the vacancy until the next regular city election, or order a special election to fill the vacancy.

(c) A person filling a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.

(d) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum: (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4) the Governor, upon the petition of any remaining councilmember or any five registered voters of the city, provided the preceding methods have failed to raise the membership to a quorum.

Ballot Language:

City Charter Amendment 8: Revising the City Charter, Article II, Section 2 – Number, selection, term of office and remuneration, and Article II, Section 6 - Vacancies. Providing for three-year terms of office for the Mayor and Councilmembers; providing a transition plan from two-year terms to three-year terms; providing for filling a vacancy in council membership by mandatory special election when the unexpired term of the vacant office is greater than twelve (12) months or by optional appointment when the unexpired term of the vacant office is twelve (12) months or less; and renumbering existing Charter sections providing for Council composition, a person filling a vacancy serving for the remainder of the unexpired term, and procedures to raise council membership to a quorum when the membership of the Council is reduced to less than a quorum.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 1: Article II, Section 8

Proposed

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at least once per month. Meeting dates, times, and locations shall be specified by resolution. A newly-elected Councilmember (including the Mayor) shall assume the duties of office on the next regular council meeting day immediately following the canvass of the election.

(b) *Special Meetings.* The Mayor, the Mayor Pro Tempore, any two Councilmembers, or the City Manager may at any time call a special council meeting by submitting to the City Secretary a signed statement specifying the time and place of the meeting and the subjects to be considered. The meeting notice shall be prepared and posted by the City Secretary and shall contain for City Council deliberation only the subjects specified in the signed statement. Councilmembers shall be informed of the meeting in any manner consistent with state law or as otherwise approved by resolution of the City Council.

(c) *Emergency Meeting.* The Mayor or City Manager may call an Emergency Meeting of the City Council as allowed by law.

(d) *Public Meetings.* All meetings of the City Council, boards, and commissions shall be open to the public and noticed as provided by law. The City Council, boards, and commissions may adopt rules of procedure consistent with the city charter and state law.

(e) *Public Participation.* The Council shall adopt rules and procedures for public comment during regular Council meetings.

(f) *Attendance of City Manager.* The City Manager shall attend all meetings of the City Council and may take part in the discussion of all matters coming before the Council but shall have no vote.

Current Charter

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at the City Hall on the first week day of May following a regular city election. Newly elected members (including the Mayor) shall assume the duties of office at that time. Thereafter the Council shall meet in a regular meeting at the City Hall at least once a month on a day to be set by ordinance or resolution.

(b) *Special.* The Council may provide by ordinance or resolution for the time and place of holding any additional meetings, and the manner in which special meetings shall be called. A special meeting shall be called by the City Secretary upon written request of the Mayor, the City Manager, or a majority of the members of the Council by written notice thereof mailed to the post office address of the several members of the Council at least twenty-four (24) hours next before such special meeting. Notice of such meeting shall state the subject to be considered, and no subject at such meeting shall be considered unless notice of the subject to be considered has been given according to law. Special meetings may be held without previous notice provided all members of the Council are present, or all members waive such notice in writing.

(c) *Attendance of City Manager; meetings public.* The City Manager shall attend all meetings of the Council and may take part in the discussion of all matters coming before the Council but shall have no vote. All meetings of the Council and of all boards, commissions, and committees thereof shall be open to the public as provided by State law. Any inhabitant of the City shall have a reasonable opportunity to be heard at any meetings of the Council on any matter.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 2: Article IV, Section 1

Proposed

Sec. 1 – Administrative departments

All administrative departments shall be under the control and direction of the City Manager. The City may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another.

Current Charter

Sec. 1. - Administrative departments.

General. There are hereby created the following administrative departments: (1) Finance Department. (2) Police Department. (3) Fire Department. (4) Public Works Department, and others which may be established by ordinance.

All administrative departments shall be under the control and direction of the City Manager. The Council may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another by ordinance.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 3: Article X, Section 2

Proposed

Sec. 2. – City attorney.

The Council shall appoint a city attorney to serve at its pleasure and to be its legal adviser.

Current Charter

Sec. 2. - City attorney.

(a) The City Council shall appoint the City Attorney, who must be a competent practicing attorney in the City of Texarkana, Texas. He shall receive for his services such compensation as may be fixed by the Council and shall hold his office until his successor is appointed and qualified.

(b) The City Attorney shall represent the City in all litigations. He shall be the legal advisor of and attorney and counsel for the City and for all officers and departments thereof.

(c) The City Attorney shall have power to appoint such assistants as are provided in the city budget, subject to the approval of the Council, at such compensation as fixed by the Council.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 4: Article II, Section 10

Proposed

Sec. 10. – Annual Audit.

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. The completed audit report shall be posted to the city's website.

Current Charter

Sec. 10. – Annual Audit

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. A summary of the annual city audit shall be published by the council in the newspaper authorized to publish the city's legal notices.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 5: Article II, Section 4

Proposed

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council in the event of a tie vote, a vacancy in council membership, or a Councilmember not voting or absent, but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Current Charter

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council only in the event of a tie vote but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 6: Article XVI, Section 12

Proposed

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance, as it shall deem appropriate, to renumber and rearrange all Articles, Sections, and Paragraphs of this Charter, or any amendments thereto, or to substitute appropriate terms to bring the Charter into conformity with state or federal law or to eliminate gender references, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Current Charter

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance to renumber and rearrange all Articles, Sections and Paragraphs of this Charter, or any amendments thereto and to eliminate gender references to the various provisions of the charter and to substitute appropriate terms therefor, as it shall deem appropriate, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 7: Article II, Section 9

Proposed

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. Unless otherwise specifically provided for in this Charter, city ordinance, or state law, the affirmative vote of a majority of the members present and voting shall be necessary to adopt any ordinance or resolution. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes. A member intending to abstain from voting shall abstain from participation in the matter and shall notify the Mayor of such intention prior to the first presentation of the matter to the council.

Current Charter

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. The affirmative vote of four of the members shall be necessary to adopt any ordinance or resolution unless otherwise specifically provided in this Charter. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 8: Article II, Sections 2 and 6

Proposed

Sec. 2. – Number, selection, term of office and remuneration.

- (a) *Council composition.* The council shall be composed of seven members, consisting of six ward councilmembers and a mayor. Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.
- (b) *Term of office.* Each ward councilmember and the mayor shall serve for a three-year term, which term shall begin on the day of the next regular council meeting following the canvas of the regular election in which the ward councilmember or mayor was elected.
- (c) *Transition from two-year to three-year terms.* The following election schedule and process is established to transition from a two-year term to a three-year term:
 - (1) The three councilmembers elected in the 2017 election year shall, upon taking the oath of office, collectively draw to determine which one shall have a transitional term of office for four years, with the other two having a term of office of three years; and
 - (2) The three councilmembers elected in the 2018 election year shall, upon taking the oath of office, collectively draw to determine which two shall have a transitional term of office for four years, with the other councilmember having a term of office of three years; and
 - (3) There will be no regular election for councilmembers in the 2019 election year.
 - (4) The following table provides an example of the transition from two-year terms to three-year terms, utilizing Ward 5 as the hypothetical draw for the four-year transitional term under subsection (c)(1), and Wards 3 and 6 as the hypothetical

Current Charter

Sec. 2. - Number, selection, term of office, and remuneration.

- (a) The council shall be composed of seven (7) members, consisting of six (6) ward Councilmembers and a Mayor. Candidates for Mayor shall be voted on by the qualified voters of the City at-large. Candidates for ward Councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election. Each ward Councilmember and the Mayor shall serve for a two-year term, which term shall begin on the first weekday in May following the regular City election in which the ward Councilmember or Mayor was elected. Three (3) ward Councilmembers shall be elected on each odd year, and three (3) ward Councilmembers and the Mayor shall be elected on each even year.
- (b) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

- (a) The City Council may, by majority vote of the remaining councilmembers (including the Mayor as a temporary, full-voting member), fill a vacancy in council membership, including the office of Mayor.
- (b) The City Council may order a special election to fill a vacancy in council membership.
- (c) The City Council may defer filling a vacancy in council membership until the next regular City election.
- (d) A person elected to fill a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.
- (e) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum:
 - (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4)

Comparing Current Charter and Proposed Amendments

July 2017

draws for the four-year transitional terms under
subsection (c)(2):

Example of Transition from 2-Year Terms to 3-Year Terms							
Office	2017	2018	2019	2020	2021	2022	2023
Mayor		3-year			3-year		
Ward 1		3-year			3-year		
Ward 2	3-year			3-year			3-year
Ward 3		4-year				3-year	
Ward 4	3-year			3-year			3-year
Ward 5	4-year				3-year		
Ward 6		4-year				3-year	

(d) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

(a) The City Council shall order a special election to fill a vacancy in council membership in the event the unexpired term of the vacant office, including the office of Mayor, is greater than twelve (12) months.

(b) In the event the unexpired term of a vacant office, including the office of Mayor, is twelve (12) months or less, the City Council may, by majority vote of the Mayor and the remaining councilmembers, either fill the vacancy by appointment, defer filling the vacancy until the next regular city election, or order a special election to fill the vacancy.

(c) A person filling a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.

(d) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum: (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4) the Governor, upon the petition of any remaining councilmember or any five registered voters of the city, provided the preceding methods have failed to raise the membership to a quorum.

the Governor, upon the petition of any remaining councilmember or any five registered voters of the City, provided the preceding methods have failed to raise the membership to a quorum.

(f) A person appointed to fill a vacancy in council membership shall serve for the remainder of the unexpired term of office if the remaining term expires immediately following the next regular City election. Otherwise, a person appointed to fill a vacancy shall serve only until a successor is elected.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTIONS AND
TERMS

Board members shall be elected by position for three-year terms with the elections conducted annually, as follows:

- POSITIONS 1 AND 2 The election for positions 1 and 2 shall be held in 2015, 2018, 2021, and in three-year intervals thereafter.
- POSITIONS 3 AND 4 The election for positions 3 and 4 shall be held in 2016, 2019, 2022, and in three-year intervals thereafter.
- POSITIONS 5, 6, AND 7 The election for positions 5, 6, and 7 shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTIONS AND
TERMS

Board members shall be elected by place for three-year terms with the elections conducted annually, as follows:

PLACES 4 AND 5

The election for places 4 and 5 shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

PLACES 6 AND 7

The election for places 6 and 7 shall be held in 2018, 2021, 2024, and in three-year intervals thereafter.

PLACES 1, 2, AND 3

The election for places 1, 2, and 3 shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

CANDIDACY	Information regarding the procedures for becoming a candidate may be found in the business office. [See BBA]
SCHEDULE OF ELECTIONS	Trustees shall be elected for three-year terms with elections held annually, as indicated below:
SINGLE MEMBER DISTRICT 1 AND AT-LARGE TRUSTEE	The current term expires in the year 2012. Subsequent elections shall take place in 2015 and 2018, and at three-year intervals thereafter in a like manner.
SINGLE MEMBER DISTRICTS 3 AND 5	The current term expires in the year 2013. Subsequent elections shall take place in 2016 and 2019, and at three-year intervals thereafter in a like manner.
SINGLE MEMBER DISTRICTS 2, 4, AND AT-LARGE TRUSTEE	The current term expires in the year 2014. Subsequent elections shall take place in 2017 and 2020, and at three-year intervals thereafter in a like manner.
ELECTION SUPPLIES	The Superintendent or designee shall be responsible for securing the necessary ballots, ballot boxes, and other supplies to conduct the scheduled election.
REELECTION	Board members may succeed themselves in office without limit.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☒ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 6/22/2017 4:18 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-070 amending PD-79-5(GR) for site plan approval to allow
Subject: a building expansion on Lot 1A, Rateliff Subdivision, located at 4105
Richmond Place. Danny and Rachael Rateliff, applicants.

Briefing: 7/10/2017 **Public Hearing:** 7/10/2017 **Second Briefing:** July 24, 2017 **Council Vote:** 8/14/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Amendment to PD-79-5(GR): This is a request by Danny and Rachael Rateliff, owners, for site plan approval to allow a building expansion on Lot 1A, Rateliff Addition, located at 4105 Richmond Place. This new subdivision (Rateliff Addition) was approved by the Planning and Zoning Commission at last month's meeting. It is a replat of Lot 2, Block 1 of Richmond Place Addition and Lot 10 of Richmond McKnight Addition. This new subdivision was created to allow the existing building and the proposed building addition to be located on one lot.

The property is currently being used for a beauty supply business. The new addition will be used as warehouse space for this beauty supply business.

The adjacent zoning is Neighborhood Service to the north and PD-General Retail to the east, south and west. The adjacent land usage is a church and parking lot to the north, a vacant office building to the west, a Sonic Restaurant to the east and vacant land to the south.

The Comprehensive Plan has designated this as a retail area. This property is zoned PD-General Retail.

The attached site plan consists of the following:

1. A 1,000 square foot building expansion.
2. Façade and roof line of the proposed addition will match the existing building.
3. No additional signage.
4. Access will still be from Richmond Place.
5. All city codes to be met including but not limited to building, subdivision, fire, drainage, flood plain, water and sewer.

Ten parking spaces are required for the existing building. One space is required for the new addition for a total of eleven required spaces. There are currently eleven parking spaces.

City of Texarkana, Texas

All notification and applicant requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

None

Staff Recommendation:

Staff recommends for approval of the site plan as submitted to allow the proposed new building addition.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the site plan.

Advisory Board/Committee Meeting Date and Minutes:

June 5, 2017

Attachments

- a. 2017-070 ORD Amending PD-79-5(GR) for site plan approval at 4105 Richmond Place (PDF)
- b. 2017-070 EXH 'A' Site Plan (PDF)
- c. 2017-070 ATTH 01 Maps (PDF)
- d. 2017-070 ATTH 02 Copy of new plat (PDF)
- e. 2017-070 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review	
Completed	06/14/2017 1:29 PM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review Completed	06/14/2017 3:06 PM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review Completed	06/14/2017 3:57 PM		
Public Information Officer	Lisa Thompson	PIO Review	Completed
	06/14/2017 4:13 PM		
City Manager	John Whitson	City Manager Review	Completed 06/21/2017
2:00 PM			
City Council	Jennifer Evans	Meeting	Completed 06/26/2017
6:00 PM			

City of Texarkana, Texas

Meeting History

06/26/17 City Council MOVED FORWARD Next: 07/10/17
David Orr briefed this item.

Amendment to
PD-79-5(GR)

ORDINANCE NO. 2017-070

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING PD-79-5(GR) FOR SITE PLAN APPROVAL TO ALLOW A BUILDING EXPANSION ON LOT 1A, RATELIFF SUBDIVISION LOCATED AT 4105 RICHMOND PLACE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting the approval of a **site plan (Exhibit ‘A’)** to allow the location of a **building expansion** on Lot 1A, Rateliff Subdivision, located at 4105 Richmond Place in the City of Texarkana, Bowie County, Texas (“the subject property”); and

WHEREAS, the subject property is zoned Planned Development-General Retail [(PD-79-5(GR))], and approval of the site plan (**Exhibit ‘A’**) would constitute an amendment to PD-79-5(GR); and

WHEREAS, the Planning and Zoning Commission of the City of Texarkana, Texas, and the City Council of the City of Texarkana, Texas, in compliance with the laws of the State of Texas with reference to the granting of this amendment, have given the requisite notices by publication and otherwise, and have held public hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously by a vote of six (6) to zero (0) to recommend to the City Council of Texarkana, Texas, the approval of the petition for a site plan (Exhibit ‘A’)** to allow a building expansion.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That the site plan (**Exhibit ‘A’**) to allow a building expansion on Lot 1A, Rateliff Subdivision, located at 4105 Richmond Place in the City of Texarkana, Texas, Bowie County, Texas, is hereby approved, with the City Council finding and determining that said approval is in the best interest of the public health, safety, morals and general welfare of the City.

SECTION 2: PD-79-5(GR) is hereby amended by approval of the site plan (**Exhibit ‘A’**), incorporated herein by reference for all purposes, and includes the following:

1. A 1,000 square foot building expansion.
2. Façade and roof line of proposed addition will match existing building.
3. No additional signage.
4. Access from Richmond Place.
5. All city codes to be met including but not limited to building, subdivision, fire, drainage, flood plain, water and sewer.

SECTION 3: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval.

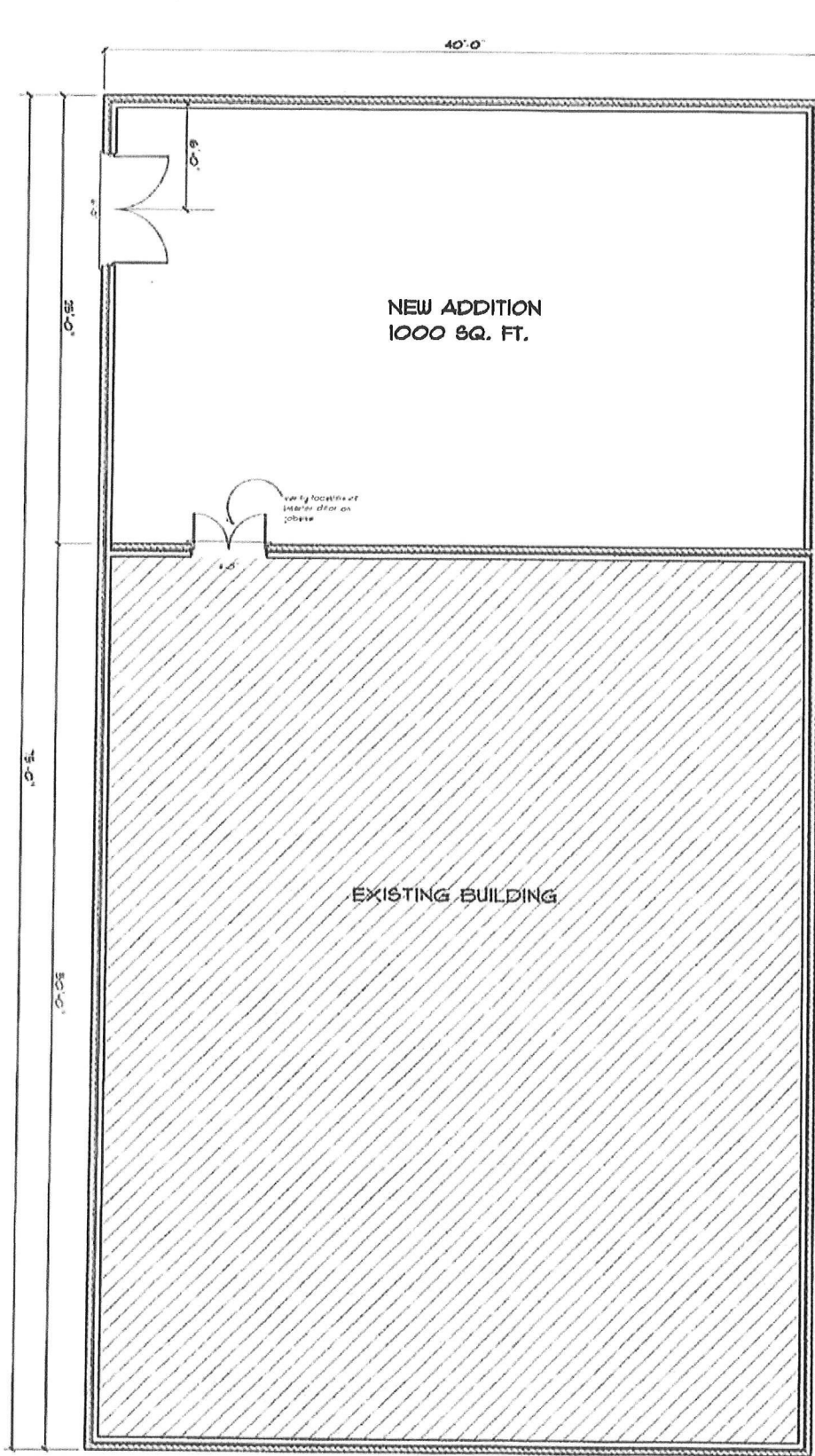
PASSED AND APPROVED in Regular Council Session on this the **14th day of August, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

EXHIBIT 'A'



LEFT ELEVATION
SCALE: 1/8" = 1'-0"

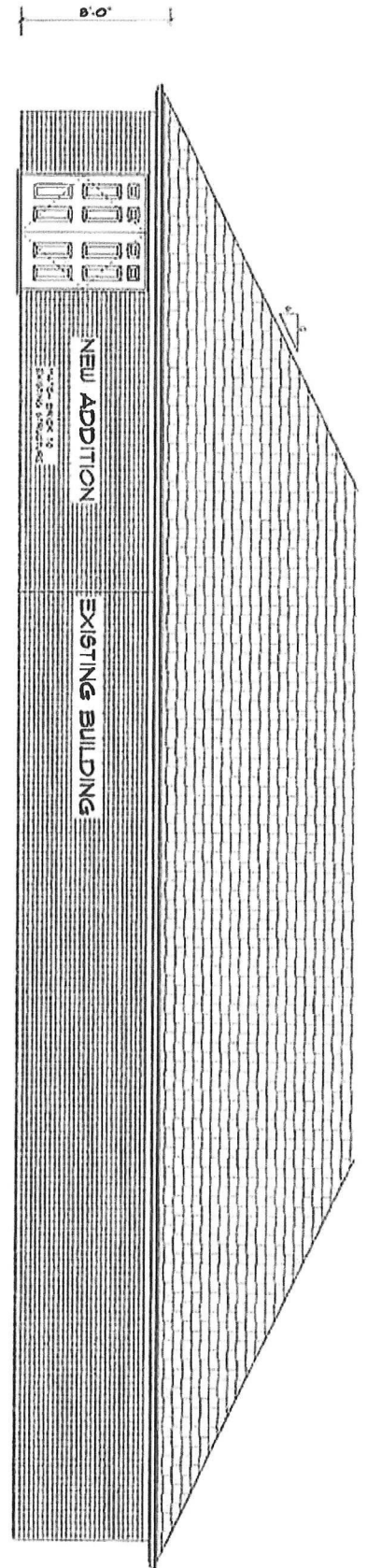
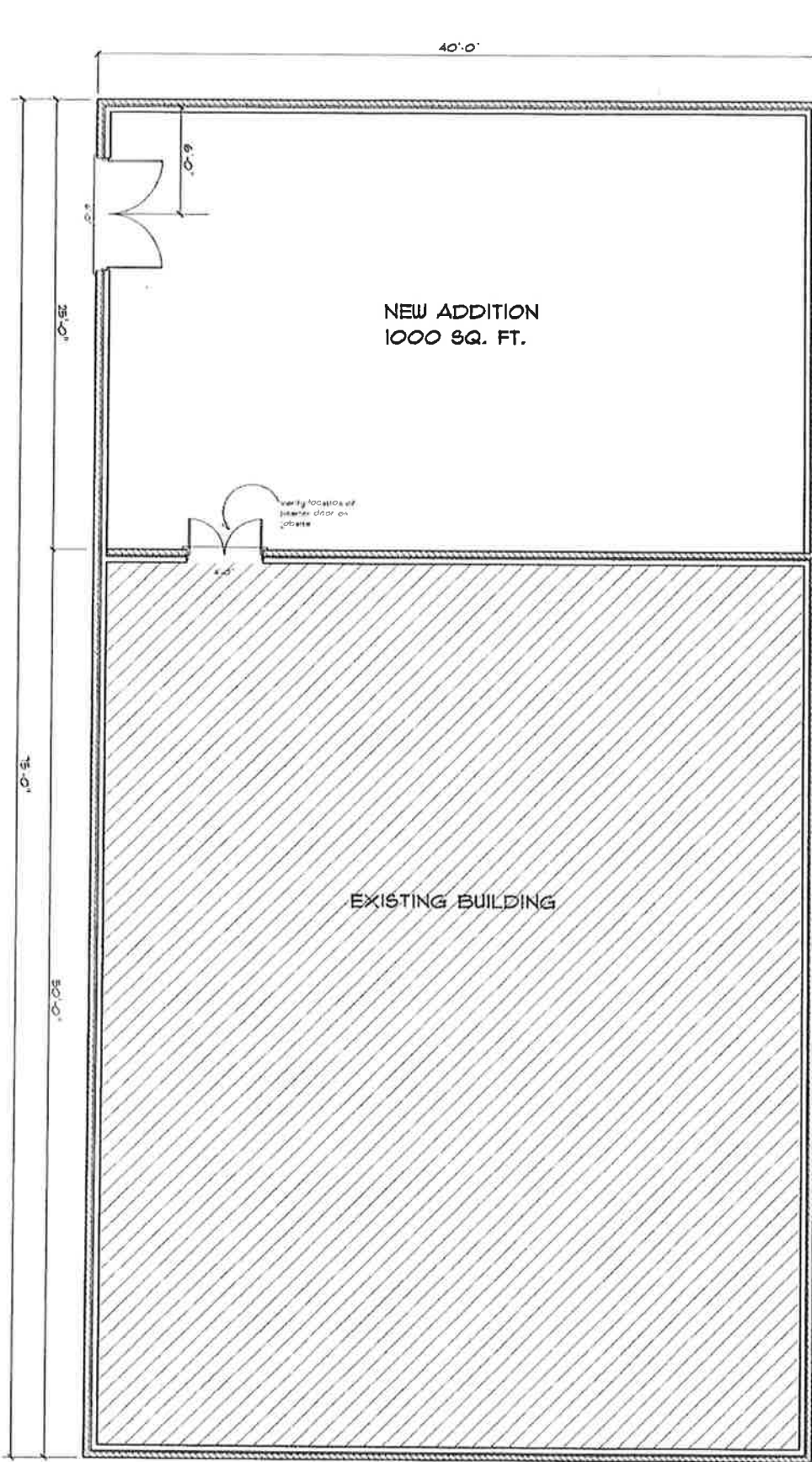
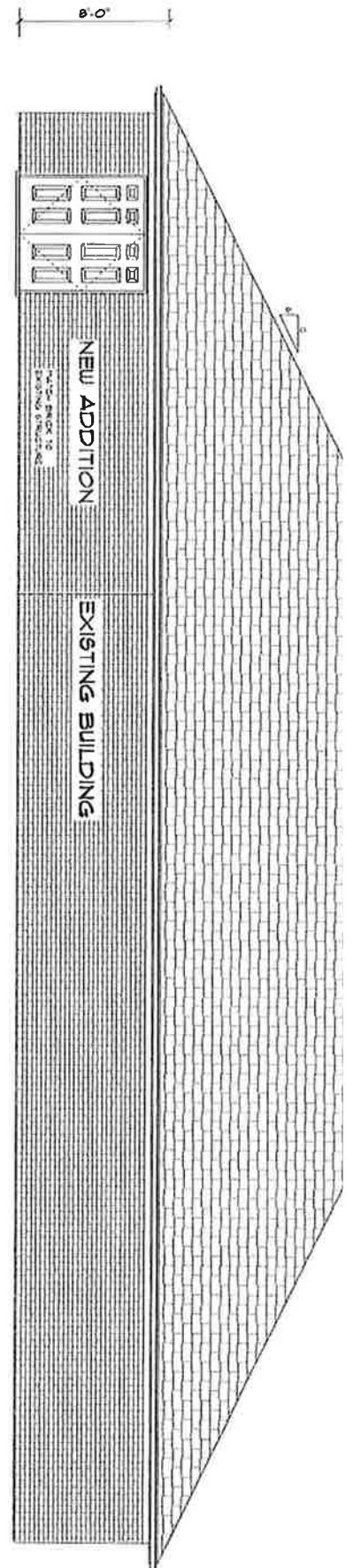


EXHIBIT 'A'



LEFT ELEVATION
SCALE 1/4" = 1'-0"



4105 Richmond Place

Department of Planning and Community Development



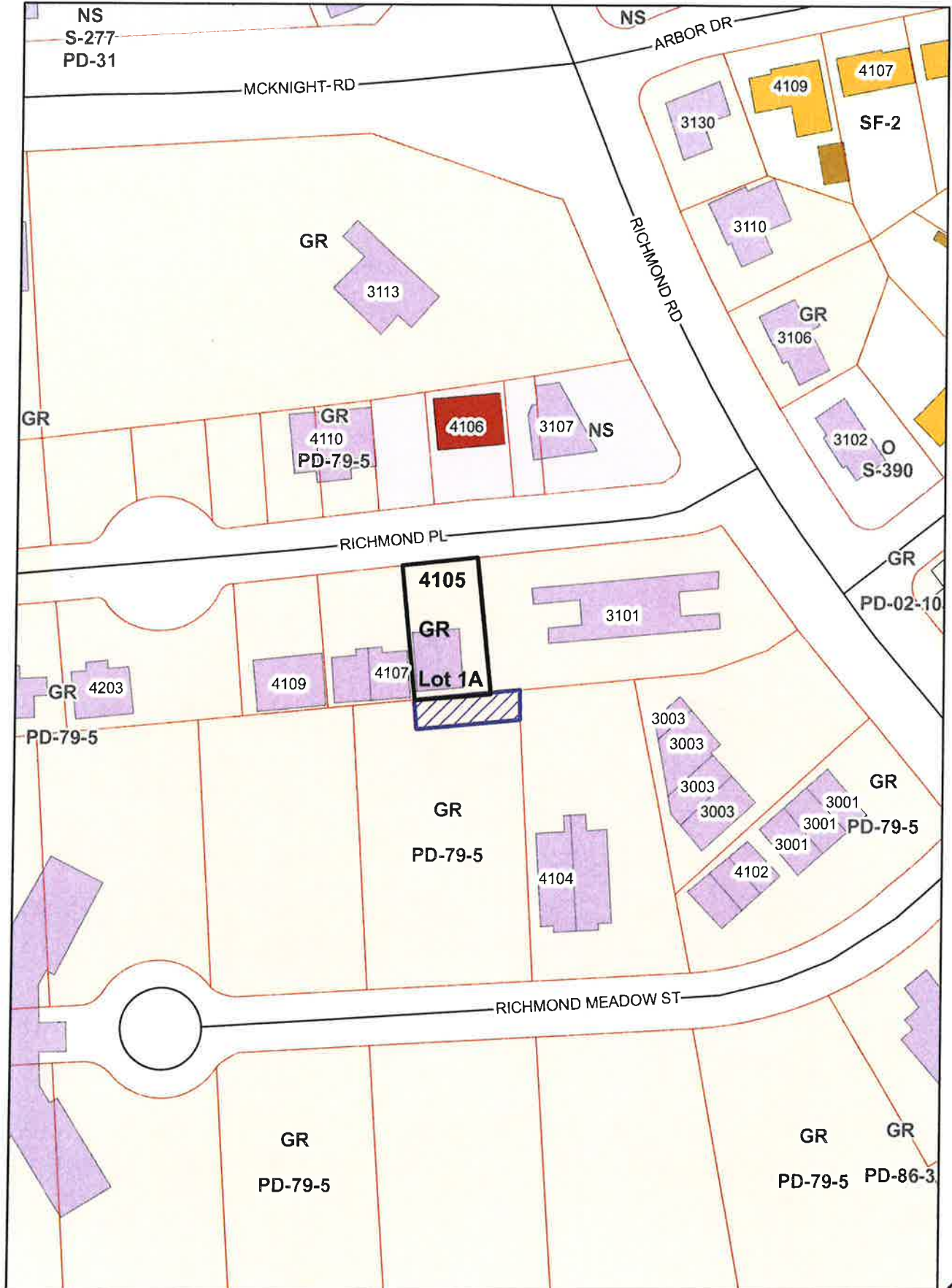
1:1,300

Attachment: 2017-070 ATTH 01 Maps (1667 : 2017-070 ORD Site Plan approval at 4105 Richmond Place)



4105 Richmond Plaza

Department of Planning and Community Development



Attachment: 2017-070 ATTH 01 Maps (1667 : 2017-070 ORD Site Plan approval at 4105 Richmond Place)

1:1,500

RICHMOND PLACE (49.21 N.E.)

LOT 4 BLOCK 1
RICHMOND PLACELOT 3 BLOCK 1
RICHMOND PLACELOT 1 BLOCK 1
RICHMOND PLACELOT 1A
10474 SQ. FT.L6
ORIG. LINE LOT 2 BLOCK 1
ORIGINAL LINE LOT 10

10' UTILITY EASEMENT

10' UTILITY EASEMENT

10' UTILITY EASEMENT
ABANDONED BY THIS REPLAT

80

120

LOT 9
RICHMOND-McKNIGHT ADDITIONLOT 2A
35329 SQ. FT.LOT 10
RICHMOND-McKS 02°59'27" E 254.81'
227.69'

N 02°59'27" W 249.25'

L1

L7

10' UTILITY EASEMENT

25' BLDG. LINE

S 05°12'39" E 119.90'

N 05°09'32" W 117.65'

L4

91.15'

S 85°00'19" W

L2

L3

H1

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☒ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

☒	Newspaper Notice (Required by Statute)	☒	Public Hearing (Required by Statute)
☐	Public Forum/Input Session	☐	Press Release
☐	E-News Distribution	☒	Website Notice
☐	Social Media (Twitter, Facebook, etc.)	☒	Special Mailing
☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☒	None Required	☒	Sign Posted

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 6/22/2017 3:13 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-071 amending PD-79-5(GR) for site plan approval to allow
Subject: the construction of a new building on Lot 2, Block 2, Richmond-McKnight
Addition, located at 4207 Richmond Road. Aaron Gaylor, applicant.

Briefing: 7/10/2017 **Public Hearing:** 7/10/2017 **Second Briefing:** July 24, 2017 **Council Vote:** 8/14/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Amendment to PD-79-5(GR) This is a request for site plan approval by Aaron Gaylor, owner, on Lot 2, Block 2, Richmond-McKnight Addition, located at 4207 Richmond Place. The property is currently vacant land. The proposed use is a new building for karate instruction.

The adjacent zoning is PD-GR to the north, south, east and west. The adjacent land usage is offices to the north and east, the Oaks Assisted Living Facility to the west and The Magnolia Assisted Living Facility to the south.

The attached site plan consists of the following:

- A 2,275 square foot new building with a brick façade.
- 14 parking spaces with 1 handicapped space.
- Wall signage. No CEVMS.
- A driveway off Richmond Place.

The applicant should be aware that if this site plan is approved as submitted, there may be additional applicable city code/ordinance requirements in addition to those listed including but not limited to building, subdivision, fire, drainage, water and sewer prior to the issuance of building permits.

All notification and application requirements have been met to consider this request.

Potential Options:

None

City of Texarkana, Texas

Fiscal Implications:

None

Staff Recommendation:

Staff recommends for approval of the proposed site plan.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request.

Advisory Board/Committee Meeting Date and Minutes:

June 5, 2017

Attachments

- a. 2017-071 ORD amending PD-79-5(GR) for site plan approval at 4207 Richmond Place (PDF)
- b. 2017-071 EXH 'A' Site Plan (PDF)
- c. 2017-071 ATTH 01 Maps (PDF)
- d. 2017-071 ATTH 02 Elevations (PDF)
- e. 2017-071 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review	
Completed	06/14/2017 12:30 PM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/14/2017 3:00 PM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	06/14/2017 3:20 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	06/14/2017 3:22 PM		
City Manager	John Whitson	City Manager Review	Completed 06/21/2017
2:01 PM			
City Council	Jennifer Evans	Meeting	Completed 06/26/2017
6:00 PM			

Meeting History

06/26/17 City Council MOVED FORWARD Next: 07/10/17
David Orr briefed this item.

Amendment to
PD-79-5(GR)

ORDINANCE NO. 2017-071

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING PD-79-5(GR) FOR SITE PLAN APPROVAL TO ALLOW THE CONSTRUCTION OF A NEW BUILDING ON LOT 2, BLOCK 2, RICHMOND-MCKNIGHT ADDITION, LOCATED AT 4207 RICHMOND PLACE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting the approval of a **site plan (Exhibit ‘A’)** to allow the **construction of a new building** on Lot 2, Block 2, Richmond-McKnight Addition, located at 4207 Richmond Place in the City of Texarkana, Bowie County, Texas (“the subject property”); and

WHEREAS, the subject property is zoned Planned Development-General Retail [(PD-79-5(GR))], and approval of the site plan (**Exhibit ‘A’**) would constitute an amendment to PD-79-5(GR); and

WHEREAS, the Planning and Zoning Commission of the City of Texarkana, Texas, and the City Council of the City of Texarkana, Texas, in compliance with the laws of the State of Texas with reference to the granting of this amendment, have given the requisite notices by publication and otherwise, and have held public hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously by a vote of six (6) to zero (0) to recommend to the City Council of Texarkana, Texas, the approval of the petition for a site plan (Exhibit ‘A’)** to allow the construction of a new building.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That the site plan (**Exhibit ‘A’**) to allow the construction of a new building on Lot 2, Block 2, Richmond-McKnight Addition, located at 4207 Richmond Place in the City of Texarkana, Texas, Bowie County, Texas, is hereby approved, with the City Council finding and determining that said approval is in the best interest of the public health, safety, morals and general welfare of the City.

SECTION 2: PD-79-5(GR) is hereby amended by approval of the site plan (**Exhibit ‘A’**), incorporated herein by reference for all purposes, and includes the following:

1. A 2,275 square foot new building with a brick façade.
2. Fourteen (14) parking spaces.
3. Wall signage only. No CEVMS.
4. A driveway off Richmond Place.
5. All city codes to be met including but not limited to building, subdivision, fire, drainage, flood plain, water and sewer.

SECTION 3: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval.

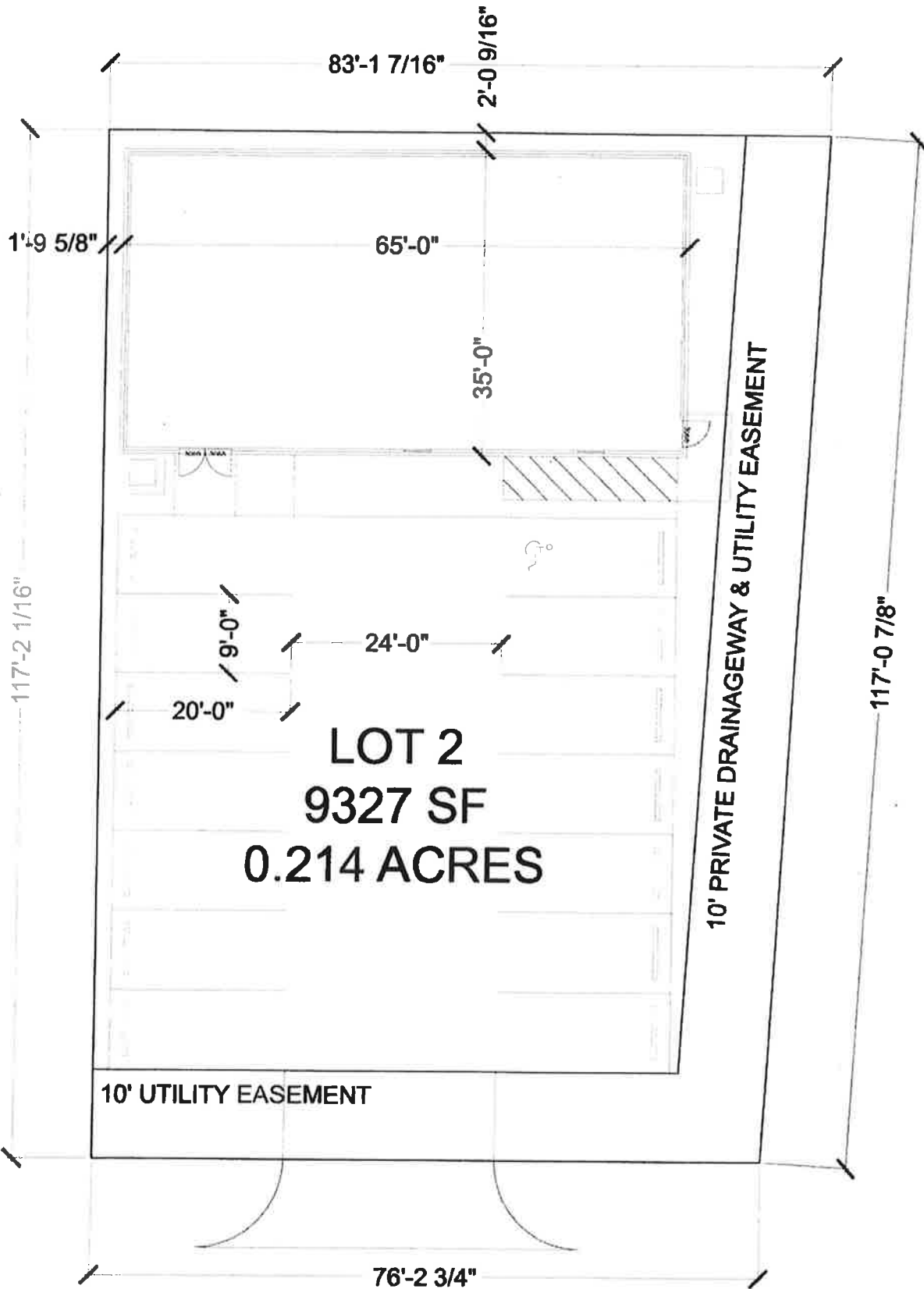
PASSED AND APPROVED in Regular Council Session on this the 14th day of August, 2017.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

EXHIBIT 'A'



RICHMOND PLACE

5/17
 5/17
 5/17

PROPOSED LACY KARATE BUILDING

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 BUILDING DESIGN OF TEXAS, A, PLLC.

Attachment: 2017-071 ORD amending PD-79-5(GR) for site plan approval at 4207 Richmond Place [Revision 2] (1668 : 2017-071 ORD site plan



LOT 2
9327 SF
0.214 ACRES

10' PRIVATE DRAINAGEWAY & UTILITY EASEMENT

10' UTILITY EASEMENT

RICHMOND PLACE

5/1/17
5/1/17

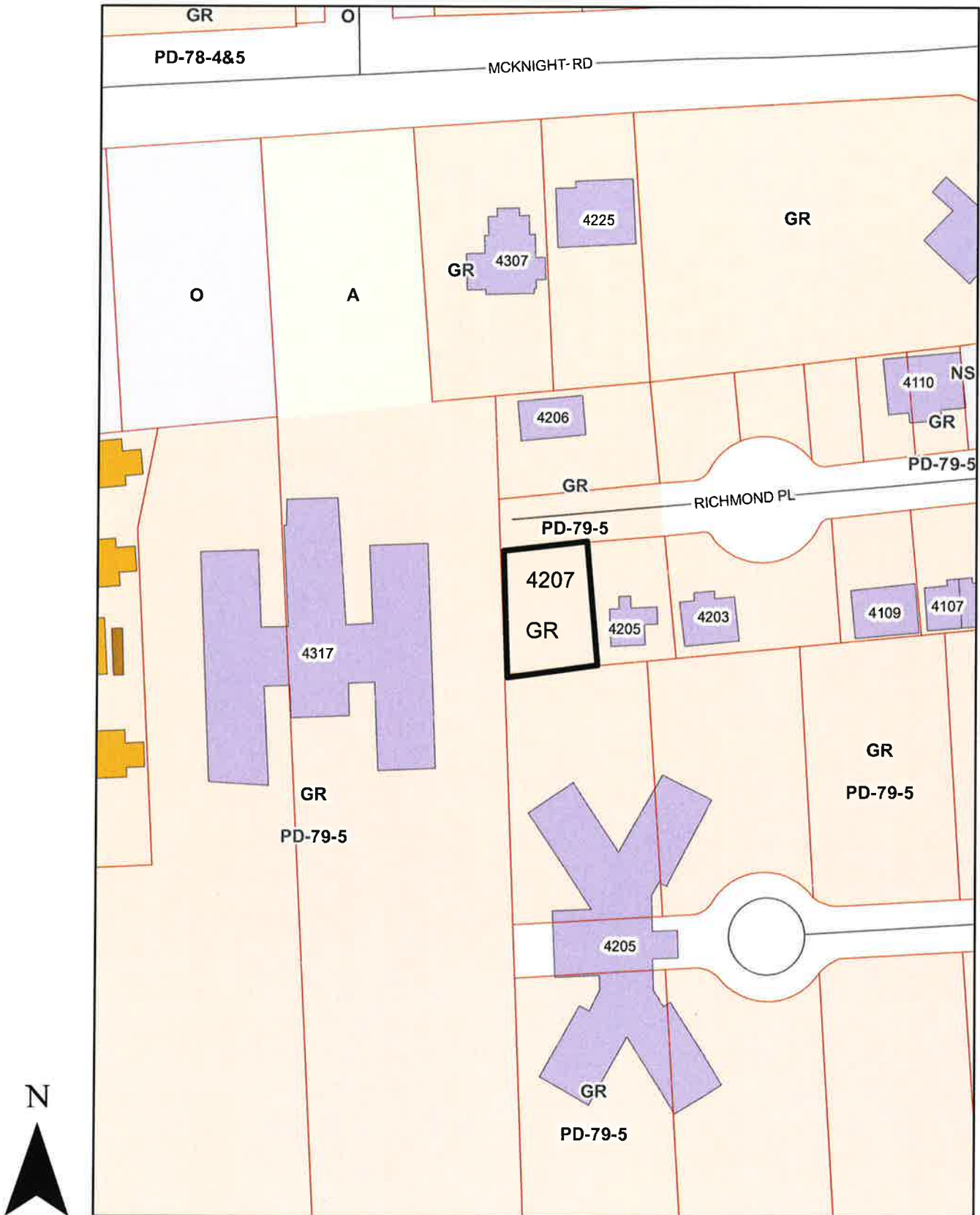
PROPOSED LACY KARATE BUILDING

Attachment: 2017-071 EXH 'A' Site Plan (1668 : 2017-071 ORD site plan approval at 4207 Richmond Place)

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4207 Richmond Place

Department of Planning and Community Development



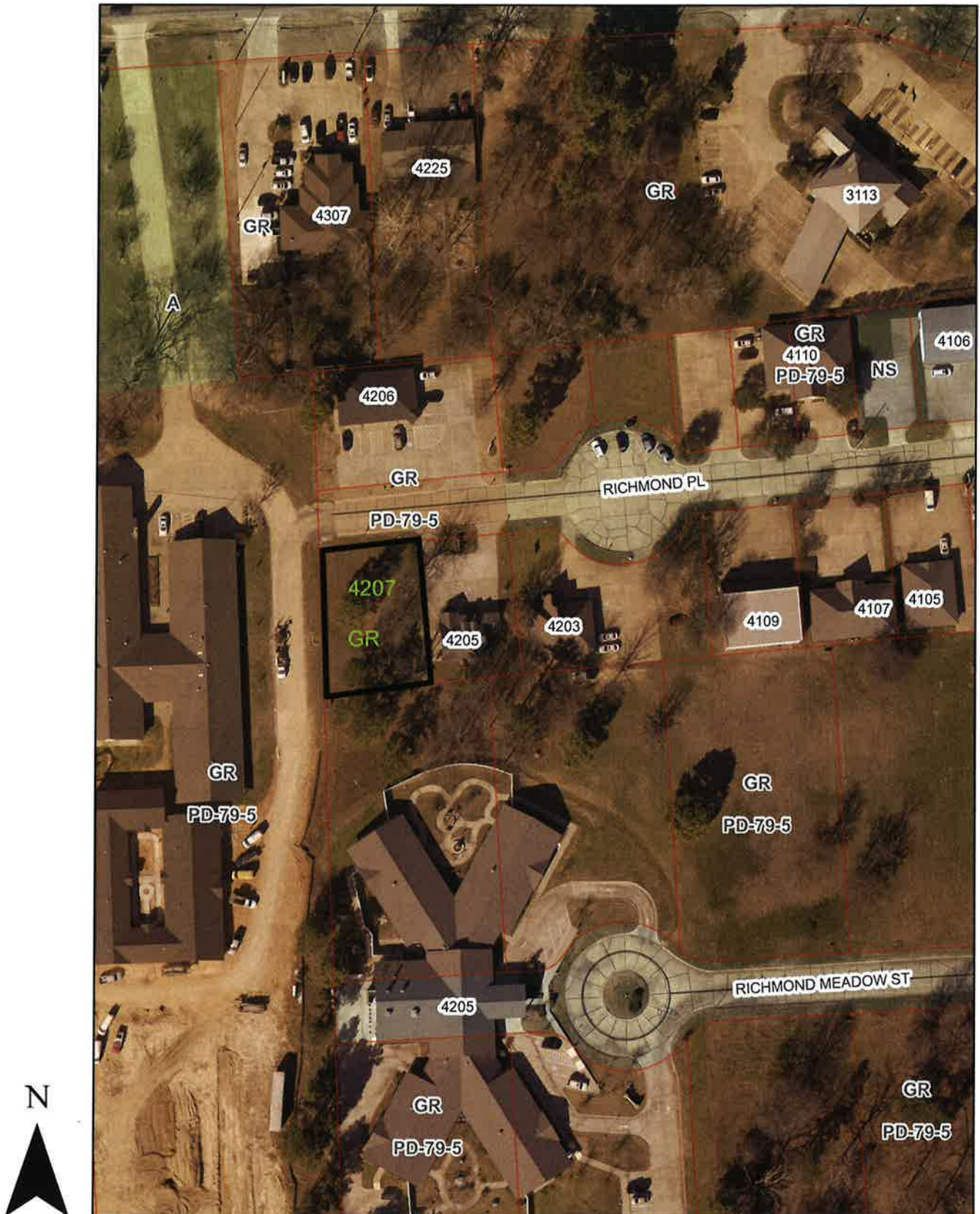
1:1,500

Attachment: 2017-071 ATTH 01 Maps (1668 : 2017-071 ORD site plan approval at 4207 Richmond Place)



4207 Richmond Place

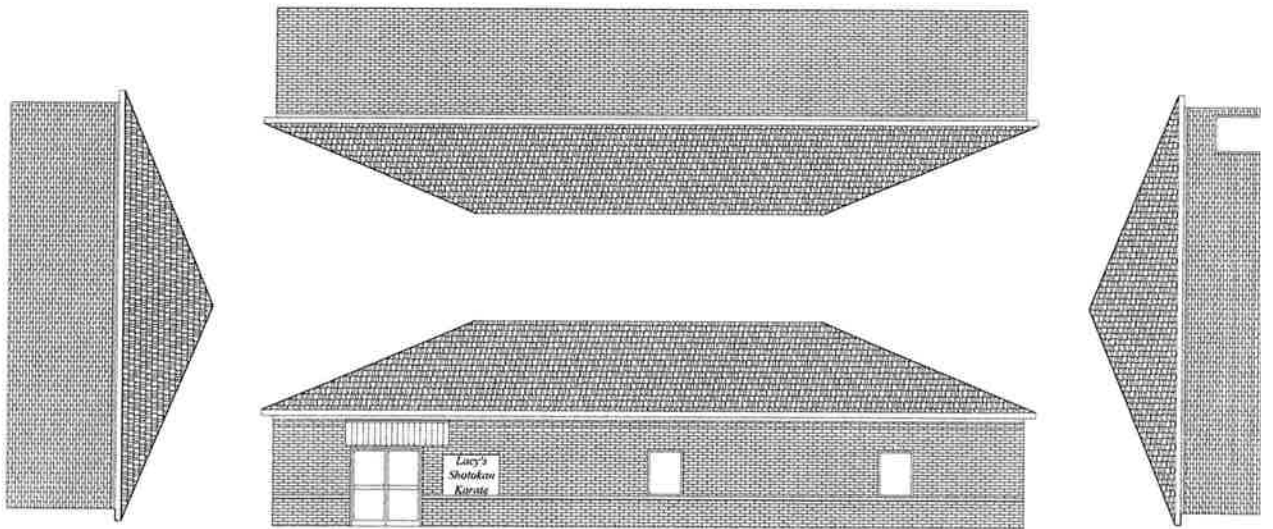
Department of Planning and Community Development



1:1,300

Attachment: 2017-071 ATTH 01 Maps (1668 : 2017-071 ORD site plan approval at 4207 Richmond Place)





City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☒ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

☒	Newspaper Notice (Required by Statute)	☒	Public Hearing (Required by Statute)
☐	Public Forum/Input Session	☐	Press Release
☐	E-News Distribution	☒	Website Notice
☐	Social Media (Twitter, Facebook, etc.)	☒	Special Mailing
☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☒	None Required	☒	Sign Posted

Other:

City of Texarkana, Texas

Version: A

Update Date: 6/28/2017 11:05 AM

Briefing Sheet

Lead Department: City Manager **Action Officer:** John Whitson, City Manager
Subject: Resolution No. 2017-072 authorizing the sale of a surplus water distribution system to Riverbend Water Resources District.
Briefing: 7/10/2017 **Public Hearing:** 7/10/2017 **Second Briefing:** July 24, 2017 **Council Vote:** 8/14/2017

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

NOT APPLICABLE

Executive Summary and Background Information:

Riverbend Water Resources District has requested to purchase the TexAmericas Center East Campus water distribution system.

In 2011 the City of Texarkana agreed with TexAmericas Center to accept ownership of the water distribution system located on the TexAmericas Center East Campus. The system was valued at \$849,702 in 2011 and the agreement included 20 year financing between the City and TAC. However, the annual payment of \$42,485 (\$849,702/20) was to be paid by sales of water to TAC-E customers. When annual sales are not adequate to meet the \$42,485 payment due then the annual payment would be reduced to match 3¢/1,000 gallons of water sold. Since the transfer the annual payments has been based on the actual sales of water and total \$1,208.01.

In accordance with the 2011 agreement, as amended in 2012, the City paid TAC \$244,500 in economic development funds to build the interconnection between the City water supply and the TAC-E water distribution system. Additionally, the city paid \$45,612 to install a water meter with vault to meter the water being delivered to TAC.

The City Manager and the City Attorney have been working with TAC and RWRD to prepare all the necessary documents to affect the transfer of the system and to update the water supply contract with RWRD. The documents are complete pending actions of governing boards and final legal review.

The documents have been prepared to make the City whole as it was prior to executing the 2011 contract with TAC thus RWRD will pay the city \$291,320 (\$244,500 refunded to the Economic Development Fund of the City and \$46,820 to TWU for the cost of the water meter and to refund the payments made toward the \$849,702 original value of the system when transferred from TAC to the City.

Potential Options:

- Approve the resolution as recommended
- Disapprove the resolution

City of Texarkana, Texas

- Revise and approve the resolution

Fiscal Implications:

Refund city payments of \$244,500, TWU payments of \$46,820, reduce the fixed assets amount of the water enterprise by \$979,688, and provide for wholesale revenue of \$13,500 in lieu of retail revenue of \$23,000 and annual operating expenses of \$20,000.

Staff Recommendation:

Approve the resolution as prepared

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-072 RES Authorizing the Sale of Surplus Water Distribution System to RWRD (DOC)
- b. 2017-072 ATTH 01 Request to Purchase TAC East Water System 20170510 (PDF)
- c. 2017-072 ATTH 02 Economic Development Water System Transfer Contract 7 26 11 (PDF)
- d. 2017-072 ATTH 03 TAC ED Water System Transfer Contract Amend7.9.12 (PDF)
- e. 2017-072 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed
	06/21/2017 1:59 PM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	06/21/2017 2:02 PM	
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/21/2017 2:04 PM	
Finance Department	Kristin Peoples	Finance Review	Completed 06/21/2017
3:47 PM			
Water Utilities	Jim Cornelius	Review	Completed 06/21/2017
4:37 PM			
City Attorney	Jeffery C. Lewis	Review	Completed 06/21/2017
4:39 PM			
Water Utilities	JD Phillips	Review	Completed 06/22/2017
8:38 AM			

City of Texarkana, Texas

Public Information Officer	Lisa Thompson	PIO Review	Completed
	06/22/2017 8:38 AM		
City Manager	John Whitson	City Manager Review	Completed
8:56 AM			06/22/2017
City Council	Jennifer Evans	Meeting	Completed
6:00 PM			06/26/2017

Meeting History

06/26/17 City Council MOVED FORWARD Next: 07/10/17
 City Manager Whitson briefed this item.

RESOLUTION NO. 2017 - 072**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AND OTHER AGREEMENTS WITH RIVERBEND WATER RESOURCES DISTRICT AND TEXAMERICAS CENTER TO TRANSFER THE WATER DISTRIBUTION SYSTEM LOCATED ON THE TEXAMERICAS CENTER EAST CAMPUS TO RIVERBEND WATER RESOURCES DISTRICT; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, on May 10, 2017, Riverbend Water Resources District (RWRD) Board of Directors, via their Executive Director, requested to acquire, through purchase, the water distribution system located on TexAmericas Center East Campus (TAC-E) upon terms and conditions agreeable to both the City of Texarkana (City) and TexAmericas (TAC); and

WHEREAS, on July 28, 2011, TAC and the City entered into an agreement entitled, "Economic Development Water System Transfer Contract" wherein the City took ownership of the water distribution system, then valued at \$849,702, located on the TAC-E campus; and

WHEREAS, the contract was the furtherance of a mutual intent to negotiate an agreement for a direct interconnection between Texarkana's water system and the water distribution system located upon the property in connection with negotiating a water supply contract to assist TAC in providing competitively priced water to its largest customer, Red River Army Depot; and

WHEREAS, the July 28, 2011, agreement includes a provision for the City to pay TAC a maximum of \$42,485 annually for 20 years ($\$42,485 \times 20 = \$849,702$) from revenues of retail water sales to TAC-E customers at a rate of \$.03 per 1,000 gallons with each annual amount due being the lesser of revenue collected or the maximum payable; and

WHEREAS, payments made by the City to TAC total \$1,208.01 in accordance with the provision of the contract based on the retail sales of water to TAC-E customers; and

WHEREAS, the contract also committed the City to provide \$250,000 in Economic Development funds for the construction of an interconnect between the two water systems (TAC-E and City); and

WHEREAS, the contract was amended on June 26, 2012, crediting the City \$5,500 for work performed related to the construction of a bypass line at the interconnect pump house, thus reducing the amount due from the City to \$244,500; and

WHEREAS, on July 27, 2012, the City paid TAC \$244,500 for the construction of the interconnect to be constructed; and

WHEREAS, the City installed an 8-inch water meter and vault at the interconnect at a cost of \$45,612; and

WHEREAS, the TAC-E system is booked in the City Enterprise Fund Fixed Asset Ledger at a value of \$979,688; and

WHEREAS, the estimated replacement cost or market value of the system is \$3,098,474; and

WHEREAS, current City revenue from retail customers at TAC-E is approximately \$23,000 annually with operating expenses being approximately \$20,000 annually; and

WHEREAS, after the transfer of the TAC-E system the wholesale annual revenue for the same volume of water will be approximately \$13,500 at the current contract wholesale rate of \$1.48/1,000 gallons; and

WHEREAS, state law permits cities to sell property at market value without sealed bids or auction or to sell the property for a nominal amount or other good and valuable consideration to another government entity without sealed bids or an auction.

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

SECTION 1: That returning the City to whole as to cash transactions between the City and TAC in executing the 2011 contract as amended in 2012 is a good and valuable consideration for the transfer of the TAC-E water distribution system.

SECTION 2: That cash transactions total \$291,320 and are sourced to the City in the amount of \$244,500 and TWU in the amount of \$46,820.

SECTION 3: The City Manager is hereby authorized and directed to execute all documents between the City and RWRD and TAC as necessary to affect the transfer of the TAC-E water distribution system to RWRD provided, however, that TAC relieves the City of all financial responsibilities and commitments related to the 2011 Economic Development Contract as amended.

SECTION 4: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **14th day of August, 2017.**
ATTEST:

 JENNIFER EVANS, CITY SECRETARY

 BOB BRUGGEMAN, MAYOR



May 10, 2017

Mr. John Whitson, City Manager
City of Texarkana, Texas
220 Texas Blvd.
Texarkana, TX 75501

Re: TAC East Infrastructure

Mr. Whitson:

This is a formal written request on behalf of the Board of Directors of the Riverbend Water Resources District (“Riverbend”) to acquire through purchase the water infrastructure located on the TexAmericas Center (“TAC”) East footprint.

On May 1, 2016, Riverbend acquired wet utilities from TAC to provide water and wastewater services to the Red River Army Depot. Along with the transfer of the wet utilities, Riverbend acquired through a formal petition process two Certificates of Convenience and Necessity to provide these water and wastewater services (CCN Nos. 0190021 and 019004). At some point prior to completion of the transfer, it was discovered that the City of Texarkana, Texas had purchased from TAC the water infrastructure on the “TAC East” Campus (CCN Nos. 019004). Since that time, the City of Texarkana has provided and maintained water services to that campus; however, no portion of the CCN was ever transferred to the City of Texarkana. The wastewater services and infrastructure remained with TAC until the transfer of the wet utilities to Riverbend, and today, the wastewater services are provided and maintained by Riverbend.

In an effort to streamline the services provided to the TAC East Campus and for the CCN with respect to that service area to remain wholly intact, Riverbend would like to purchase the TAC East water infrastructure from the City of Texarkana, Texas upon terms and conditions agreeable to both parties.

RIVERBEND WATER RESOURCES DISTRICT

228 Texas Avenue, Suite A

New Boston, Texas 75570

(903) 831-0091p (903) 831-0096f riverbend@rwrdd.org www.rwrdd.org



The Board of Directors of Riverbend is ready to move forward on the process of acquiring the TAC East Infrastructure. Please let me know what steps need to be taken to place this matter on the Council Agenda of the City of Texarkana, Texas.

If you have any questions or require any additional information, please do not hesitate to contact me at lizfazio@rwr.org or (903) 831-0091.

Sincerely,

Elizabeth Fazio Hale, Executive Director/CEO
Riverbend Water Resources District

RIVERBEND WATER RESOURCES DISTRICT

228 Texas Avenue, Suite A

New Boston, Texas 75570

(903) 831-0091p (903) 831-0096f riverbend@rwr.org www.rwr.org

ECONOMIC DEVELOPMENT WATER SYSTEM TRANSFER CONTRACT

This Contract is entered into between the City of Texarkana, Texas ("Texarkana"), and TexAmericas Center ("TAC").

RECITALS

WHEREAS, Texarkana is a home-rule municipality operating under a municipal charter adopted as authorized by Article XI, Section 5, of the Texas Constitution and as recognized by Texas Local Government Code Section 5.004, and having full power of local self-government not inconsistent with the Texas Constitution, Texas general laws, or the municipal charter, and is fully empowered to enter into contracts with other governmental entities and political subdivisions for the ownership and operation of water works, water distribution, and water supply systems and for the purpose of selling water for municipal, domestic, industrial and other useful purposes permitted by law and upon such terms and for such time as the parties may agree; and

WHEREAS, TAC (formerly known as Red River Redevelopment Authority) is a special district and political subdivision of the State of Texas operating pursuant to Chapter 3503 of the Texas Special District Local Laws Code; and

WHEREAS, on or about September 30, 2010, TAC acquired from the United States of America a tract containing approximately 8,867 acres more particularly described in that certain Deed Without Warranty dated September 1, 2010 recorded in Volume 5898 at Page 1 of the Real Property Records of Bowie County, Texas (the "Property"); and

WHEREAS, as a portion of the acquisition of the above-referenced Property, TAC acquired the water distribution system for that portion of the former Lone Star Army Ammunition Plant located West of Central Avenue and located upon the Property described in the above-referenced Deed; and

WHEREAS, TAC is charged by the Texas Legislature with the responsibility and has been given the authority to redevelop the Property for the purpose of economic development and job creation; and

WHEREAS, Texarkana and TAC, through their authorized representatives, signed a "Letter of Intent" dated September 28, 2010, which addressed, among other things, the mutual intent of both parties to negotiate an agreement for a direct interconnection between Texarkana's water system and the water distribution system located upon the Property in connection with negotiating a water supply contract to assist TAC in providing competitively-priced water to its largest customer, Red River Army Depot, and to ensure that abundant supplies of water are made available to support TAC's economic development objectives and its tenants and landowners; and

WHEREAS, Texarkana and TAC are of the opinion that the economic development of the Property is of vital importance to the economic growth of the region, and that they should cooperatively work for the economic development of the Property by implementing a direct interconnection between Texarkana's water system and the water distribution system located upon the Property, in addition to Texarkana acquiring, owning, and operating the water distribution system upon the Property, and TAC developing the Property, including development of the Property's road infrastructure and wastewater treatment facilities.

NOW, THEREFORE, pursuant to Chapter 791 of the Texas Government Code and in consideration of the premises and the mutual promises, covenants, and agreements contained herein, Texarkana and TAC hereby contract as follows:

ARTICLE ONE WATER SYSTEM TRANSFER

- 1.1 *TAC-East Water System Transfer.* TAC agrees to transfer to Texarkana, and Texarkana agrees to accept the transfer from TAC, of the water distribution system located upon the Property consisting of all water pipes greater than 10 inches in size; all meters, pumps, valves and accessories attached thereto; and all service laterals that serve existing customers up to the point of the property line of that customer or to a meter or appurtenance that establishes the point of service to that property (the "TAC-East Water System"). Within 90 days after transfer, the parties shall prepare a system map and inventory that memorializes the final assets subject to this transfer along with the definitive easement rights thereto.
 - 1.1.1 The parties agree that the TAC-East Water System is valued at approximately \$849,702.00.
 - 1.1.2 The transfer of the TAC-East Water System shall be conveyed by TAC to Texarkana in a Bill of Sale without warranty and all parts of the system shall be transferred in their "AS IS" condition; provided, however, that Texarkana's acquisition of the "as-is" risk of the TAC-East Water System's condition shall not extend to the following:
 - (a) pre-existing environmental conditions;
 - (b) obligations of TAC to others unless expressly assigned to or otherwise assumed by Texarkana with the consent of the City Council of Texarkana; and
 - (c) the presence of functioning subsurface structures used by TAC.
 - 1.1.3 TAC shall also convey to Texarkana easements having a width of fifteen (15) feet on each side of the center line of the existing water lines, thirty (30) feet total, transferred pursuant to § 1.1 of this Contract. Texarkana agrees that it will repair to a like-kind condition any damage to roads, culverts, or other structures caused by either its access to such easements, or its repair, maintenance, or replacement

of the water lines in such easements, or adding of additional water lines located in such easements.

- 1.1.4 As part of the transfer of the TAC-East Water System, TAC shall cause to be transferred to Texarkana by assignment or other means any TAC customer accounts for those customers receiving water from the TAC-East Water System (excluding the U.S. Army / Red River Army Depot), so that such customers become Texarkana customers and Texarkana assumes responsibility for providing potable water under separate water supply contracts to such customers.
- 1.2 *Consideration and Payments.* As consideration for the conveyance of the TAC-East Water System and related facilities and as consideration for the right to use the easements and the roads within the TAC property, Texarkana agrees to the following:
 - 1.2.1 For a period of no more than twenty (20) years, or until the dissolution of TAC, or until the value of the TAC-East Water System set forth in § 1.1.1 has been paid, whichever occurs first, Texarkana shall pay to TAC \$0.03 per 1,000 gallons of water delivered by Texarkana to its customers on the TAC-East Water System (excluding the U.S. Army / Red River Army Depot).
 - 1.2.2 Payments shall be made on a quarterly basis and tendered to TAC not later than the 90th day following the quarter in which water was delivered to TAC-East Water System customers.
 - 1.2.3 TAC agrees that all monies paid by Texarkana under §1.2 and subsections shall be deposited in a separate TAC escrow or trust fund, specifically designated and used solely for economic development.
- 1.3 *True-Up.* Upon receipt and review of audited financials, the parties shall review data of water delivered to TAC-East Water System customers and calculate a true-up of payments made under §1.2 for the twelve-month period following the conveyances described in §1.1 ("Payment Year"), and for each successive Payment Year.
 - 1.3.1 If, during any Payment Year, the aggregate amount paid by Texarkana exceeds \$42,485.00 (the "ceiling aggregate"), then the overage is credited to Texarkana and applied to the following Payment Year.
 - 1.3.2 If, during any Payment Year, the aggregate amount paid by Texarkana is less than the ceiling aggregate, no further monies are due from Texarkana to TAC for that Payment Year.
 - 1.3.3 If, at any time, the total payments made by Texarkana to TAC exceed the value of the TAC-East Water System set forth in § 1.1.1, then TAC shall refund such excess to Texarkana, and Texarkana shall not owe TAC any additional payments.

1.3.4 If, at the end of the twenty-year period referenced in §1.2.1, the total payments made by Texarkana to TAC are less than the value of the TAC-East Water System set forth in § 1.1.1, then Texarkana shall not owe TAC any additional payments.

1.4 *Timing of Conveyances and Payments.* The conveyances and transfers described in §1.1 and its subsections, together with the beginning of the first twelve-month period for payments described in §1.2.1, shall coincide with the date that Texarkana begins supplying water to TAC pursuant to that certain “Water Supply Contract” between Texarkana and TAC.

ARTICLE TWO

WATER SUPPLY INTERCONNECT

2.1 *Water Supply Interconnect.* Subject to § 2.2, below, TAC shall construct an interconnect between the System and Texarkana’s water line adjacent to U.S. Highway 82 (the “Interconnect”). The Interconnect shall consist of the improvements identified in the attached Exhibit A estimate of construction costs (exclusive of the 250,000 elevated storage facility).

2.1.1 *Construction Cost.* The construction cost for the Interconnect shall be paid by Texarkana providing the sum of \$250,000.00 in economic development funds, and TAC providing the remainder of the construction cost from its available funds and /or a DEAAG assistance grant (the parties acknowledging that TAC requires a local match from Texarkana in order to secure a DEAAG assistance grant).

2.1.2 *Transfer of Title.* Title to the Interconnect shall be transferred to Texarkana upon the date that Texarkana begins supplying water to TAC through the Interconnect pursuant to that certain “Water Supply Contract” between Texarkana and TAC. At such time, TAC shall additionally convey to Texarkana easements for the construction and continued maintenance of the Interconnect.

2.2 *Alternative Water Supply Interconnect.* If, within sixty (60) days of signing this Contract, Texarkana has a firm commitment from Day & Zimmerman to acquire certain assets which would provide for an alternative interconnection and obviate the need for construction of the Interconnect, then § 2.1 and its subsections shall be suspended for a period not to exceed ninety (90) days from the signing of this Contract in order for Texarkana to negotiate and finalize such acquisition. However, if, within sixty (60) days of signing this Contract, Texarkana does not have a firm commitment from Day & Zimmerman to acquire certain assets which would provide for an alternative interconnection and obviate the need for construction of the Interconnect, then § 2.1 and its subsections shall be in full force and effect.

ARTICLE THREE

AUTHORIZATION FOR FUTURE NEGOTIATIONS

- 3.1 *TAC Central Water System Negotiations.* The parties acknowledge that in addition to the TAC-East Water System, TAC presently owns and operates a potable water production and distribution system which draws water from Caney Lake and Elliott Lake, both located upon Red River Army Depot, and a water treatment plant located at Caney Lake (the “TAC Central Water System”), which presently serves Red River Army Depot, the TexAmericas Center – Central Campus, and others. By signing this Contract, Texarkana and TAC authorize their designated representatives to explore the feasibility – and, if feasible, to begin negotiations – of Texarkana acquiring the TAC Central Water System, which would necessarily include an amendment and modification of TAC’s agreement with the Department of the Army such that the Red River Army Depot would become a direct water purchasing customer of Texarkana. TAC agrees to provide assistance to Texarkana in negotiating the terms of the amendment and/or modification of TAC’s agreement with the Department of the Army given TAC’s expertise and knowledge in operating the system and having previously negotiated amendments and changes to said contract.
- 3.2 *No Effect on Other Provisions or Water Supply Contract.* If Texarkana does not acquire the TAC Central Water System, such shall not void or invalidate Articles One, Two, and Four of this Contract, nor shall it affect the Water Supply Contract between Texarkana and TAC.

ARTICLE FOUR MISCELLANEOUS PROVISIONS

- 4.1 This Agreement shall be governed exclusively by the laws of the State of Texas and, where applicable, the laws of the United States of America.
- 4.2 In construing this Agreement, neither of the parties hereto shall have any term or provision, or any uncertainty or ambiguity as to any provisions herein, construed against such party solely by reason of such party having drafted the same.
- 4.3 The parties to this Contract are independent contractors. No party shall exercise control over either the performance of the other party or the employees of any other party; and no party shall be deemed to be the agent, employee or representative of any other party.
- 4.4 Unless otherwise specified in this agreement, any notice required or document to be provided under this agreement shall be given by hand delivery or United States Mail to the following:

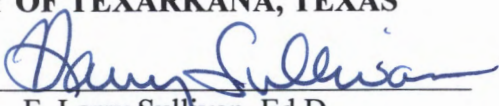
City of Texarkana, Texas
Attn: City Manager
220 Texas Boulevard
Texarkana, Texas 75501

TexAmericas Center
Attn: Executive Director
107 Chapel Lane
New Boston, Texas 75570

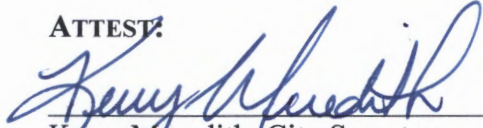
- 4.5 Should any portion of this agreement be determined or declared to be invalid, illegal, or unenforceable for any reason, the remaining portions hereof shall remain in full force and effect as though the invalid, illegal or unenforceable portions were not contained herein.
- 4.6 This Agreement may be amended only by a written document signed by duly authorized representatives of the parties hereto.
- 4.7 This Agreement and/or the rights and obligations of the parties may not be assigned by either party without the written consent of the other party which consent shall not be unreasonably withheld.
- 4.8 If a dispute arises between the parties relating to the rights, duties, or obligations arising out of this agreement, the parties agree to meet informally in a good faith effort to negotiate a resolution of the dispute prior to the initiation of any litigation. The parties may, but are not obligated to, bring into said negotiations a neutral third party, or may refer the matter to formal mediation to assist in resolving the dispute. Jurisdiction and venue for any litigation arising out of this agreement shall be in the District Court of Bowie County, Texas. Each party shall pay its own cost and expenses, including attorney's fees, incurred during any facet of dispute resolution prior to litigation. The prevailing party in any litigation, as determined by the Judge of the presiding court, is entitled to recover reasonable attorney's fees and court and other costs incurred in the litigation.
- 4.9 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
- 4.10 This Agreement shall be effective upon the date of the last of the parties to execute the same.

CITY OF TEXARKANA, TEXAS

By: _____


 F. Larry Sullivan, Ed.D.
 City Manager

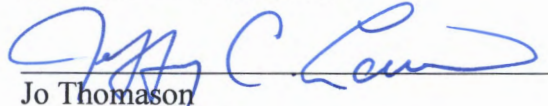
ATTEST:


 Kerry Meredith, City Secretary

Date: _____

7/28/2011

APPROVED AS TO FORM:


 Jo Thomason

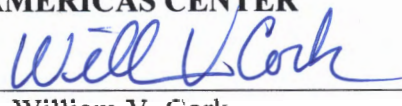
Jeffery C. Lewis

ATCHLEY, RUSSELL, WALDROP & HLAVINKA, LLP

Retained Legal Counsel

TEXAMERICAS CENTER

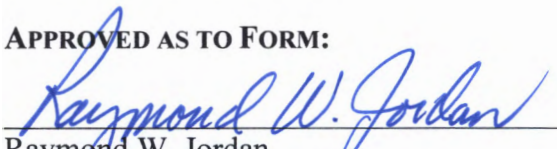
By: _____


 William V. Cork,
 Executive Director/CEO

Date: _____

7/26/11

APPROVED AS TO FORM:


 Raymond W. Jordan,
 JORDAN LAW FIRM, L.L.P.
 Retained Legal Counsel

**AMENDMENT NUMBER ONE
TO
ECONOMIC DEVELOPMENT WATER SYSTEM TRANSFER CONTRACT**

This Amendment Number One to Economic Development Water System Transfer Contract is by and between the City of Texarkana, Texas ("Texarkana"), and TexAmericas Center ("TAC") and is effective the date opposite the latter of the two parties to execute the same as indicated below.

RECITALS

WHEREAS, Texarkana and TAC entered into that certain Economic Development Water System Transfer Contract ("Contract") for transfer of the water supply and distribution system located upon property owned by TAC acquired from the United States of America by Deed dated September 1, 2010, recording in Volume 5898, Page 1 of the Real Property Records of Bowie County, Texas to Texarkana; and

WHEREAS, the parties anticipate transfer of the system within thirty (30) days after the date of this letter by Bill of Sale as provided in the Contract; and

WHEREAS, the parties desire to amend said Contract to incorporate new and modify existing terms as mutually agreed by the parties;

NOW, THEREFORE, in consideration of the premises and mutual promises, covenants, and agreements contained herein, Texarkana and TAC hereby amend the Contract as follows:

1. The Agreement is amended by adding a new subsection 1.5 to read as follows:

1.5 Transfer of Certificate of Convenience and Necessity. TAC shall transfer its Certificate of Convenience and Necessity to provide potable water to the TAC East property to Texarkana. Texarkana shall file the appropriate application for said transfer and process the same at its expense. TAC shall execute any and all documents necessary to consummate the transfer of the Certificate of Convenience and Necessity. The Assignment shall be filed within thirty (30) days after the date Texarkana begins supplying water to TAC pursuant to that certain Water Supply Contract between Texarkana and TAC.

2. The Contract is amended by adding a new Section 1.6 to read as follows:

1.6 Disconnection of the TAC-East Water System from Day & Zimmerman System. Upon transfer of the TAC-East Water System from TAC to Texarkana, and Texarkana begins supplying water to TAC pursuant to that certain Water Supply Contract, Texarkana shall

disconnect the TAC-East Water Supply System from its existing connection to the Day & Zimmerman Water System. The cost for such disconnect shall be paid by Texarkana.

3. The Contract is amended by adding a new Section 1.7 to read as follows:

1.7 Elliott Lake Water Connection. To facilitate supplying water to the U.S. Army Facilities located at Elliott Lake, TAC shall construct a new water supply line and meter for service to the Elliott Lake Facilities, which new lines shall connect to the existing 10 inch water supply line (the Maud line). Texarkana shall charge TAC, and TAC shall pay Texarkana for water delivered to the Elliott Lake Facilities at the same rate Texarkana charges TAC under the terms of that certain Water Supply Contract dated on or about July 28, 2011 reference to which is hereby made for said purpose.

4. The Contract is amended by adding a new Section 1.8 to read as follows:

1.8 Transition Issues. 120 days after the date of transfer of the TAC-East Water System, the parties shall implement a Transition Plan including but not limited to the following items:

- A. TAC shall make the first contact giving notice to existing customers of the system of the transfer of ownership of the system and the plan for final billing by TAC and initial billing by Texarkana.
- B. TAC and Texarkana shall jointly read customer meters on a specified date for purposes of determining the final billing to customers by TAC and the initiation of service to the customers by Texarkana.
- C. TAC and Texarkana shall jointly work to locate existing service lines and laterals which will be active connections to the system. The parties shall jointly work to determine the location of said lines and prepare Computer Aided Drawings of the system, which maps when completed shall be the property of Texarkana. The expense of preparing the maps shall be paid by Texarkana.

5. The Contract is amended by adding a new Section 2.3 to read as follows:

2.3. Additional Water Supply Interconnect Construction and Costs. The design of the Interconnect has been revised at the request of Texarkana to include the construction at the Interconnect pump house of a bypass line and the installation of a flow meter. TAC shall construct the bypass line after approval of the plans and specifications for the same by Texarkana. TAC shall fund the construction of the bypass line for an amount not to exceed \$15,390.00 in construction costs. Texarkana shall install and pay for the flow meter after

transfer of the system. TexAmericas Center shall credit the sum of \$5,500.00 to the amount due to TexAmericas Center from Texarkana under Section 2.2.1 of the Contract leaving a net sum due from Texarkana of \$244,500.00 payable upon transfer of the system.

6 The Contract shall remain in full force and effect as amended by this Amendment Number One.

IN WITNESS WHEREOF, Texarkana, as properly authorized by its City Council, has caused this Contract to be executed by its City Manager and attested by its City Secretary, and TAC, as properly authorized by its Governing Board, has caused this Contract to be executed by its Executive Director.

CITY OF TEXARKANA, TEXAS

By: _____

F. Larry Sullivan, Ed. D.
City Manager

ATTEST: _____

Kerry Meredith, City Secretary

Date: _____

7-9-12

TEXAMERICAS CENTER

By: _____

William V. Cork,
Executive Director/CEO

Date: _____

6/26/12

APPROVED AS TO FORM: _____

Raymond W. Jordan
Jordan Law Firm, L.L.P.,
Retained Legal Counsel

APPROVED AS TO FORM: _____

Jeffery C. Lewis

Atchley, Russell, Waldrop & Hlavinka, L.L.P.,
Retained Legal Counsel

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☒ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☐ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 6/30/2017 1:12 PM

Lead Department:	<u>Planning and Community Development</u>	Action Officer:	<u>David Orr, Planning & Community Development Director</u>
Subject:	<u>Resolution No. 2017-073 approving the 2017 CDBG Annual Action Plan and amendment of the CDBG 2013-2017 Consolidated Plan.</u>		
Briefing:	<u>7/10/2017</u>	Public Hearing:	<u>7/10/2017</u>
		Second Briefing:	
		Council Vote:	<u>7/10/2017</u>

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

Executive Summary and Background Information:

The City of Texarkana, Texas is proposing an amendment to the 2013-2017 Consolidated Plan , Amended 2016 Annual Action Plan and approval of the 2017 Annual Action Plan for the period of October 1, 2017 to September 30, 2018.

The amended draft 2013-2017 Consolidated Plan, Amended 2016 Annual Action Plan and draft 2017 Action Plan became available June 18, 2017 and will continue through July 18, 2017; legal notice was published in the Texarkana Gazette and city website; and a public hearing will be conducted on July 10, 2017 to solicit public comments regarding the Amended 2013-2017 Consolidated Plan and 2017 Action Plan.

The amended draft 2013-2017 Consolidated Plan and the 2017 Action Plan for the Community Development Block Grant program proposes to utilize CDBG funds in an amount not to exceed \$1,450,833 including Section 108 Loan Funds of \$250,000.

Potential Options:

- Approve
- Deny

Fiscal Implications:

\$1,450,833

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

None

City of Texarkana, Texas

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-073 RES Approving 2017 Annual Action Plan & Amend CDBG 2013-2017 Plan (DOCX)
- b. 2017-073 ATTH 01 Annual Action Plan 6.15.17 (DOCX)
- c. 2017-073 ATTH 02 Amended 2013-2017 Con Plan 6.15.17 (DOCX)
- d. 2017-073 ATTH 03 Public Notice (PDF)
- e. 2017-073 ATTH 04 Presentation 2017 CDBG Action Plan & amended Con Plan (PPTX)
- f. 2017-073 Goals & Perspectives (DOCX)
- g. 2017-073 ATTH 05 2016 Action Plan revision 5.31.17 (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review	
Completed	06/21/2017 10:59 AM		
Finance Department	David Orr	Finance Review	Skipped 06/21/2017 11:20 AM
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/21/2017 11:20 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	06/21/2017 11:43 AM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	06/21/2017 11:44 AM		
City Manager	John Whitson	City Manager Review	Completed 06/21/2017 1:58 PM
City Council	Jennifer Evans	Meeting	Completed 06/26/2017 6:00 PM

Meeting History

06/26/17 City Council MOVED FORWARD Next: 07/10/17
David Orr briefed this item.

RESOLUTION NO. 2017 – 073

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING THE AMENDED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2013-2017 FIVE YEAR CONSOLIDATED PLAN, AMENDED 2016 ANNUAL ACTION PLAN AND APPROVING THE 2017 ONE YEAR ACTION PLAN PROGRAM PRIORITIES AND PRIORITIES FOR THE USE OF 2017 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS IN AN AMOUNT NOT TO EXCEED \$1,450,833 INCLUDING SECTION 108 LOAN FUNDS OF \$250,000 AND AUTHORIZING THE CITY MANAGER TO SUBMIT SAID ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the U. S. Department of Housing and Urban Development has provided the City of Texarkana, Texas, with Community Development Block Grant (CDBG) funds; and

WHEREAS, public review of the amended draft 2013-2017 Consolidated Plan, amended 2016 Annual Action Plan and draft 2017 Action Plan became available June 18, 2017 and will continue through July 18, 2017; legal notice was published in the Texarkana Gazette and city website; and a public hearing was conducted on July 10, 2017 to solicit public comments regarding the Amended 2013-2017 Consolidated Plan and 2017 Action Plan; and

WHEREAS, the City Council has determined it to be appropriate to adopt the Amended 2013-2017 Consolidated Plan, Amended 2016 Annual Action Plan and the 2017 Action Plan for the Community Development Block Grant Funds.

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

SECTION 1: That the Amended 2013-2017 Consolidated Plan, Amended 2016 Annual Action Plan and the 2017 Action Plan for the Community Development Block Grant program utilizing CDBG funds in an amount not to exceed \$1,450,833 including Section 108 Loan Funds of \$250,000 are hereby accepted.

SECTION 2: That the City Manager is hereby authorized to submit said Amended 2013-2017 Consolidated Plan, Amended 2016 Annual Action Plan and the 2017 Action Plan to the U. S. Department of Housing and Urban Development and is authorized to act in connection with the submission of the Amended 2013-2017 Consolidated Plan, Amended 2016 Annual Action Plan and the 2017 Action Plan and provide such additional information as may be required.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



City of Texarkana, Texas 2017 Annual Action Plan

The Annual Action Plan for the City of Texarkana, Texas
Community Development Block Grant Program
Prepared in Accordance with the
United States Department of Housing and Urban Development's Planning
Requirements

Executive Summary

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

1. Introduction

This Annual Action Plan is effective October 1, 2017 through September 30, 2018. The Annual Action Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Texarkana, Texas to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program.

The overall goals of the City's program have been created according to HUD's established objectives. They are designed to develop viable urban communities principally for low- and moderate-income persons with household incomes at or below 80% of Median Family Income by

- Providing decent housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

The statutes for the CDBG grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. These statutory program goals are:

DECENT HOUSING

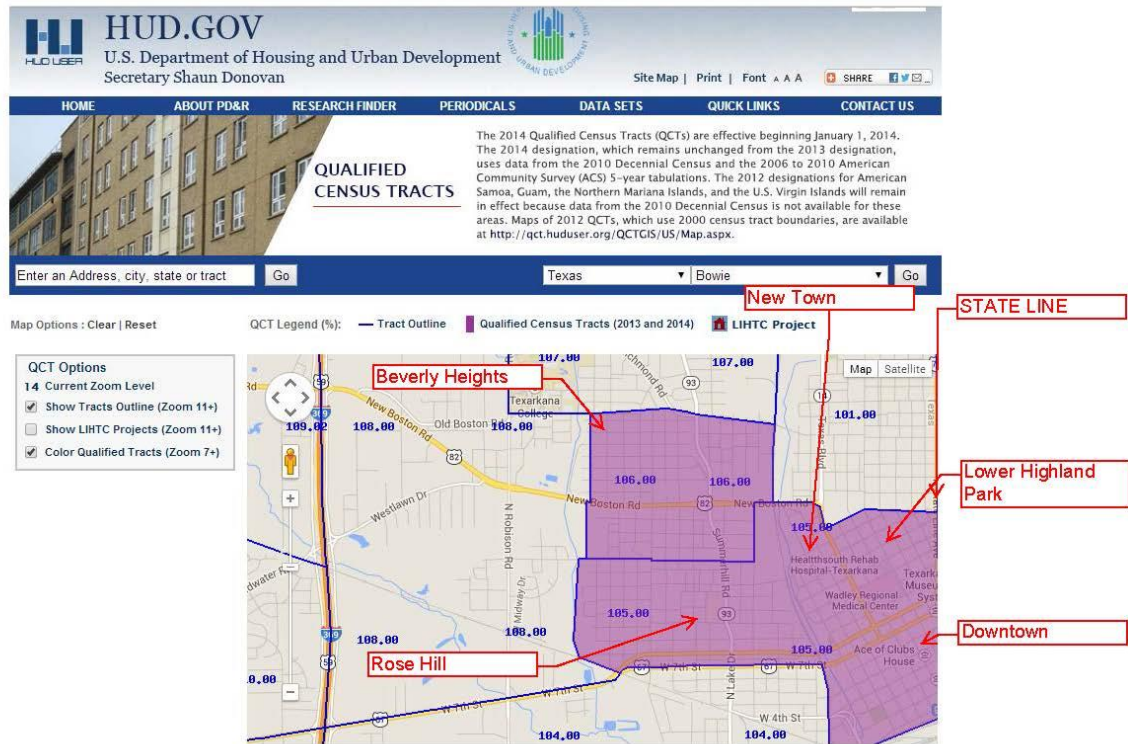
- assisting homeless persons obtain affordable housing;
- assisting persons at risk of becoming homeless;
- retaining the affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that is accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT

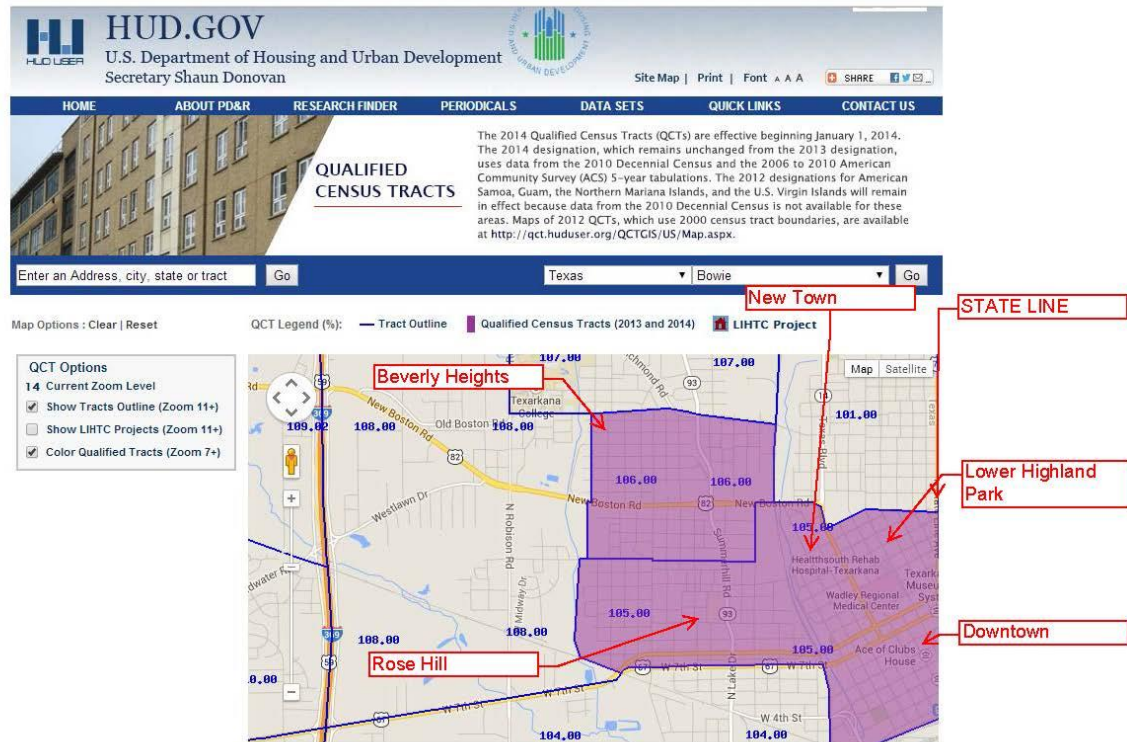
- improving the safety and livability of neighborhoods; eliminating blighting influences and the deterioration of property and facilities;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value;
- and conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES

- job creation and retention; establishment, stabilization and expansion of small businesses (including micro-businesses); the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.



Texarkana Qualified Census Tracts



Low and Moderate Income Areas

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In accordance with the goals, objectives, and statutory rules, the City will provide at least five housing rehabilitation grants to extremely low, low and or moderate income households, provide several low- and moderate income persons with down payment assistance, provide support for infrastructure in the Beverly Target Area including sidewalk, trails, and community garden projects, provide ADA improvements for Beverly Community Center, and provide public service activities. The City will also administer the CDBG program.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

How were goals and projects chosen?

Texarkana, Texas is experiencing changes in housing patterns, though many of the issues impacting safe and affordable housing remain. Texarkana's population increased by 4% when comparing the 2000 Census population to the population counts in the 2005-2009 American Community Survey. At the same time, median income rose by 28% from \$29,727 to \$38,037 and the number of households declined by 6% from 15,105 to 14,200. Families in Texarkana seem to be consolidating, relying on income from more individuals per household contributing income. The most common housing problems in Texarkana are cost burden problems where renters and owners have housing costs that exceed 30% of household income.

Renters characterized as Small Related Renter households with a cost burden exceeding 50% of income are statistically the household type most often affected by at least one housing problem. Accessible units, especially for the frail and elderly, are in high demand in the city among current and prospective public housing tenants. The Housing Authority of Texarkana, Texas (HATT) has approximately 1,200 qualified households on the waiting list for public housing or rental assistance, with little chance of receiving assistance as HATT has a 2% vacancy rate.

Collaboration between the City and the Housing Authority of Texarkana, Texas (HATT) with funding of the Hope VI grant resulted in the remarkable transformation of the Rosehill Neighborhood and the state of Public Housing in this city. This collaboration between the City, HATT, neighborhood groups, the Homeless Coalition, and other service providers can serve as a model for transformation of other areas of the City. The key to this type of success is in working together to identify needs, solutions, funding, and community-oriented mechanisms for transformational change. The City expects to repeat this level of transformation in two new target areas, Downtown Texarkana and the Beverly Neighborhood, addressing concentrations of poverty and proliferation of Brownfields. This close collaboration resulted in the first multi-agency Emergency Shelter Grant application, a partnership application to the Citizens Institute for Rural Design, a successful Better Block implementation, CDBG Revolving Loan Fund loans, adoption of two Target Areas, Beverly Community clean ups, and wide-spread support for downtown redevelopment projects.

Two areas in Texarkana have emerged as priority areas for public improvements and economic development opportunities: the Beverly Community, and Downtown Texarkana. The Beverly Community is an area of minority concentration, extremely-low and low-income residents, as well as numerous substandard homes and facilities. The Beverly and Downtown/ 7th Street Corridor present substantial opportunities to impact low and moderate income persons by addressing Brownfields issues and environmental contamination, slum and blight, food desert status, safety issues like inadequate

roadways, inadequate lighting, storm water run-off, flood management, lack of storm shelters, few bike lanes/walking trails, as well as food security issues like access to a functional sheltered farmers' market, community gardens, all public improvements requested by citizens of Texarkana.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In preparation of the Annual Action Plan, the City of Texarkana, Texas held several public meetings concerning the housing and community development needs of the community. The City prepared this 2017 Annual Action Plan to advance the objectives identified in the City's 2013-2017 Consolidated Plan for which the City conducted community surveys to solicit citizen and agency comments. These citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, 2013 Action Plan, 2014 Action Plan, 2015 Action Plan, a planned minor amendment to the Consolidated Plan, 2016 Action Plan and 2017 Action Plan, which together identifies priority activities for the City's Community Development Block Grant (CDBG) funds in Program Year 2017.

Additionally, the City conducted surveys at public neighborhood meetings. These were distributed online and as paper copies.

Survey Link: <https://www.surveymonkey.com/r/texarkanapriorities2>

Citizen participation activities were conducted throughout the year and included several public town hall style meetings, hearings and public meetings before the council, and continued through community meetings, and consultations with area service agencies and the Homeless Coalition.

- April 22nd: Rosehill Neighborhood Meeting
- May 5th: Highland Park Neighborhood Meeting
- May 30th: Beverly Neighborhood Meeting

Public meetings for Citizen input on the 2017 Annual Action Plan will be held during City Council Meetings on June 26, 2017 at 6:00 pm.

Public Comment Period for the Action Plan is June 25th through July 25th, 2017.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Consensus as to Texarkana's most urgent needs centers on assistance to the homeless, addressing economic development, slum and blight eradication, safety issues, sidewalk improvements/trails, reducing crime, activities for neighborhood children, cleanups of neighborhoods, substandard housing, Brownfields issues, and concentration of resources to address issues in Target Areas. Additional concerns expressed include the need for improving the livability of troubled neighborhoods, the need to improve the Farmers Market, and continued progress on redevelopment of downtown, especially the Grim Hotel for commercial and residential purposes. Other comments received from surveys include:

1. Keep clean-up crews working on their duties.
2. Let's make our city beautiful and safe again.
3. I desire to Texarkana to improve as a whole on both sides of the state line starting with my neighborhood, Beverly.
4. The Beverly area would be such a great opportunity along with Downtown because those two areas have been neglected for years. The business opportunity for downtown and housing in the Beverly area would benefit local businesses and increase productivity. I believe Texarkana College would benefit from a nice affordable housing option for students. Maybe even create sorority and fraternity housing. Just so many possibilities with whats around. Instead of continuing to build North of I 30, focus on the areas that are standing.
5. I live in Beverly so FIX BEVERLY thank you and Then Downtown.
6. I feel Texarkana is moving up.
7. The Rosehill Community is growing every single day, but we need more improvement done for well-being of our children, elderly and disabled and so on. Its time for a change.
8. Some of the homes should be demolished, others could stand some renovations, especially those that own homes, programs for homeowners on fixed incomes.
9. Tearing down of "non-livable" property. Riding of known drug affiliate groups in the area. Blocking off so many entrances to come into the area. Putting the hammer down on property owners who deliberately neglect their property.
10. Burned houses need to be torn down, lots need to be cleaned & kept, police need to be more visual maybe even a substation, guns need to be confiscated away from people who are a danger, no tolerance for "TRAP HOUSES" roads need to be fixed, trash cans available throughout neighborhood, trees need to be cut away from power lines. LANDLORDS NEED TO RENT TO NON-DRUG & NON-DANGEROUS PEOPLE! New houses built, families given a program to buy houses, BEVERLY CENTER REVAMPED OR BUILT & AN ENTRANCE WAY ON LUMPKIN THAT IS BEAUTIFUL & LETS YOU KNOW THE PARK IS THERE & CAMERAS PUT UP TO CATCH VANDALS.
11. Decrease crime, tear down abandoned property (houses) more activity for youth. More responsibility taken by landlords for rental properties and tenants. More police patrol.

12. Street improvements, more apartments
13. More community functions
14. More security, safety, keeping my kids safe. Need parks for the children that are safe so these kids do not have to play in the street.
15. Keep police presence to eliminate robbery.
16. Communication between neighbors and neighbors being active
17. Everything is fine
18. No more crime, more housing, more vendors to help with food, fans, etc.
19. Better rides.
20. The older homes are spacious; many trees around all homes.
21. I like that this area has so many young people. We do come outside and I still see kids having fun like I use to as a child. I also love the character of the homes in this area.
22. I have met most of my neighbors & we get along like family. I can walk my dog & everybody loves her. I love the healthy big trees, the squirrels, birds chirping. I love my little home I was blessed to be able to start buying in December 2016. I've rented since January 2012.
23. Location to shopping, work is good.
24. Quiet peaceful pride in area, family feel of area, friendly, very fun.
25. New homes in our community, lot of police control, nice place to stay.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views not accepted.

7. Summary

In this fifth year of the Consolidated Plan, the City of Texarkana, Texas continues to pursue three primary goals: providing decent housing; providing a suitable living environment; and expanding economic opportunities.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
CDBG Administrator	TEXARKANA	Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The Department of Planning and Community Development oversees the Community Development Block Grant Program. This office was formerly known as the Office of Community Development and Grants.

The Department of Planning & Community Development implements a variety of programs to assist in the development of the City's economic future and foster a better quality of life. These programs encompass comprehensive planning, zoning administration, physical revitalization of targeted areas, retaining and attracting businesses to Texarkana, creating new residential opportunities, revitalization of neighborhoods and job training opportunities.

The Department is also responsible for research, application and administration of grant programs and projects. Grant funding is used for projects such as improving infrastructure, public parks, purchasing equipment for city departments, improving energy efficiency, implementing housing reconstruction and homebuyer assistance, transitional housing and job training programs for low-income individuals and families, and addressing contaminated brownfield sites.

Consolidated Plan Public Contact Information

David Orr, Director, Planning and Community Development

City of Texarkana, Texas

P.O. Box 1967

Texarkana, Texas 75504-1967

(903) 798-3902

david.orr@txkusa.org

Annual Action Plan
2017

10

John A. Whitson, City Manager

City of Texarkana, Texas

P.O. Box 1967

Texarkana, Texas 75504-1967

(903) 798-3900

john.whitson@txkusa.org

Texarkana, Texas City Council

P.O. Box 1967

Texarkana, Texas 75504-1967

(903) 798-3900

Mayor Bob Bruggeman

Ward 1 Council Member Jean H. Matlock

Ward 2 Council Member Willie Ray

Ward 3 Council Member Betty Williams

Ward 4 Council Member Brian Matthews

Ward 5 Council Member Christy P. Paddock

Ward 6 Council Member Josh Davis

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Texarkana, Texas' Consolidated Plan encompasses activities to be undertaken during the period of October 1, 2013 through September 30, 2018 by the City of Texarkana, an entity recognized by the U.S. Department of Housing and Urban Development (HUD) grant funding under the Community Development Block Grant (CDBG) program. This 2017 Annual Action Plan is Texarkana's plan for administration of the CDBG program from October 1, 2017 to September 30, 2018.

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

Entities that collaborate with the City to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies include:

- Housing Authority of Texarkana, Texas (HATT)
- Randy Sams Homeless Shelter
- The Salvation Army, Texarkana
- The Friendship Center
- Texarkana Community College
- The Homeless Coalition of Texarkana (Continuum of Care)
- Texarkana-Bowie County Family Health Center

The City collaborates routinely with these entities, and their respective constituencies through regular meetings, cross-agency steering committees and boards, mailing lists, public postings, and email subscriptions. The City is also using social media to reach out to and interact with these agencies and their constituencies.

Public Comment Period: June 25, 2017 through July 25, 2017 (30+ days)

Interested parties were encouraged to attend these public meetings and hearings to present their opinions, views, and recommendations. Persons or groups were also advised that they could provide written comments by sending them to the Department of Planning and Community Development, P.O. Box 1967 Texarkana, Texas 75504-1967.

Surveys for the Consolidated Plan were accepted from June 19, 2013 until July 6, 2013. Links to the surveys were posted on the City's website, advertised in flyers emailed to community organizations, the Continuum of Care, local churches, planning organizations, the Chamber of Commerce, and the Housing Authority.

- **Agency:** <https://www.surveymonkey.com/s/communitysurveyproviders>
- **Individuals:** <https://www.surveymonkey.com/s/conplancitizenssurvey>

The Community Needs Survey was available from April 23rd through May 12th.

- <https://www.surveymonkey.com/r/texarkanapriorities2>

All other written comments were received by July 25, 2017 for inclusion in the plan. Public comments on the draft: accepted from June 25, 2017 to July 25, 2017.

Public Notices of the community meetings, public hearings, survey, and draft availability were posted at City Hall, on the City's website and in the Texarkana Gazette. Newspaper legal notice ran prior to release of the 2017 Action Plan Draft included dates, times, and addresses for public meetings, as well as instructions for submitting comments.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City maintains close relationships and coordinates with the Doorways Home (local) Continuum of Care and the Texas Homeless Network (THN-statewide) in order to address the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth and persons at risk of homelessness. In Program Year 2013, the city worked with partners of the Homeless Coalition and Continuum of Care to submit the areas first collaborative Emergency Solutions Grant. That grant would have helped more than one thousand homeless or at-risk of homeless individuals and families through this partnership, with the City serving as the fiscal agent for the program.

In Program Year 2014, the City applied for, and received a Technical Assistance grant through the Texas Balance of State to improve the ESG application. While the scoring improved, the application was again unsuccessful.

In Program Year 2015, the City worked with Program partners Randy Sams' Outreach Program (RSOS), the Texarkana Friendship Center (TFC), and East Texas Veterans Resources (ETVR) to submit a third application. If funded, the ESG project will allow for a Coordinated Access program One-Stop-Shop to serve homeless persons and families, as well as others in a housing crisis to receive case management services at the Texarkana-Bowie County Health Department. It will provide funds for Homelessness Prevention, Street Outreach, Emergency Shelter, and Rapid Rehousing. This effort extends the City's emphasis on housing the chronically homeless, homeless veterans and other persons at risk of homelessness.

The City also serves as fiscal agent for the Continuum of Care Grant as part of the Texas Homeless Network. This Rapid Rehousing program is carried out by Randy Sams' Outreach Shelter (RSOS) and The Texarkana Friendship Center Incorporated (TFCI). The program provides housing and supportive services for forty households per year where the beneficiaries are/were either homeless or at-risk of homelessness. The program is a Rapid Rehousing program that employs the Housing First model and the VI-SPDAT and FVI-SPDAT for prioritization.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City designates two staff members to participate in the Continuum of Care in order to address the needs of the homeless, at-risk of homeless persons, and veterans. Staff works with the Homeless Coalition and service providers to establish appropriate methodologies for implementation of the Homeless Management Information System (HMIS) as well as performance standards meeting or exceeding those required for Emergency Solutions Grants recipients. The City serves as fiscal agent for the Continuum of Care grant, assisting homeless and at-risk of homelessness persons including domestic violence victims to obtain housing and supportive services. Additionally, the Coalition, as a member of the Texas Homeless Network Continuum of Care, has been chosen to participate in a program designed to consolidate services under the THN Coordinated Access Pilot Program. Staff attends local CoC meetings, attends the Regional Planning Group webinars, meetings, and trainings, and participates state-wide through participation in regional and statewide conferences. The Texarkana Doorways Homeless Coalition hosts the annual Point in Time count of homeless persons, conducts training for coalition partners, raises funds for the local coalition and partner agencies, and makes community-wide decisions regarding ESG and other programs that serve this target population. The Coalition is also now participating in the Functional Zero-Ending Veterans' Homelessness initiative.

Doorways Home Texarkana Coordinated Access Emergency Solutions Grant Application

As the lead applicant for this collaborative program under the Texas Balance of State Continuum of Care, the City of Texarkana, Texas will provide Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing services in order to assist homeless people or people at risk of homelessness in Texarkana, Texas to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The City has been awarded Emergency Solution Grant (ESG) funds from Texas Department of Housing and Community Assistance to create a One-Stop Shop that will be located inside the Health Department building for services to prevent homelessness and assist those who are homeless. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building.

Program partners include reliable service providers that participate in the Texarkana Homeless Coalition: the Randy Sams Outreach Shelter, Texarkana Friendship Center, and East Texas Veterans Resources. This project embodies TDHCA's strategic goals to increase community wide planning and resource use, apply coordinated services that make the most of local organizational strengths, implement proven, research-driven, efficient service delivery tools, and vastly improve performance measurements and, most importantly, emphasize outcomes.

As a Texas Balance of State Continuum of Care Coordinated Access Pilot Project, this collaboration advances Texarkana's efforts to capture each organization's strengths in delivering services to persons either at risk of homelessness or experiencing homeless as defined by HUD ESG Interim Rules with "lightest touch" methodologies and HUD best practices without duplication of costs and/or services.

Each partner delivers HMIS, programmatic and administrative commitments with the City providing grant and HMIS administration. Randy Sams will provide Emergency Shelter while The Friendship Center and East Texas Veterans Resources will provide Homelessness Prevention and Street Outreach. ETVR will provide Rapid Re-housing. The program will serve over 700 persons total.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation on the Homeless Coalition; City supports development of HATT's five year and one year plans; partners on the HOPE VI grant; presentations given at Public Housing community facilities; presentation to Homeless Coalition.

2	Agency/Group/Organization	Randy Sams' Outreach Shelter, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coordination through the Homeless Coalition and ESG partnership.
3	Agency/Group/Organization	Main Street Texarkana
	Agency/Group/Organization Type	Housing Planning organization Business and Civic Leaders Historic Preservation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Regular coordination of activities; partner on EPA Brownfields projects; coordination through the Arts and Historic Commission.
4	Agency/Group/Organization	Salvation Army - Texarkana
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Regular participation on Homeless Coalition; solicitation to participate; works with the city to assess housing needs, anti-poverty strategies.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types not consulted. City personnel extended the invitation to participate in plan development to all agency types represented in the city.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Coalition of Texarkana	Both plans address the needs of homeless individuals and families.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The Office of Planning and Community Development works in conjunction with the City's duly elected Council of Ward Representatives, the City Manager's Office, Finance, Inspections, Public Works, Street, Environmental Services and Parks and Recreation Departments to oversee the development of the Consolidated Plan and administer the programs and activities incorporated in the Plan.

In preparation of the Consolidated Plan and Annual Action Plan, the City of Texarkana, Texas held public meetings and conducted community surveys (Consolidated Plan) to solicit citizen and agency comments concerning the housing and community development needs of the community. Citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, 2013 Action Plan, 2014 Action Plan, 2015 Action Plan, 2016 Action Plan, 2016 first Amended Action Plan, 2016 second Amended Action Plan, and 2017 Action Plan.

The City designates two staff members to participate in the Continuum of Care to address the needs of the homeless, at-risk of homeless persons, and veterans. Staff works with the Homeless Coalition and service providers to establish appropriate methodologies for implementation of the Homeless Management Information System (HMIS) as well as performance standards meeting or exceeding those required for Emergency Solutions Grants recipients. The City serves as fiscal agent for the Supportive Housing Grant, assisting homeless and at-risk of homelessness persons including domestic violence victims to obtain housing and supportive services. Additionally, the Coalition, as a member of the Texas Homeless Network Continuum of Care, has been chosen to participate in a program designed to consolidate services.

AP-12 Participation – 91.105, 91.200(c)

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Briefings and Council Meetings. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Briefings and Council Meetings. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Hearing. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

This Annual Action Plan is effective October 1, 2017 through September 30, 2018. The Annual Action Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Texarkana, Texas to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program.

The City of Texarkana, Texas will use every funding source available to meet the housing, economic development, and social services needs of the residents of the city. CDBG funds will be used to fund projects identified on the Five Year Consolidated Plan as High Priority Needs within the community for which other funding is not available.

The overall goals of the City's program have been created per HUD's established objectives. They are designed to develop viable urban communities principally for low- and moderate-income persons with household incomes at or below 80% of Median Family Income by:

- Providing decent housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

Other funding sources include the Continuum of Care program. The City works closely with Randy Sams Outreach Shelter and Texarkana Friendship Center to administer a program for Texarkana's homeless population. The program helps more than forty families in crisis situations per year. Providing accounting, oversight, technical assistance and capacity building enables RSOS and TFCI to provide housing and services to some of the most in need of our community. The City also has established relationships with The Texas Department of Housing and Community Affairs (TDHCA) and the Texas Department of State Health Services (DHS). The "Housing Rehabilitation" program allowed the City to assist homeowners with needed repairs to existing structures. The City provides grants to low-income homeowners for Rehabilitation and Down Payment Assistance. These two programs will continue into 2017.

Additionally, the City partners with Bowie County to provide many health care services to moderate, low, and extremely low income persons in Texarkana through the Texarkana, Texas-Bowie County Family Health Services. The City provides oversight and management to the clinic. Also, homeless service providers work closely with the City to address the needs of the homeless population with the goal of ending homelessness in Texarkana. The city applied for and was awarded Emergency Solution Grant (ESG) funds to create a One-Stop Shop that will be located inside the Health Department building for

services to prevent homelessness and assist those who are homeless. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building.

The table below shows the City's expected CDBG funds. The City should receive \$285,999 as the City's Annual Allocation, \$916,735 in Section 108 Loan Funds and \$2,500 in Program Income. Additionally, the City will have \$245,599 of the prior year's allocation available. These resources will allow the City to work toward meeting the obligation to provide decent housing, provide a suitable living environment, and expand economic opportunities for the residents of Texarkana.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5					Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources : \$	Section 108 Loan \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	285,999	2,500	245,599	916,735	1,450,833	1,450,833	The amount of \$1,450,833 is the total available for CDBG activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City recognizes the importance of leveraging resources. It is estimated that over the course of the 5 Year Plan, these community development projects will bring \$1.75 in private resources spent in the local economy for each grant dollar invested. Moreover, most of the projects will require substantial private investments at a 9 to 1 ratio. Matching requirements will be met by in-kind donations of labor and/or materials. The programs listed above do not require matching funds. When matching funds are required, the City usually provides in-kind matching through labor and supplies or provides cash matches from the City's general funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly owned land or property located within the jurisdiction includes housing lots owned by the city, city parks, and scattered properties located in downtown. This property may be used to promote economic development, provide support for homeless programs, and/or affordable housing in

Texarkana, Texas. Additionally, publicly owned land may also be used to support public health activities, infrastructure and public services, promoting livability and sustainability within the jurisdiction.

Discussion

The City expects to use CDBG funding as a leveraging tool to support community and economic development within the jurisdiction. The programs above do not have matching requirements that require using CDBG funds to match. The City will provide the Health Department building as space for a One-Stop Shop for coordinated access for homeless services. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building. The citizens of Texarkana are willing to invest in affordable housing, suitable living environments, and providing economic opportunities. Ensuring a bright future for our most distressed neighborhoods and commercial areas will assist the entire community to grow and prosper.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

See Tables on the following pages:

Goals Summary Information

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Program Administration	2016	2017	Administration	Downtown Area	Aff. Housing Rehabilitation-Existing Units Aff. Housing Rehab-Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing	CDBG: \$57,699	Other: 1 Other

Annual Action Plan
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Home Buyer Assistance	2014	2017	Affordable Housing	Downtown Area Beverly Community Revitalization	Aff. Housing	CDBG: \$10,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
3	Housing Rehabilitation	2016	2017	Affordable Housing	Beverly Community Revitalization	Aff. Housing Rehabilitation-Existing Units	CDBG: \$80,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
4	Public Services	2016	2017	Non-Housing Public Service Needs Non-Housing Community Development	Downtown Area Beverly Community	Non-Housing - Public Services	CDBG: \$6,125	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
5	Public Services	2016	2017	Non-Housing Public Service Needs	Downtown Area Beverly Community	Non-Housing- Public Service	CDBG: \$15,174	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
6	Public Services	2016	2017	Non-Housing Public Service Needs	Beverly Community	Non-Housing – Public Service	CDBG: \$21,600	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Public Improvements and Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Beverly Community	Non-H - Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$70,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
8	Public Improvements & Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Downtown Area	Non-H – Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$20,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
9	Public Improvements & Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Downtown Area & Beverly Community	Non-H – Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$3,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
10	Section 108 Loan-Hotel Grim Lofts	2016	2017	Affordable Housing	Downtown Area	Aff. Housing	\$916,735	Section 108 Loan for Hotel Grim Lofts to provide 20 Low/Mod Housing units
11	Section 108 Loan - Prepayment	2016	2017	Affordable Housing	Downtown Area	Aff. Housing	\$250,000	Section 108 Loan pre-payment of \$250,000 out of \$916,735 loan for 20 Low/Mod Housing units

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Administer the CDBG Program
	Goal Description	The City will administer the CDBG program in accordance with all applicable rules and regulations.
2	Goal Name	First Time Home Buyer Down Payment Assistance
	Goal Description	Two extremely low income, low income, or moderate income families will receive down payment assistance through implementation of this goal. The City will work with the Housing Authority and local lenders to qualify applicants for the program. This is intended for gap financing in the Downtown or Beverly Neighborhoods.
3	Goal Name	Housing Rehabilitation
	Goal Description	The City will work with local organizations to identify recipients of funds for Housing Rehabilitation for extremely low and low income families. Candidates are selected from areas of poverty concentration, especially in the Beverly and Downtown areas. City personnel document housing problems of candidates including structural problems, kitchen, bathroom, plumbing, electrical systems problems, as well as general conditions of the home.
4	Goal Name	Public Services
	Goal Description	New Public Services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.

5	Goal Name	Public Services
	Goal Description	New Public Service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
6	Goal Name	Public Services
	Goal Description	New Public Services at Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
7	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.
8	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce West to Oak St, North on Oak St to W. 5 th St, East along W. 5 th St to Spruce and South along Spruce to W. 4 th St.
9	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
10	Goal Name	Section 108 Loan – Hotel Grim Lofts
	Goal Description	The City will use these loan funds to assist with rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod housing units.
11	Goal Name	Section 108 Loan
	Goal Description	Funds will be used to pre-pay \$250,000 of the \$916,735 balance on the City’s Section 108 Loan. Loan funds used to provide 20 Low/Mod housing units in the Hotel Grim Lofts in downtown Texarkana.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

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AP-35 Projects – 91.220(d)

Introduction

In this section of the CDBG Annual Plan, the City of Texarkana, Texas provides a summary of the eligible program and/or activities that will take place during the program to address the priority needs and specific objectives identified in the Strategic Plan. Eligible programs and activities are referred to as "Projects."

The Projects which the City intends to complete in Program Year 2016 include the following:

#	Project Name
1	CDBG Program Administration
2	Home Buyer Assistance
3	Housing Rehabilitation
4	Public Service Activities -VISTA Program
5	Public Service Activities – RSOS Life Skills Program
6	Public Service Activities – Youth Programs
7	Public Improvements – Beverly Sidewalks/Bike Facilities
8	Public Improvements – Downtown Sidewalks/Bike Facilities
9	Public Improvements – Tree Planting Downtown & Beverly
10	Section 108 Loan Program – Hotel Grim Lofts
11	Section 108 Loan payments

Table 8 – Project Information

CDBG PY 2017 Action Plan Budget Amendment		
	Expenditures PY 2017	BUDGET
1	Program Administration	57,699.00
2	Home Buyer Assistance	\$10,000.00
3	Housing Rehabilitation	\$80,000.00
4	Public Service Activities - VISTA Program	\$6,125.00
5	Public Service Activities - RSOS Life Skills Program	\$15,174.00
6	Public Service Activities - Youth Programs	\$21,600.00
7	Public Improvements - Beverly Sidewalks/Bike Facilities	\$70,000.00
8	Public Improvements - Downtown Sidewalks/Bike Facilities	\$20,000.00
9	Public Improvements - Tree Planting Downtown & Beverly	\$3,500.00
10	Hotel Grim Project	\$916,735.00
11	Section 108 Loan	\$250,000.00
	TOTAL Expenditures	1,450,833.00
Revenues PY 2017		
	To Reprogram	245,599.00
	Annual Allocation	285,999.00
	Section 108 Loan Funds	916,735.00
	Program Income	2,500.00
	TOTAL Revenues	\$1,450,833.00

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities selected as High or Low Priority Goals and Projects were identified through analysis of local need, market analysis, consultation with local, state, and federal agencies and citizen participation. High Priority projects will receive funding through CDBG funds. Funding for Low Priority Goals and Projects comes from sources other than CDBG. The greatest obstacle to addressing underserved needs is obviously funding.

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Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Program Administration
	Target Area	Downtown Area
	Goals Supported	Administer the CDBG Program
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units Aff. Housing Rehab-Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing
	Funding	CDBG: \$57,699
	Description	Administer the CDBG program
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City of Texarkana, Texas
	Planned Activities	The City of Texarkana, Texas will administer the CDBG program under this activity.
2	Project Name	Home Buyer Assistance Program
	Target Area	Downtown Area Beverly Community Revitalization
	Goals Supported	Home Buyer Assistance Program

	Needs Addressed	Aff. Housing -Existing Units
	Funding	CDBG: \$10,000
	Description	Down payment assistance for low/mod income households. Up to two households will be assisted.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately two very low-, low-, and/or moderate income households will benefit from down payment assistance.
	Location Description	Program focus will be on the Revitalization Areas, though other areas could be considered.
	Planned Activities	The City will work with the Housing Authority of Texarkana, Texas and local banks to identify and qualify potential borrowers that need assistance with down payment to make purchasing a home more affordable.
3	Project Name	Housing Rehabilitation
	Target Area	Beverly Community Revitalization
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units
	Funding	CDBG: \$80,000
	Description	Housing rehabilitation for low and moderate income homeowners. No dislocation will occur. The City plans to work closely with local housing agencies in Texarkana, Texas to select applicants for rehabilitation.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Up to four low to moderate income families will be assisted.
	Location Description	Program focus will be on the Revitalization Areas, though other areas could be considered.
	Planned Activities	Housing rehabilitation for low and moderate income homeowners. No dislocation will occur. The City plans to work closely with local housing agencies in Texarkana, Texas to select applicants for rehabilitation.

4	Project Name	Public Service Activities – VISTA Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$6,125
	Description	New Public Services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	25
	Location Description	Downtown Texarkana, Texas
	Planned Activities	The City will work with homeless providers, health department, community college, neighborhood organizations, employers of low/mod persons, and owners of micro-businesses to provide public service benefits.
5	Project Name	Public Service Activities - RSOS Life Skills Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$15,174
	Description	New Public Service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	30
	Location Description	Downtown Texarkana, Texas

	Planned Activities	The City will work with Randy Sams Outreach Shelter to provide public service benefits to women and children experiencing homelessness.
6	Project Name	Public Service Activities – Youth Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$21,600
	Description	New Public Services at Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Texarkana, Texas
	Planned Activities	The City will work with Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
7	Project Name	Park and Public Access Improvements-Beverly Sidewalks/Bike Facilities
	Target Area	Beverly Community Revitalization
	Goals Supported	Public Improvements and Infrastructure – Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$70,000
	Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.
	Target Date	9/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 persons assisted. These public spaces are in the Beverly Target Area where the poverty rate exceeds 45%.
	Location Description	Beverly Community
	Planned Activities	The City will install/improve sidewalks, bicycle facilities and bicycle racks in the Beverly Community.
8	Project Name	Park and Public Access Improvements-Downtown Sidewalks/Bike Facilities
	Target Area	Downtown Area
	Goals Supported	Public Improvements and Infrastructure – Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$20,000
	Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Area
	Planned Activities	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce West to Oak St, North on Oak St to W. 5 th St, East along W. 5 th St to Spruce and South along Spruce to W. 4 th St.
9	Project Name	Park and Public Access Improvements-Tree Planting in Downtown & Beverly
	Target Area	Downtown Area & Beverly Community Revitalization
	Goals Supported	Public Improvements and Infrastructure - Parks & Public Access Improvements

	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$3,500
	Description	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Area & Beverly Community
	Planned Activities	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
10	Project Name	Section 108 Loan Program - Hotel Grim Lofts
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan for Low/Mod Housing Benefits
	Needs Addressed	Affordable Housing
	Funding	CDBG Section 108 Loan Funds: \$916,735
	Description	Section 108 Loan funds to assist with the rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod Housing units.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families assisted.
	Location Description	Downtown Texarkana, Texas
	Planned Activities	Section 108 Loan funds to assist with the rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod Housing units.

11	Program Name	Section 108 Loan - Prepayment
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Low/Mod Housing Benefits
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$250,000
	Description	Funds will be used to pre-pay \$250,000 of the \$916,735 balance on the City's Section 108 Loan. Loan funds used to provide 20 Low/Mod units in the Hotel Grim Lofts in downtown Texarkana.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families assisted.
	Location Description	Downtown Texarkana, Texas
	Planned Activities	Funds will be used to pre-pay \$250,000 of the \$916,735 balance on the City's Section 108 Loan. Loan funds used to provide 20 Low/Mod units in the Hotel Grim Lofts in downtown Texarkana.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Texarkana has many safe, affordable, and livable neighborhoods. However, some areas of the city have increasingly become areas where housing and social problems are concentrated, areas where poverty and lack of decent housing exacerbate other social issues. These are areas with multiple housing problems and a concentration of abandoned, substandard housing that are havens for criminal activity, depriving decent citizens of peace of mind and property value. Concentration is here defined as 44% percent or more of the housing stock in an area of 2 or more adjacent block groups with households experiencing more than one of the Four Housing Problems. (Lacking complete kitchens, lacking complete plumbing, more than one person per room, and/or paying 30% or more of household income for housing.)

The Beverly Community in Texarkana, Texas has significant housing and poverty issues. As such, the City has designated the Beverly Neighborhood as a priority local Target Area. The downtown area has few affordable housing opportunities for people wanting to live in the downtown area. Many of the residential structures in the Downtown - 7th Street Corridor are substandard or substandard with significant rehabilitation potential.

In areas of minority and/or low-income concentration, housing values are generally much lower than the city as a whole, crime rates are higher, and there are fewer opportunities for employment. Both the Beverly neighborhood and downtown are prime examples of areas where minority and low income concentration pose significant challenges to redevelopment and the goal associated with providing safe, suitable, livable communities for everyone.

The City's designation of the Beverly Neighborhood as a local Target Community is based on the concentrations of poverty, minorities, abandoned and/or substandard housing, and high numbers of households with one or more of the Four Housing Problems or Four Severe Housing Problems. In many ways, Beverly is similar to other neighborhoods in Texarkana, in that these social and market factors have depressed the neighborhoods making them unattractive to developers. These neighborhoods cost the city in lost property taxes and increase police, fire, and environmental services. Estimates of the number of abandoned, substandard properties suggest that one in six homes have been boarded up in the Beverly community.

The City has an extensive network of parks, schools, churches, shopping, and social service organizations located throughout the city. The City's partnership with the T-Line public transportation system has resulted in transportation availability in most neighborhood in the city. Only one park exists in the Beverly community. The park is located on a flood plain and cannot be updated using state or federal funding. Other community assets include grocery stores, employment opportunities, and Texarkana

Community College.

Substantial strategic opportunities exist in both the Beverly Neighborhood and in Downtown Texarkana with an appropriate level of commitment of resources to remove barriers and create incentives for redevelopment and economic opportunities benefitting the entire city. Consequently, 80% of CDBG funds will be spent in the target areas, with an even split between the two.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	39
Beverly Community Revitalization	41

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Reductions in federal funding are felt across the country. In Texarkana, HUD's new funding allocation formulas resulted in the loss of nearly 25% of the CDBG budget. Texarkana's experience with targeting resources in the Rosehill neighborhood and the attraction of private capital there, resulted in neighborhood transformation. Consequently, the City concluded that the best way to maximize the CDBG budget would be to concentrate on specific areas for improvement in housing and living conditions that would have the most return on investment. Citizens of Texarkana and the duly elected City Council chose, by City Ordinance, to focus City resources in Downtown and the Beverly community, with the expectation that the funds expended there would provide the greatest benefit the City.

Discussion

Target Areas are central to Texarkana's plan to improve both the Downtown/7th Street Corridor, Rosehill, and the Beverly Communities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City works with many partner agencies, non-profits, and churches to provide housing and services to extremely-low to moderate-income people. Rental assistance, supportive housing, homelessness and homelessness prevention are of primary concern. The City of Texarkana has committed to continuing the collaborative partnerships with these agencies to ensure the maximum number of families and individuals will receive the assistance they need for suitable housing and shelter.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	50
Special-Needs	50
Total	150

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	5

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Some of the outcomes listed above will be funded through sources other than CDBG. Programs operate through assistance to homeless shelters, supportive housing programs, and the Housing Authority of Texarkana, Texas (HATT).

AP-60 Public Housing – 91.220(h)

Introduction

The City of Texarkana, Texas plans to carry out several activities supporting public housing in the course of the program year covered by this Action Plan. The City works closely with HATT, the Housing Authority of Texarkana, Texas. Over the course the past five years, HATT and City have transformed the Rosehill Neighborhood and the experience of living in public housing for many low-income individuals with the assistance of the Hope VI award. That program ended September 30, 2013. Never the less, HATT and the City are committed to revitalizing the neighborhoods and public housing of Texarkana.

Actions planned during the next year to address the needs to public housing

The City will continue to work with HATT to expand the number of units available to individuals and families in need of public housing and to provide more Section 8 properties within the jurisdiction. The City will provide citizens with access to Fair Housing information, rental assistance programs, and economic and educational opportunities for improving self-sufficiency. Also, the City recognizes that home ownership increases housing and neighborhood stability. Consequently, the City will assist HATT with its home ownership opportunity programs.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Texarkana and HATT provides information to public housing residents that includes encouragement for participation in management and homeownership. The City and HATT provided informational brochures, websites, and social media interaction supporting these important goals.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HATT is an exemplary public housing authority and is not designated as troubled.

Discussion

The City's efforts to improve Public Housing resulted in A Hope VI grant through which the City and HATT were able to demolish the aged and blighted public housing units, replacing them with through mixed use public housing areas that are clean, well-maintained, and functioning to provide safe and livable housing to over a thousand households in Texarkana. While these funds are no longer available, the transformative power of this relationship with the Housing Authority and citizens means other blighted neighborhoods can also be changed for the better.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness in Texarkana, Texas is a challenging, but not intractable, problem. Every year, HUD requires the Texarkana Continuum of Care to collect data on homelessness at a single point-in-time during the last week in January. The Texas Homeless Network annually assists Texarkana's Continuum of Care through the Texarkana Homeless Coalition with their Point-in-Time homeless survey preparation and data analysis. The data that follows is a compilation of data collected on the day of January 21, 2016 by members of the Texarkana Homeless Coalition, a year considered as representative of homelessness in Texarkana and the last year for which there is a completed and approved report. One hundred five surveys were collected representing one hundred forty one people, though this represents only a small portion of the number of homeless in Texarkana. This Action Plan is also informed by Texarkana's sustained participation in the Homeless Coalition and regular interaction with homeless service providers, Randy Sams' Outreach Shelter, The Salvation Army of Texarkana, and Friendship Center of Texarkana through the Homeless Management Information Systems (HMIS) or from agency collaborations.

The Continuum of Care estimates there are 366 people who are homeless each day in the city. The median length of homelessness is 10.5 months, with a range of one day to over forty years of homelessness. This significant range might skew the median length considerably, with 20.7% of those counted in the Point-in-Time Survey reporting chronic homelessness. Over 79% of those counted are not chronically homeless. Forty-one percent of respondents reported their homelessness was their first time homeless in at least a three year period, as compared to 13.8% that reported they had been homeless continuously for more than a year and 34.5% that had 2-3 episodes of homelessness in the past three years.

72.3%	Male
27.8%	Female
12.4%	Households with children
20.7%	Chronic homelessness

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with Randy Sams' Outreach Shelter, the Texarkana Friendship Center, HATT and other housing and service providers, and partnering with willing

agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions Grants.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Grant, working closely with Randy Sams' Outreach Shelter, the Texarkana Friendship Center, HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions Grants. The Rapid Rehousing program is carried out by Randy Sams Outreach Shelter and The Texarkana Friendship Center Incorporated (TFCI). The program provides housing and supportive services for forty households per year where the beneficiaries are/were either homeless or at-risk of homelessness. The program is a Rapid Rehousing program that employs the Housing First model and the VI-SPDAT and FVI-SPDAT for prioritization.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions grants. The partnership with East Texas Veteran Resources is based on the goal of ending veteran homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and

Community Affairs Emergency Solutions grants.

Discussion

As a Texas Balance of State Continuum of Care Coordinated Access Pilot Project, this collaboration advances Texarkana's efforts to capture each organization's strengths in delivering services to persons either at risk of homelessness or experiencing homeless as defined by HUD ESG Interim Rules with "lightest touch" methodologies and HUD best practices without duplication of costs and/or services. All programs now employ the Housing First Model. The City will contract with the Housing Authority of Texarkana, Texas and sub-grant to all other project partners. The City will ensure appropriate use of grant funds, act as fiscal agent, ensure timely reporting by all program partners, and collaborate with all partners to ensure proposed outcomes are met.

Each partner delivers HMIS, programmatic and administrative commitments with the City providing grant and HMIS administration. Randy Sams' will provide Outreach and Emergency Shelter including mental health services; Housing Authority will provide Credit Counseling for Homelessness Prevention and Rapid Re-Housing; Salvation Army will provide Rapid Re-Housing assistance; and, due to overwhelming caseloads, Salvation Army and the Friendship Center will both provide Homelessness Prevention.

Doorways Home Texarkana is a Coordinated Access Emergency Solutions grant application prepared as a collaborative project to address homeless and other special needs housing and supportive services. Texarkana assisted a project team comprised of homeless service and housing providers to prepare a partnership based Emergency Solutions Grant proposal. As the lead applicant for this collaborative program under the Texas Balance of State Continuum of Care, the City of Texarkana, Texas proposed to provide Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing services through experienced providers in order to assist homeless people or people at risk of homelessness in Texarkana, Texas to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. While not successful in this first collaborative application, the project partners believe that the best way to provide quality services to Texarkana's homeless population is through continuing to work together and to re-apply in subsequent years.

Program partners include reliable service providers that participate in the Texarkana Homeless Coalition: the Randy Sams' Outreach Shelter, Texarkana Friendship Center, Housing Authority of Texarkana, Texas and the Salvation Army of Texarkana. This project will increase community wide planning and resource use, apply coordinated services that make the most of local organizational strengths, implement proven, research-driven, efficient service delivery tools, and vastly improve performance measurements and, most importantly, emphasize outcomes.

The City receives no HOPWA funds.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

There are many factors that affect the cost and production or maintenance of housing affordable to extremely low-, low-, and moderate-income families (at or below 80% of Median Family Income (MFI)). An analysis of these factors has aided the City in developing programs that reduce the adverse effects of these constraints on the supply and cost of housing.

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. These are routinely reviewed. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the needs to adjust public policies to adapt to changing conditions, the City will continue to review policies periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable housing.

The City of Texarkana, Texas identified race and concentrations of poverty that present as barriers to affordable housing and continues to develop strategies to remove or lessen negative effects of these barriers to affordable housing. The City identified the following other barriers to affordable housing:

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Analysis of Impediments indicates race and concentrations of poverty constitute barriers to affordable housing in Texarkana. Pre-development, building permit and inspection expenses are average in terms of housing construction and renovation costs. To maintain the City's commitment to prevent barriers to affordable housing the City will:

- Maintain flexibility in zoning and building requirements when appropriate to allow for infill housing development and to provide technical assistance to developers of affordable housing. Posters & literature displayed and made available at city office buildings, utility building, and the public library;

- Monitor city-sponsored projects for equal access and compliance of the Fair Housing Act and Building Dept. official's monitors code compliance to Fair Housing standards;
- Hold periodic Public Hearings providing information and requesting public comment on fair housing or related issues;
- Work with local housing service providers to conduct homebuyer and homeowner education, and conduct public outreach to include fair housing information;
- Conduct outreach efforts to for-profit and non-profit builders and developers through funding and technical assistance to increase the supply of decent, affordable housing within low to moderate income neighborhoods as well as creation of affordable housing on a city-wide basis;
- Maintain an Affirmative Marketing Plan to directly market newly-developed City-assisted housing units to minority groups least likely to apply to homeownership programs.
- Meet with local lenders and home builders to encourage the use of non-traditional client loan qualifying and loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Conduct public outreach regarding availability of housing and housing assistance including translation of housing application materials into Spanish, and maintains bi-lingual staff to assist applicants and clients who are not English-proficient;
- Support local Continuum of Care efforts for homeless populations and provides ongoing support and technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management and credit counseling;
- Researching the possibility of adopting a Fair Housing ordinance to ensure that fair housing options are available to its citizens.

Discussion

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the changing need of public policies, the City will review them periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable

housing.

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

As Texarkana prepares to embark on the development of a new Comprehensive Plan for the City, the City will review the Analysis of Impediments to improve affordability, accessibility and suitability of housing for the citizens of Texarkana, Texas.

DRAFT

AP-85 Other Actions – 91.220(k)

Introduction

This section of the Action Plan addresses the planned actions of the City of Texarkana, Texas to carry out the following strategies outlined in the Consolidated Plan:

1. Foster and maintain affordable housing;
2. Evaluate and reduce lead-based paint hazards;
3. Reduce the number of poverty-level families;
4. Develop institution structure; and
5. Enhance coordination.
6. In addition, the City identifies obstacles to meeting underserved needs and proposes actions to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

1. Provide support to organizations that provide services to homeless and special needs individuals;
2. Provide financial support to organizations that provide services to homeless and special needs individuals;
3. Provide easy access to information for supportive service organizations that provide services to homeless and special needs individuals.

Actions planned to foster and maintain affordable housing

1. Provide decent and affordable housing through single-family owner-occupied housing reconstruction for lower income residents;
2. Promote the availability of City operated owner-occupied housing assistance programs through the media;
3. Solicit applications for assistance from low income residents;
4. Conduct applicant screening and approval;
5. Provide home-buyer education counseling and assistance;
6. Facilitate rehabilitation of single-family properties

Actions planned to reduce lead-based paint hazards

1. Provide information and education to the public, re: lead risks;
2. Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning;

3. Develop technical capacity with staff.

Actions planned to reduce the number of poverty-level families

1. Pursue economic development of Downtown and Beverly communities;
2. Work with the Chamber of Commerce to bring jobs to low- and moderate-income families.

Actions planned to develop institutional structure

1. Improve coordination with Public Services Department to address flood zone management in low-mod income communities;
2. Establish communication and reporting protocols with police, fire, and emergency services to obtain regular statistical reporting and provide first-line professionals with homelessness services information.

Actions planned to enhance coordination between public and private housing and social service agencies

1. Actively participate in Continuum of Care/Homeless Coalition;
2. Assist with Homeless Point-in-Time Homeless Count.

Discussion

The City of Texarkana recognizes the challenges to fostering and maintaining affordable housing, evaluating and reducing lead-based paint hazards, reducing the number of poverty-level families, developing institution structure, enhancing coordination, and addressing underserved needs. The City's Target Area approach to implementing programs and providing services to low-moderate income families will ensure that all fundamental goals of the program will be met. This Action Plan is consistent with HUD's Mission to create strong, sustainable, inclusive communities and quality affordable homes for all; strengthening the housing market to bolster the economy and protect consumers; meeting the need for quality affordable rental homes: utilizing housing as a platform for improving quality of life and building inclusive and sustainable communities free from discrimination.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

This section address the program-specific requirements for the Annual Action Plan. The Consolidated Plan Final Rule contains requirements regarding this section of this CDBG Action Plan.

All program income that will have been received before the start of the next program year will have been reprogrammed. The City has recently received Section 108 loans fund award approval. The City is working closely with the community and developers to redevelop the Hotel Grim as the Grim Lofts project and will use the Section 108 Loan funds for this purpose as a Special Economic Development project. The City has no urban renewal settlements, or float funded activities. No grant funds will have been returned to the line of credit for which the planned use has not been included in a prior statement or plan. The City does not expect to use any funds for urgent need activities.

The City of Texarkana, Texas estimates that 70% of program funds will be used for activities that benefit persons of low and moderate income over a consecutive period of three years, years 2015-2017 including the year covered by this Annual Action Plan.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 70.00% |

Discussion

The City of Texarkana, Texas does not receive HOME funds. The City expects that all program income will have been programmed and that Section 108 Loan proceeds will be receipted in the program year. Additionally, the City expects no surplus funds from urban renewal settlements, grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan, and has no income from float-funded activities. Seventy percent of CDBG funds will be used for activities that benefit persons of low and moderate income, with an Overall Benefit calculated over a period of three consecutive years to determine that the minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.



City of Texarkana, Texas 2013-2017 Consolidated Plan

(AMENDMENT 6/15/2017)

2016 Action Plan

Citizen Participation Plan

A five-year strategy for the City of Texarkana, Texas, prepared in
accordance with the U.S. Department of Housing and Urban
Development's Consolidated Plan Requirements

Executive Summary

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

1. Introduction

This Consolidated Plan is effective October 1, 2013 through September 30, 2017. The Consolidated Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Texarkana, Texas to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program.

The overall goals of the City's program have been created according to HUD's established objectives. They are designed to develop viable urban communities principally for low- and moderate-income persons with household incomes at or below 80% of Median Family Income by

- Providing decent housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

The statutes for the CDBG grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. Each jurisdiction's plan must state how it will pursue these goals for all community development programs, as well as all housing programs. These statutory program goals are:

DECENT HOUSING - - which includes:

- assisting homeless persons obtain affordable housing;
- assisting persons at risk of becoming homeless;
- retaining the affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that is accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT - - which includes:

- improving the safety and livability of neighborhoods;
- eliminating blighting influences and the deterioration of property and facilities;

- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES - - which includes:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro-businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.



CPD Maps

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

Texarkana, Texas is experiencing changes in housing patterns, though many of the issues impacting safe and affordable housing remain. Texarkana's population increased by 4% when comparing the 2000 Census population to the population counts in the 2005-2009 American Community Survey. At the same time, median income rose by 28% from \$29,727 to \$38,037 and the number of households declined by 6% from 15,105 to 14,200. Families in Texarkana seem to be consolidating, relying on income from more individuals per household contributing income.

There are 14,200 households in Texarkana, Texas, a decrease of 6% from the time of the 2000 Census. The most common housing problems in Texarkana are cost burden problems where renters and owners have housing costs that exceed either the greater than 30% of household income or 30% of household income.

Renters characterized as Small Related Renter households with a cost burden exceeding 50% of income are statistically the household type most often affected by at least one housing problem.

Of the 14,200 households in Texarkana, 2,240 households have one or more Housing Problems with 1,735 households at the 0-30% range of Area Median Income having one or more Housing Problems. Of these, the group demonstrating disproportional need were Black/African American with 850 households with one or more of the Four Housing Problems. Fifty percent of households in this income category are Black/African American.

At the 30%-50% AMI range, White households have a disproportionately greater need with 705 households experiencing one or more of the Four Housing Problems. White households account for 54% of the total at this income level, with Black/African Americans representing 38%.

Accessible units, especially for the frail and elderly, are in high demand in the city among current and prospective public housing tenants. At any given time, there are between 50 and 60 accessible units. HATT has a 2% or lower vacancy rate. Units are filled almost immediately. No waiting list information is currently available.

HATT currently has 345 prospective tenants on the Low Rent Public Housing Waiting List. There are 787 households on the Section 8 Waiting List. Taken together, there are 1,132 qualified households on the waiting list for public housing or rental assistance, with little chance of receiving assistance as HATT has a 2% vacancy rate.

Two areas in Texarkana have emerged as priority areas for public improvements, the Beverly Community, and Downtown Texarkana. The Beverly Community is an area of minority concentration, extremely-low and low-income residents, as well as numerous substandard homes and facilities. Downtown and the 7th Street Corridor public improvements include significant Brownfields issues and

environmental contamination, slum and blight, food desert status, roadways, adequate lighting, community gardens, storm water run-off, flood management, storm shelters, bike lanes/walking trails, economic development, and shelter for the farmers' market, all public improvements requested by citizens of Texarkana.

3. Evaluation of past performance

Collaboration between the City and the Housing Authority of Texarkana, Texas (HATT) with funding of the Hope VI grant resulted in the remarkable transformation of the Rosehill Neighborhood and the state of Public Housing in this City. This collaboration between the City, HATT, neighborhood groups, the Homeless Coalition, and other service providers can serve as a model for transformation of other areas of the City. The key to this type of success is in working together to identify needs, solutions, funding, and community-oriented mechanisms for transformational change. The City expects to repeat this level of transformation in two new target areas, Downtown Texarkana and the Beverly Neighborhood, addressing concentrations of poverty and proliferation of Brownfields.

4. Summary of citizen participation process and consultation process

In preparation of the Consolidated plan, the City of Texarkana, Texas held several public meetings and conducted community surveys to solicit citizen and agency comments concerning the housing and community development needs of the community. Citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, and 2013 Action Plan, which defines the use of the City's Community Development Block Grant (CDBG) funds.

Citizen participation began in November with several public town hall style meetings, hearings and public meetings before the council, and continued through community meetings, surveys and consultations with area service agencies and the Homeless Coalition.

11/14/2011 Public Hearing on the Amendment to the 2011 CDBG Action Plan

11/28/2011 Presentation of City of Texarkana Housing Authority 2010 Annual Report on HOPE VI Rosehill Neighborhood Revitalization Grant

12/19/2011 Public Hearing on the 2010 CDBG CAPER

1/26/2012 Brownfields Public Meeting

2/27/2012 Housing Reconstruction Program Status

6/25/2012 Public Hearing on Amendments to the CDBG for Fiscal Years 2010 and 2011 Action Plans

8/13/2012 Public Hearing on 2012 CDBG Action Plan. Opportunity for the public to comment on CDBG proposed expenditures for CDBG PY 2012

12/10/2012 Public Comment Hearing on 2012 CDBG Annual CAPER for the Annual Action Plan and accomplishments for the CDBG PY 2012

2/26/2013 TDHCA Home Program Public Meeting, Housing Authority HOPE VI Program and Habitat for Humanity

3/28/2013 Brownfields Public Meeting

6/10/2013 Availability of CDBG Economic Development Revolving Loan Funds

6/25/2013, The Oaks Community Meeting - afternoon

6/25/2013, The Oaks Community Meeting - evening

6/26/2013, The Southwest Center, Community Meeting - evening

6/27/2013, Pecan Ridge Community Meeting - morning

6/27/2013, Pecan Ridge Community Meeting - evening

7/8/2013, City Council Chambers Public Hearing Draft Available

8/12, 2013, City Council Chambers Public Hearing Submission

Public Comment Period: July 10 - August 11, 2013 (30 days)

2/27/2017 Public Hearing on Amendments to the CDBG 2016 Action Plan, 2013-2017 Consolidated Plan and announcement of Section 108 Loan Fund award approval

3/13/2017 Public Hearing on Amendments to the CDBG 2016 Action Plan, 2013-2017 Consolidated Plan and announcement of Section 108 Loan Fund award approval

Public Comment Period: February 20 – March 22, 2017 (30 days)

6/26/2017 Public Hearing on CDBG 2013-2017 Amended Consolidated Plan and 2017 Annual Action Plan

7/10/2017 Public Hearing on CDBG 2013-2017 Amended Consolidated Plan and 2017 Annual Action Plan

Public Comment Period: June 25 – July 25, 2017 (30 days)

5. Summary of public comments

Consensus as to Texarkana's most urgent needs centered on assistance to the homeless, addressing economic development, slum and blight eradication, substandard housing, and Brownfields issues, and adoption of Target Areas for concentration of resources focused on the most pressing problems in the city.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views not accepted.

7. Summary

It should be noted that HUD has introduced a new database driven system for preparation of the Consolidated Plan and Annual Action Plan. Texarkana is part of the first group of CDBG recipient cities to use the new system. This new system should provide better integration for monitoring recipients' progress in meeting their goals. However, at this time, there are many bugs in the system including in the production of maps, graphs, and tables, as well as in how the final Plan document appears.

The Process

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	TEXARKANA	

Table 1 – Responsible Agencies

Narrative

The City of Texarkana, Texas Office of Planning and Community Development is the Lead Agency in the preparation and implementation of this 2013-2017 Consolidated Plan which describes the City's five-year strategy for the City of Texarkana, Texas and is prepared in accordance with the U.S. Department of Housing and Urban Development's Consolidated Plan requirements. The City would like to express our appreciation to the individuals, agencies, departments and committees who participated in developing the City of Texarkana 2013-2017 Consolidated Plan.

Consolidated Plan Public Contact Information

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Texarkana, Texas City Council

P.O. Box 1967
 Texarkana, Texas 75504-1967
 (903) 798-3900

Mayor Bob Bruggeman
 City Manager John Whitson
 Ward 1 Council Member Jean H. Matlock

Ward 2 Council Member Willie Ray
Ward 3 Council Member Tina Veal-Gooch
Ward 4 Council Member Brian Matthews
Ward 5 Council Member Christy P. Paddock
Ward 6 Council Member Josh Davis

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

1. Introduction

The City of Texarkana, Texas' Consolidated Plan encompasses activities to be undertaken during the period of October 1, 2013 through September 30, 2017 by the City of Texarkana, an entity recognized by the U.S. Department of Housing and Urban Development (HUD) grant funding under the Community Development Block Grant (CDBG) program.

The Planning and Community Development Department works in conjunction with the City's Finance, Inspection, Public Works, Street, and Parks and Recreation Departments to oversee the development of the Consolidated Plan and administer the programs and activities incorporated in the Plan.

In preparation of the Consolidated plan, the City of Texarkana, Texas held several public meetings and conducted community surveys to solicit citizen and agency comments concerning the housing and community development needs of the community. Citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, and 2013 Action Plan, which defines the use of the City's Community Development Block Grant (CDBG) funds.

Summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Entities contacted for participation include, not limited to:

- Housing Authority of Texarkana, Texas (HATT)
- Randy Sams Homeless Shelter
- The Salvation Army, Texarkana, Arkansas
- The Friendship Center
- Texarkana Community College
- The Homeless Coalition of Texarkana (Continuum of Care)
- Domestic Violence Prevention of Texarkana, Inc.
- Texarkana Library
- Texarkana-Bowie County Family Health Center

Public/Community Meetings & Hearings

11/14/2011 Public Hearing on the Amendment to the 2011 CDBG Action Plan

11/28/2011 Presentation of City of Texarkana Housing Authority 2010 Annual Report on HOPE VI Rosehill Neighborhood Revitalization Grant

12/19/2011 Public Hearing on the 2010 CDBG CAPER

1/26/2012 Brownfields Public Meeting

2/27/2012 Housing Reconstruction Program Status

6/25/2012 Public Hearing on Amendments to the CDBG for Fiscal Years 2010 and 2011 Action Plans

8/13/2012 Public Hearing on 2012 CDBG Action Plan. Opportunity for the public to comment on CDBG proposed expenditures for CDBG PY 2012

12/10/2012 Public Comment Hearing on 2012 CDBG Annual CAPER for the Annual Action Plan and accomplishments for the CDBG PY 2012

2/26/2013 TDHCA Home Program Public Meeting, Housing Authority HOPE VI Program and Habitat for Humanity

3/28/2013 Brownfields Public Meeting

6/10/2013 Availability of CDBG Economic Development Revolving Loan Funds

6/25/2013, The Oaks Community Meeting - afternoon & evening

6/26/2013, The Southwest Center, Community Meeting - evening

6/27/2013, Pecan Ridge Community Meeting - afternoon & evening

7/8/2013, City Council Chambers Public Hearing Draft Available

8/12, 2013, City Council Chambers Public Hearing Submission

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7/10/2017 Public Hearing on CDBG 2013-2017 Amended Consolidated Plan and 2017 Annual Action Plan

Public Comment Period: June 25 – July 25, 2017 (30 days)

Interested parties were encouraged to attend these public meetings and hearings to present their opinions, views, and recommendations so that they could be incorporated into the development of these planning documents. Persons or groups were also advised that they could provide written comments by sending them to the Department of Planning and Community Development, P.O. Box 1967 Texarkana, Texas 75504-1967.

Surveys were accepted from June 19, 2013 until July 6, 2013. Links to the surveys were posted on the City's website, advertised in flyers emailed to community organizations, the Continuum of Care, local churches, planning organizations, the Chamber of Commerce, and the Housing Authority.

Surveys:

- **Agency:** <https://www.surveymonkey.com/s/communitysurveyproviders>
- **Individuals:** <https://www.surveymonkey.com/s/conplancitizenssurvey>

All other written comments were received by July 6, 2013 for inclusion in the draft plan. Public comments on the draft: accepted from July 10, 2013 to August 11, 2013.

All other written comments were received by March 22, 2017 for inclusion in the amended plan. Public comments on the amended draft: accepted from February 20, 2017 to March 22, 2017.

All other written comments were received by July 25, 2016 for inclusion in the amended Consolidated Plan and 2017 Action Plan. Public comments on the amended draft: accepted from June 25, 2017 to July 25, 2017.

Public Notices of the community meetings, public hearings, survey, and draft availability were posted at City Hall, on the City's website, and in the Texarkana Gazette.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Texarkana Homeless Coalition serves as the area's Continuum of Care. The group reorganized in November of 2007 and has worked diligently to establish a strong network of service provider for the Texarkana, Texas and Texarkana, Arkansas region. They are trained by the Texas Homeless Network and consist of essential local and regional agencies' representative. Texarkana has been selected as one of three member city coalitions to implement a more coordinated and consolidated approach to Continuum activities. This "Coordinated Access" program will assist the Continuum of Care to provide better access to services through member agencies.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City of Texarkana is an integral part of the Continuum of Care. The Randy Sams Homeless shelter is currently the only emergency homeless shelter for homeless persons in Texarkana, Texas. Randy Sams is also the only recipient of ESG funds in the city with a 2011 Supplemental Allocation of \$104,515 that will be fully spent by September 30, 2013. The City plans to assist Randy Sam Shelter in their next application for ESG funds which will be used to improve conditions at the Shelter and assist the Friendship Center in providing services to the homeless population during the day. The Continuum worked with the City and Domestic Violence Prevention to develop the Doorways Home project that assists victims of domestic violence and homeless families and individuals to receive supportive housing through the SHP grant award. HMIS responsibilities are shared among homeless assistance providers in the city. HMIS is administered by the Texas Homeless Network and serves the Texarkana, Texas population. The most significant challenge faced by agencies, outside of funding, is the state line dividing both geography and agency services in the twin cities of Texarkana, Arkansas and Texas.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	RANDY SAM'S OUTREACH SHELTER, INC.
	Agency/Group/Organization Type	Services-homeless Regional organization Planning organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.
2	Agency/Group/Organization	RETIRED AND SENIOR VOLUNTEER CENTER
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.

3	Agency/Group/Organization	SALVATION ARMY-TEXARKANA
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.
4	Agency/Group/Organization	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing Services-Children Services-homeless Housing Authority Neighborhood Organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs HOPWA Strategy Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.
5	Agency/Group/Organization	COMMUNITY HEALTHCORE (FORMERLY SABINE VALLEY)
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Health Agency Child Welfare Agency Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.

6	Agency/Group/Organization	Domestic Violence Prevention
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation to the Homeless Coalition and regular interaction of the Homeless Coalition.
7	Agency/Group/Organization	Terracon
	Agency/Group/Organization Type	Brownfields
	What section of the Plan was addressed by Consultation?	Brownfields
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation for Brownfields assessment, cleanup and job training.
8	Agency/Group/Organization	Keep Texarkana Beautiful
	Agency/Group/Organization Type	Beautification and Economic Development
	What section of the Plan was addressed by Consultation?	Economic Development Beautification
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation for beautification and economic development.
9	Agency/Group/Organization	Texarkana Texas Historic Committee
	Agency/Group/Organization Type	Historic preservation
	What section of the Plan was addressed by Consultation?	Historic Preservation

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation for historic preservation.
10	Agency/Group/Organization	Main Street Texarkana
	Agency/Group/Organization Type	Regional organization Business Leaders Civic Leaders Main Street Preservation
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Main Street Revitalization and Economic Development
11	Agency/Group/Organization	Texas Department of Housing and Community Affairs
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through housing reconstruction and first time home buyer programs.
12	Agency/Group/Organization	Workforce Solutions Northeast Texas
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Employment Needs Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through job training opportunities from Brownfields.
13	Agency/Group/Organization	Texarkana College
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Education Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through area education analysis.
14	Agency/Group/Organization	Texarkana Chamber of Commerce
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation of market studies and economic development options.
15	Agency/Group/Organization	Running WJ Ranch
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through persons with disabilities.
16	Agency/Group/Organization	ARK TEX COUNCIL OF GOVERNMENTS
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Economic Development Market Analysis Environmental Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
17	Agency/Group/Organization	PINNACLE HOUSING GROUP
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation for housing through affordable apartment homes used as a stepping stone to home ownership.
18	Agency/Group/Organization	ERI CONSULTING
	Agency/Group/Organization Type	Environmental Consulting
	What section of the Plan was addressed by Consultation?	Environmental Consulting
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through environmental consulting.
19	Agency/Group/Organization	TEXARKANA HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through presentation of affordable housing.
20	Agency/Group/Organization	HALL SURVEYING AND ENGINEERING
	Agency/Group/Organization Type	Housing Surveys and Engineering
	What section of the Plan was addressed by Consultation?	Affordable Housing
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through surveys and engineering for affordable housing projects.
21	Agency/Group/Organization	MCDONALD TRANSIT ASSOCIATION, INC
	Agency/Group/Organization Type	Transportation
	What section of the Plan was addressed by Consultation?	Transportation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation for transportation needs assessment.
22	Agency/Group/Organization	TEXAS HISTORICAL COMMISSION
	Agency/Group/Organization Type	Historic Preservation
	What section of the Plan was addressed by Consultation?	Historic Preservation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation for Historic Preservation
23	Agency/Group/Organization	TEXARKANA MUSUEM SYSTEMS
	Agency/Group/Organization Type	Historic Preservation
	What section of the Plan was addressed by Consultation?	Historic Preservation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation for historic preservation.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

No agency types were not consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Coalition of Texarkana	Both plans analyze homeless needs and solutions.
PHA Consolidated 5 Year Plan	Housing Authority of Texarkana, Texas	Both plans address public housing needs.
MPO Texarkana Regional Transportation Plan	Metropolitan Planning Organization	Transportation planning for the region and city are essential components for creating desirable, livable communities.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Texarkana, Texas enjoys a unique position in that it is a twin city to the City of Texarkana, Arkansas. The two cities share many things including infrastructure (roads, bridges, potable water systems, storm water systems, and sewage systems), planning organizations (MPO, Ark-Tex Council of Governments), health care agencies (Wadley Regional Medical System, Christus St. Michael Health System), economic development (Chamber of Commerce) and other non-profit and public welfare agencies (Randy Sams Homeless Shelter, Salvation Army, Harvest Texarkana, Volunteer Center, Literacy Council, unique bi-state Workforce Development efforts). Consequently, collaborative planning is a necessity for the City and common practice. These agencies provide continual collaboration with the City in all aspects of community planning, including this Consolidated Plan. Additionally, the City works closely with all applicable state agencies including, but not limited to, the Texas Homeless Network, Texas Department of Health and Human Services, Texas Department of Housing and Community Affairs, and the Texas commission on Environmental Quality.

Narrative (optional):

The Consolidated Plan was developed in consultation with a wide range of public and private entities, including governmental and non-profit organizations knowledgeable about the needs of the low and moderate-income residents of Texarkana, and private citizens interested in, or affected by, the housing and community development activities discussed in the Plan. These contacts were part of a continuous process conducted in order to involve the broader community in: assessing priority housing and community development needs; developing priorities, goals and objectives for addressing identified needs; and allocating available CDBG and other federal, state and local funding to activities that address priority needs.

The City of Texarkana, Texas seeks to improve coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies. The City

participates in community-wide planning in consultation with area stakeholders through town hall meetings, public meetings, public hearings, and participation in the Continuum of Care/Homeless Coalition, the Metropolitan Planning Organization, Chamber of Commerce, and other planning groups.

PR-15 Citizen Participation

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

In preparation of the Consolidated plan, the City of Texarkana, Texas held several public meetings and conducted community surveys to solicit citizen comments concerning the housing and community development needs of the community. Citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, and 2013 Action Plan, which defines the use of the City's Community Development Block Grant (CDBG) funds. Support for Target Areas was firmly established, as was the citizens desire to remove slum and blight, redevelop Downtown and Beverly Neighborhood, and pursue Economic Development Strategies.

Public/Community Meetings & Hearings

11/14/2011 Public Hearing on the Amendment to the 2011 CDBG Action Plan

11/28/2011 Presentation of City of Texarkana Housing Authority 2010 Annual Report on HOPE VI Rose Hill Neighborhood Revitalization Grant

12/19/2011 Public Hearing on the 2010 CDBG CAPER

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Surveys: <https://www.surveymonkey.com/s/conplancitizenssurvey>

All other written comments were received by July 6, 2013 for inclusion in the draft plan. Public comments on the draft: accepted from July 10, 2013 to August 11, 2013.

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All other written comments were received by July 25, 2017 for inclusion in the amended Consolidated Plan and 2017 Action Plan. Public comments on the amended draft: accepted from June 25, 2017 to July 25, 2017.

Public Notices of the community meetings, public hearings, survey, and draft availability were posted at City Hall, on the City's website, and in the Texarkana Gazette.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Attendance was significant at City Hall and Silver Moon meetings.	Support for Downtown Redevelopment and Beverly Neighborhood Revitalization firmly voiced.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance was poor at 5 community meetings in low income housing areas.	Comments provided via survey and aggregated with all responses. Expressed desire to see Downtown redeveloped.	No comments were rejected.	https://www.surveymonkey.com/s/conplancitizenssurvey
3	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community	Survey request emailed by agencies to their constituencies, church leaders, other agencies.	High priority: Neighborhood revitalization, cost of housing and homelessness	No comments were rejected.	https://www.surveymonkey.com/s/conplancitizenssurvey

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Good attendance. City Council approved CDBG Revolving Loan Fund.	No comments received.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Good attendance.	City Council approved CDBG Local/Beverly Target Area. No other comments received.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Good attendance.	City Council approved CDBG Local/Downtown Target Area. No other comments received.	No comments were rejected.	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

This section of the Consolidated Plan provides information and analysis on:

- Housing Needs Assessment
- Disproportionally Greater Need
- Public Housing
- Homeless Needs Assessment
- Non-Homeless Special Needs Assessment
- Non-Housing Community Development Needs

Texarkana, Texas is experiencing changes in housing patterns, though many of the issues impacting safe and affordable housing remain. Texarkana's population increased by 4% when comparing the 2000 Census population to the population counts in the 2005-2009 American Community Survey. At the same time, median income rose by 28% from \$29,727 to \$38,037 and the number of households declined by 6% from 15,105 to 14,200. Families in Texarkana seem to be consolidating, relying on income from more individuals per household contributing income.

There are 14,200 households in Texarkana, Texas, a decrease of 6% from the time of the 2000 Census. The most common housing problems in Texarkana are cost burden problems where renters and owners have housing costs that exceed either the greater than 30% of household income or 30% of household income.

Renters characterized as Small Related Renter households with a cost burden exceeding 50% of income are statistically the household type most often affected by at least one housing problem.

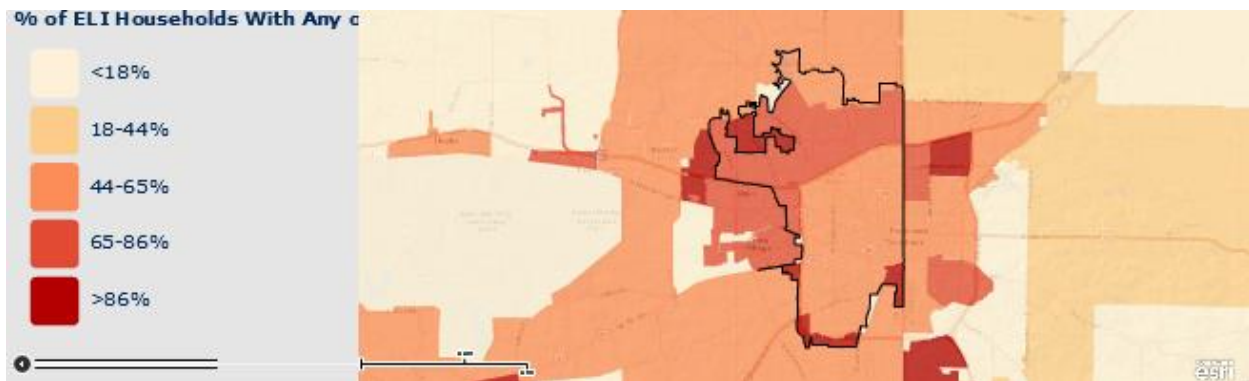
Of the 14,200 households in Texarkana, 2,240 households have one or more Housing Problems with 1,735 households at the 0-30% range of Area Median Income having one or more Housing Problems. Of these, the group demonstrating disproportional need were Black/African American with 850 households with one or more of the Four Housing Problems. Fifty percent of households in this income category are Black/African American.

At the 30%-50% AMI range, White households have a disproportionately greater need with 705 households experiencing one or more of the Four Housing Problems. White households account for 54% of the total at this income level, with Black/African Americans representing 38%.

Accessible units, especially for the frail and elderly, are in high demand in the city among current and prospective public housing tenants. At any given time, there are between 50 and 60 accessible units. HATT has a 2% or lower vacancy rate. Units are filled almost immediately. No waiting list information is currently available.

HATT currently has 345 prospective tenants on the Low Rent Public Housing Waiting List. There are 787 households on the Section 8 Waiting List. Taken together, there are 1,132 qualified households on the waiting list for public housing or rental assistance, with little chance of receiving assistance as HATT has a 2% vacancy rate.

Two areas in Texarkana have emerged as priority areas for public improvements, the Beverly Community, and Downtown Texarkana. The Beverly Community is an area of minority concentration, extremely-low and low-income residents, as well as numerous substandard homes and facilities. Downtown and the 7th Street Corridor necessary public improvements include significant Brownfields issues and environmental contamination, slum and blight, food desert status, roadways, adequate lighting, community gardens, storm water run-off, flood management, storm shelters, bike lanes, economic development, and shelter for the farmers' market, all public improvements requested by citizens of Texarkana, though some of these improvements are outside the scope of this plan. The Beverly Target area is in a CDBG Qualified Census Tract.



CPD Maps

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

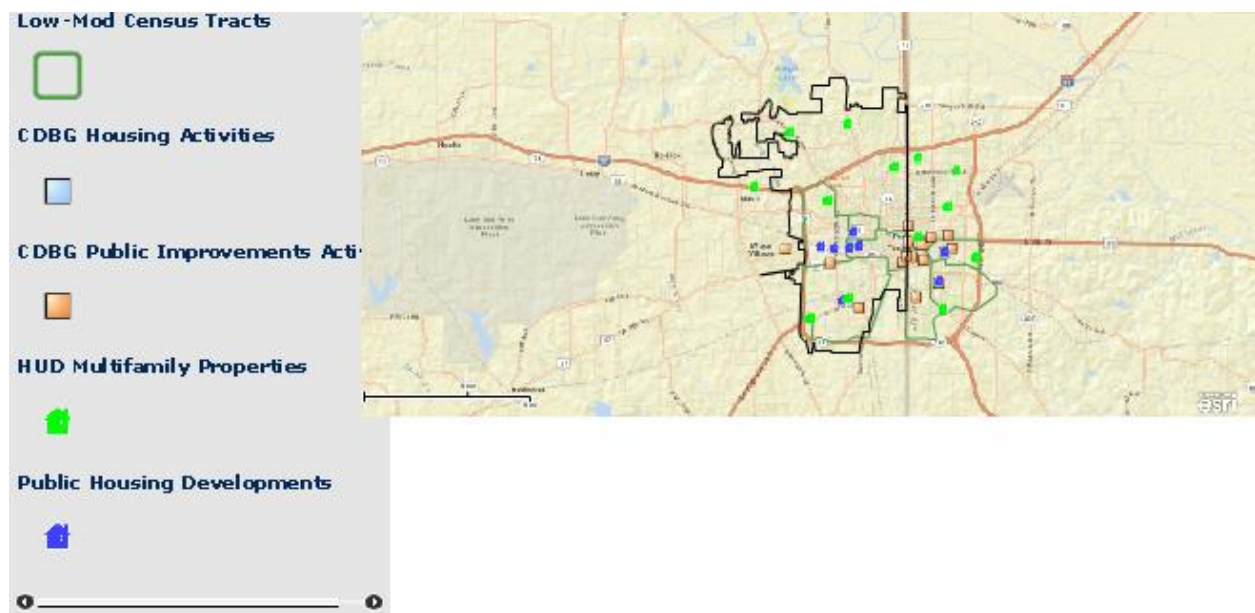
Summary of Housing Needs

Housing patterns in Texarkana, Texas are changing, though many of the issues impacting safe and affordable housing remain. Texarkana's population increased by 4% when comparing the 2000 Census population to the population counts in the 2005-2009 American Community Survey. At the same time, median income rose by 28% from \$29,727 to \$38,037 and the number of households declined by 6% from 15,105 to 14,200. Families in Texarkana seem to be consolidating, relying on income from more individuals per household contributing income.

Demographics	Base Year: 2000	Most Recent Year: 2009	% Change
Population	34,782	36,197	4%
Households	15,105	14,200	-6%
Median Income	\$29,727.00	\$38,037.00	28%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2005-2009 ACS (Most Recent Year)



CPD Maps

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	2,320	1,555	2,435	1,310	
Small Family Households *	770	620	945	3,935	
Large Family Households *	135	120	145	540	
Household contains at least one person 62-74 years of age	245	295	420	175	1,090
Household contains at least one person age 75 or older	235	260	310	200	650
Households with one or more children 6 years old or younger *	509	424	510	1,380	
* the highest income category for these family types is >80% HAMFI					

Table 6 - Total Households Table

Data Source: 2005-2009 CHAS

Housing Needs Summary Tables

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

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	100	55	10	15	180	0	0	0	0	0
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	15	25	85	125	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	10	30	25	0	65	20	15	0	10	45
Housing cost burden greater than 50% of income (and none of the above problems)	1,050	290	65	0	1,405	330	160	115	0	605
Housing cost burden greater than 30% of income (and none of the above problems)	150	560	300	15	1,025	75	170	480	195	920

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	200	0	0	0	200	55	0	0	0	55

Table 7 – Housing Problems Table

Data 2005-2009 CHAS

Source:

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

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	1,155	390	125	100	1,770	350	175	115	10	650
Having none of four housing problems	420	595	1,055	655	2,725	140	395	1,145	545	2,225
Household has negative income, but none of the other housing problems	200	0	0	0	200	55	0	0	0	55

Table 8 – Housing Problems 2

Data 2005-2009 CHAS

Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	520	490	210	1,220	65	95	280	440
Large Related	115	50	10	175	20	30	45	95
Elderly	85	170	65	320	220	135	155	510
Other	575	215	105	895	115	64	115	294

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Total need by income	1,295	925	390	2,610	420	324	595	1,339

Table 9 – Cost Burden > 30%

Data 2005-2009 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	465	155	0	620	65	40	25	130
Large Related	115	30	0	145	20	0	0	20
Elderly	60	115	15	190	165	55	50	270
Other	500	35	50	585	95	60	40	195
Total need by income	1,140	335	65	1,540	345	155	115	615

Table 10 – Cost Burden > 50%

Data 2005-2009 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	45	40	85	170	20	15	0	0	35
Multiple, unrelated family households	10	0	10	0	20	0	0	0	10	10
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	10	45	50	85	190	20	15	0	10	45

Table 11 – Crowding Information – 1/2

Data 2005-2009 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source

Comments:

What are the most common housing problems?

There are 14,200 households in Texarkana, Texas, a decrease of 6% from the time of the 2000 Census. The most common housing problems in Texarkana are cost burden problems where renters and owners have housing costs that exceed either the greater than 30% of household income or 30% of household income.

One thousand four hundred and five renter households have a housing cost burden greater than 50% of income. Of those 1,050 household have income in the range of 0-30% of Area Median Income, with 290 households in the 31-50% of AMI, and 65 in the range of 51-80% of AMI. For home owners, the most common problem is in having a housing cost burden greater than 30% of Area Median Income with 75 in the range of 0-30% of Area Median Income, 170 households in the 31-50% of AMI, and 480 in the range of 51-80% of AMI and 195 in the 81-100% of AMI.

Taken together, the most common housing problem in Texarkana is a cost burden greater than 30% of income with 3,940 of renter and owner households at 80% or less of Area Median Income paying more than 30% of household income on housing.

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

Renters characterized as Small Related Renter households, a household of at least one adult where the members of the household are related to one another, with a cost burden exceeding 50% of income are statistically the household type most often affected by at least one housing problem.

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

Low-income individuals and families with children, especially those who are extremely low-income, most frequently have one or more of the Four Housing Problems, or Four Severe Housing Problems. They are more likely to be elderly, a large family, unemployed, or have significant illness or disability in the household. In Texarkana, these at-risk households are more likely to be Black/African American. Formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance are in great peril of returning to a shelter at the termination of their assistance if they have not achieved long-term improvements in income levels or resolved the issues that originally led to the former homeless state. They are not eligible for additional assistance prior to an eviction as they are considered housed until that time. For the elderly, frail, disabled, and long-term unemployed, the risk of repeat homelessness is substantial.

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

For individuals and families who do not meet the definition of "homeless" under any of the categories established in the Homeless Definition final rule, the McKinney-Vento Act was amended to allow homeless prevention assistance to be provided to persons who are "at risk of homelessness." The At Risk of Homelessness definition, and corresponding recordkeeping requirements, was published in the interim Emergency Solutions Grants program rule on December 5, 2011: <https://www.onecpd.info/resource/1975/criteria-for-definition-of-at-risk-of-homelessness/>

The City of Texarkana, Texas elected to not provide an official estimate for at-risk of homelessness. For planning purposes, the City uses the definition referenced below and relies on the estimates used by the Randy Sams Shelter. This figure is approximately

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

the Homeless Coalition, the Housing Authority of Texarkana, and the City of Texarkana, Texas use the standard definition of At-Risk of Homelessness: Under Category I: Individuals and Families published by HUD's One CPD, https://www.onecpd.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf:

An individual or family who: (i) Has an annual income below 30% of median family income for the area; AND (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND (iii) Meets one of the following conditions: (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B) Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable

organizations or by Federal, State, or local government programs for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipients approved Con Plan.

Discussion

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. <https://www.onecpd.info/hmis/> The City and local agencies rely on the HMIS system to identify persons and households in need without duplication of services or benefits. The City is working closely with the Housing Authority of Texarkana, the Continuum of Care/Homeless Coalition, and other agencies to improve coordination, access to the HMIS system, and the quality and quantity of data necessary to address the needs of at-risk populations, the homeless, and those with housing problems. Reliance on real-time and historic data allows the City and agencies to address needs in real time as well. Improvements in economic conditions, neighborhood infrastructure, removal of slum and blight conditions, and expansion of opportunities for suitable housing and livable communities are essential components of the City's approach to the needs identified here.

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

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

Introduction

The United States Department of Housing and Urban Development developed the Comprehensive Housing Affordability Strategy (CHAS) data and makes this data available to CDBG jurisdictions. The City of Texarkana, Texas relies on this data for analysis of housing needs, housing problems, and disproportional needs. The data provided in this section of the Consolidated Plan looks at how the four housing problems and four severe housing problems impact various strata of the City's demographic profile at various income levels.

The Four Housing Problems are: 1. Lacks complete kitchen facilities; 2. Lacks complete plumbing facilities; 3. More than one person per room; 4. Cost Burden greater than 30%.

The Four Severe Housing Problems are: 1. Lacks complete kitchen facilities; 2. Lacks complete plumbing facilities; 3. More than 1.5 persons per room; 4. Cost Burden greater than 50%.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,735	335	255
White	700	150	135
Black / African American	850	155	120
Asian	0	0	0
American Indian, Alaska Native	40	10	0
Pacific Islander	0	0	0
Hispanic	65	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2005-2009 CHAS

*The four housing problems are:

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

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,295	265	0
White	705	190	0
Black / African American	490	50	0
Asian	0	0	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	75	10	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2005-2009 CHAS

*The four housing problems are:

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

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,020	1,420	0
White	400	625	0
Black / African American	500	640	0
Asian	10	0	0
American Indian, Alaska Native	15	0	0
Pacific Islander	0	0	0
Hispanic	35	75	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2005-2009 CHAS

*The four housing problems are:

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

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	315	995	0
White	175	585	0
Black / African American	45	305	0
Asian	0	0	0
American Indian, Alaska Native	0	15	0
Pacific Islander	0	0	0
Hispanic	0	70	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2005-2009 CHAS

*The four housing problems are:

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

Discussion

Housing Problems and Severe Housing Problems

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

The 2005-2009 CHAS data reported findings from a total of 14,200 households. Among these households, 2,240 households have one or more Housing Problems with 1,735 households at the 0-30% range of Area Median Income having one or more Housing Problems. Of these, the group demonstrating disproportional need were Black/African American with 850 households with one or more of the Four Housing Problems. Fifty percent of households in this income category are Black/African American as compared to 37.5% that are White.

At the 30%-50% AMI range, White households have a disproportionally greater need with 705 households experiencing one or more of the Four Housing Problems. White households account for 54% of the total at this income level, with Black/African Americans representing 38%. At 50%-80% of AMI, no group has a disproportionately greater need as there are less than ten percentage points separating the Black/African American group (49.02%) from the White group (39.2%).

Severe Housing Problems: 1. Lacks complete kitchen facilities; 2. Lacks complete plumbing facilities; 3. More than 1.5 persons per room; 4. Cost Burden greater than 50%.

African Americans experience a disproportionately greater need with 50.2 %, or 755 households out of 1,505 that experience one or more of the severe housing problems, compared to 37.5% of White respondent households. In the 30%-50% income range, only 8.8% separates White and Black/African American households, though White households with Severe Housing Problems in this income category out number Black/African American 285 households to 235 households out of 565 total households.

White households have a disproportionately greater need in the 50%-80% of AMI income range. Of the 240 households in this income range, 120 (50%) are White households and 95 (39.6%) are Black/African American.

Housing Cost Burdens

Housing Cost Burden is one of the Four Housing Problems, and provides an analysis tool to examine the percentage of income spent on housing. The CHAS data table above shows Housing Cost Burden by race/ethnicity and by percentage of income spent on housing. White households demonstrate disproportionately greater need at two Housing Burden ranges, 61.8% at the 30% or below of percentage of income spent on housing and 53.8% at 30%-50%. At the greater than 50% of income range, no group has a disproportional need, though 990 White households (44.5%) and 1,010 (45.4%) Black/African American households spend greater than 50% of their income on housing. Two thousand two hundred and twenty-five household spend greater than 50% of their income on housing.

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

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

Introduction

A disproportionately greater need exists when the members of racial or ethnic group at an income level experience housing problems at a greater rate (10% or more) than the income level as a whole. For example, at the 0% to 30% of Area Median Income, Black/African Americans at 49% of the total population have a disproportionately greater need than any other group at this income level.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,505	560	255
White	565	285	135
Black / African American	755	245	120
Asian	0	0	0
American Indian, Alaska Native	40	10	0
Pacific Islander	0	0	0
Hispanic	65	0	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2005-2009 CHAS

*The four severe housing problems are:

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

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	565	990	0
White	285	615	0
Black / African American	235	305	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	0	0	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	30	60	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2005-2009 CHAS

*The four severe housing problems are:

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

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	240	2,200	0
White	120	900	0
Black / African American	95	1,050	0
Asian	0	10	0
American Indian, Alaska Native	15	0	0
Pacific Islander	0	0	0
Hispanic	10	105	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2005-2009 CHAS

*The four severe housing problems are:

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

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	110	1,200	0
White	45	710	0
Black / African American	10	340	0
Asian	0	0	0
American Indian, Alaska Native	0	15	0
Pacific Islander	0	0	0
Hispanic	0	70	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2005-2009 CHAS

*The four severe housing problems are:

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

Discussion

At the 0% to 30% of Area Median Income, Black/African Americans have a Disproportionally Greater Need, with greater than a 10% difference between this group at 49% of the total number of households with one or more of the Four Housing Problems, as compared to the nearest group, White households representing 36% with one or more of the Four Housing Problems.

At the 30% to 50% of Area Median Income, there are no groups with greater than a 10% difference between them with one or more of the Four Housing Problems.

In the 50% to 80% of Area Median Income, White household have a Disproportionally Greater Need, with greater than a 10% difference between this group at 50% of the total number of households with one or more of the Four Housing Problems, as compared to the nearest group, Black/African American households representing 39% with one or more of the Four Housing Problems.

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

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

Introduction:

This section examines Disproportionately Greater Need and Housing Cost Burdens. White households have a housing cost burden at less than 30% and at 30% to 50% of household income. African Americans have the housing cost burden at greater than 50%.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	9,435	2,285	2,225	255
White	5,830	1,230	990	135
Black / African American	2,850	865	1,010	120
Asian	75	10	10	0
American Indian, Alaska Native	40	4	40	0
Pacific Islander	0	0	0	0
Hispanic	455	75	80	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2005-2009 CHAS

Discussion:

Consideration of Housing Cost Burden is central to understanding housing stability and long term neighborhood sustainability. A Housing Cost Burden of greater than 30% means that a household will struggle to maintain housing, and pay for the necessities of life.

According to the National Alliance to End Homelessness:

The federal government has established a benchmark of 30 percent of income as the maximum amount a household should pay for housing. This level helps ensure that households can afford housing and other necessities such as food, health care and clothing. Evidence indicates that housing is much more stable when housing costs meet this standard. For example, households that receive Housing Choice Vouchers—which limit housing costs to 30 percent of income—have much lower rates of homelessness and housing instability. However, many households do not become homeless even though they pay far more than 30 percent of their income for housing.

Income levels, health issue, and social supports also play significant roles in whether or not a household can maintain a home at greater than 30% of household income.

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

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

At 30% of AMI, Black/African American households have a disproportionately greater need. At 30% to 50%, White households have a disproportionately greater need. At 50% to 80% of AMI, Black/African Americans have a disproportionately greater need by .2 %.

If they have needs not identified above, what are those needs?

The needs are identified appropriately.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Low income neighborhoods in Texarkana are closely correlated with racial concentration and housing problems.

NA-35 Public Housing – 91.205(b)

Introduction

The City of Texarkana, Texas works closely with the Housing Authority of Texarkana, Texas to meet housing needs of low- and moderate-income residents and to revitalize distressed neighborhoods and communities within the City. This partnership resulted in a Hope VI grant and significant gains in safe and affordable housing in the Rose Hill Neighborhood. Three sub-standard public housing areas have now been successfully replaced with affordable rental and owner-occupied units.

Pecan Ridge, the second development phase of the HOPE VI grant, has been completed and fully leased. Pecan Ridge at Rose Hill also houses the Otis C. Williams Rose Hill Cultural Center, dedicated by The Temptations founder and native son, Otis C. Williams, and the Rose Hill Neighborhood Networks Center. Both facilities are located in the historically rehabilitated Administration Building of Stevens Courts, the public housing property formerly located on this site. The Cultural Center is museum that houses historic memorabilia and images of residents who previously lived in the Housing Authority properties and have gone on to personal and professional success. The Neighborhood Networks Center is a community technology center that provides access to computers, programs and services to connect to the technological world.

HATT also nearly completed construction on Rose Hill Ridge, the final phase of the HOPE VI Revitalization plan. As the first LEED multi-family property in Texarkana, HATT is striving for a Platinum certification, the highest LEED certification. 2012 also saw the first HOPE VI Homeownership home completed and sold to a new homeowner. Working with local builders, HATT is helping to revitalize the Rose Hill neighborhood by building high-quality custom homes at an affordable price on infill lots for families who typically have been priced out of the single-family market.

The Housing Authority is in the midst of an ambitious plan to not just revitalize the Rose Hill community, but to impact those neighborhoods and communities in Texarkana often left behind as development moves away from the core of the city. HATT's commitment extends not just to rebuilding the character and content of the historic Rose Hill neighborhood, but to strengthening Texarkana as a whole. The City expects to collaborate with the Housing Authority to continue pursuing opportunities to strengthen once thriving neighborhoods. The Beverly community, one of Texarkana's most distressed areas, has now been designated a Local CDBG Target Area and will be a primary focus for the City in the coming five years.

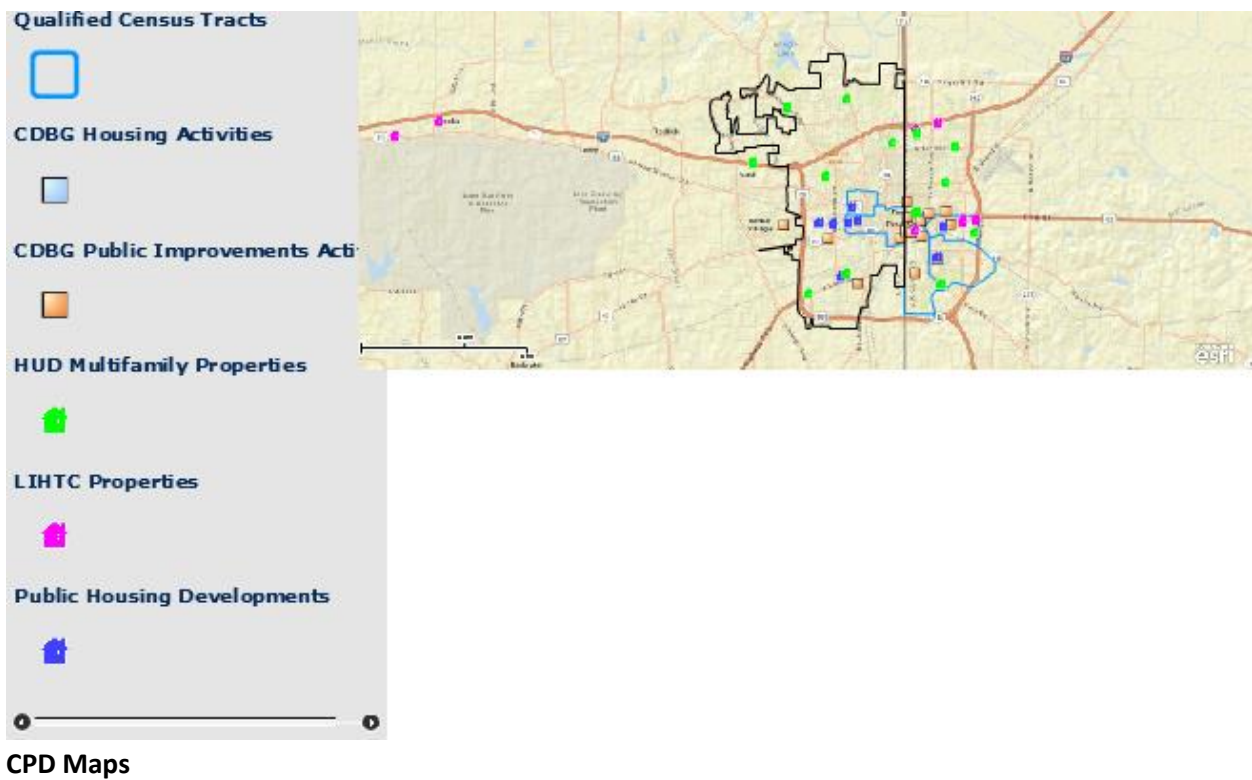
Totals in Use

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	386	395	0	395	0	0	0

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)



Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	9,506	11,601	0	11,601	0	0
Average length of stay	0	0	4	5	0	5	0	0
Average Household size	0	0	1	2	0	2	0	0
# Homeless at admission	0	0	0	3	0	3	0	0
# of Elderly Program Participants (>62)	0	0	92	53	0	53	0	0
# of Disabled Families	0	0	157	107	0	107	0	0
# of Families requesting accessibility features	0	0	386	395	0	395	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	94	50	0	50	0	0	0
Black/African American	0	0	291	344	0	344	0	0	0
Asian	0	0	0	1	0	1	0	0	0
American Indian/Alaska Native	0	0	1	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	4	2	0	2	0	0	0
Not Hispanic	0	0	382	393	0	393	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Accessible units, especially for the frail and elderly, are in high demand in the city among current and prospective public housing tenants. At any given time, there are between 50 and 60 accessible units. HATT has a 2% or lower vacancy rate. Units are filled almost immediately. No waiting list information is currently available.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

HATT currently has 345 prospective tenants on the Low Rent Public Housing Waiting List. Of those on the waiting list 1 is low income, 1 is very low income and 343 are extremely low income. Twenty eight percent of those on the Low Rent Public Housing Waiting List are White, 71% are Black/African American and .29% are of Mixed Race.

There are 787 households on the Section 8 Waiting List. Of those on the waiting list, 9 are low income, 29 are very low income and 749 are extremely low income. Twenty Five percent of those on the Section 8 Waiting List are White, 74 percent are Black/African American and 1% are Mixed, Asian or Indian. No statistics for Hispanic families on the waiting list was available.

How do these needs compare to the housing needs of the population at large

When comparing the needs of those on the waiting list for public housing to the population at large, it is clear that the waiting list is not representative of the income or racial makeup of the general population. The income comparison shows that only a minute percentage of those qualified as low, or extremely low income actually get on the waiting list. Also, a higher percentage of Black/African Americans are on the waiting than are represented in the general population.

Discussion

HATT has made a commitment provide safe, decent affordable housing, and homes and communities where people want to live, working with the community to improve and strengthen neighborhoods and households, and the community's social and economic health. HATT credits the turn-around of the Rose Hill community to partnerships with the city, the community, neighbors, and our staff

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

Every year HUD requires all Continua to collect data on homelessness at a single point-in-time during the last week in January. The Texas Homeless Network annually assists Texarkana's Continuum of Care through the Texarkana Homeless Coalition and other communities with their Point-in-Time homeless survey preparation and data analysis. The data that follows is a compilation of data collected on the day of January 24, 2013 by members of the Texarkana Homeless Coalition. One hundred sixty-four surveys were collected representing two hundred seven people, though this represents only a small portion of the number of homeless in Texarkana. Most of the information provided in this Homeless Needs Assessment comes from that Point-in-Time Survey. Other information was collected from homeless service providers, Randy Sams Shelter, The Salvation Army of Texarkana, and Domestic Violence Prevention of Texarkana through the Homeless Management Information Systems (HMIS) or from agency collaborations.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	3	33	300	300	250	330
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	150	121	336	350	300	330
Chronically Homeless Individuals	10	50	88	75	50	330
Chronically Homeless Families	0	0	0	0	0	0
Veterans	5	15	36	0	10	330

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	12	3	15	0	10	330

Table 26 - Homeless Needs Assessment

Data Source

Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

The Continuum of Care estimates there are 366 people who are homeless each day in the city. The median length of homelessness is 10.5 months, with a range of one day to over forty years of homelessness. This significant range might skew the median length considerably, with 24.6% of those counted in the Point in Time Survey reporting chronic homelessness. Over 75% of those counted are not chronically homeless. Forty-nine percent of respondents reported their homelessness was their first time homeless in at least a three-year period, as compared to 22.4% that reported they had been homeless continuously for more than a year and 20.1% that had 2-3 episodes of homelessness in the past 3 years.

48.96 Average age of all participants
44.88 Median age of participants
67.7% Male
32.3% Female
10.9% Households with children
7.00 Median age of Children
24.6% Chronic Homelessness

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	74	0
Black or African American	83	0
Asian	2	0
American Indian or Alaska Native	5	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	3	0
Not Hispanic	138	0

Data Source

Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

In estimating the number and type of families in need of housing assistance for families with children and the families of veterans for the Consolidated Plan, the City relied on the estimates of the Homeless Coalition's estimates of the number of homeless families per day. If the percentage of homeless counted in survey remained consistent among the estimated 366 persons, approximately forty persons would be in families needing housing assistance or fourteen three-person families would need housing assistance to escape homelessness. Ten percent of the homeless population at any given time are veterans, though how many of those have families is not known at this time. Only 1% of the general population in the United States serves in the Armed Forces, but this group constitutes 10% or more of the homeless population leading to the conclusion that homeless prevention services for veterans and their families should have a higher priority than it does currently. Estimates of veterans with families and homelessness are difficult to obtain in Texarkana as the largest shelter, Randy Sams, provides services only to individuals. They report that families often divide up, with a second parent, and or children staying in the homes of others. The Salvation Army of Texarkana houses an average of fifty veterans per year, though how many of those have homeless families is also not known.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The Point-in-Time survey revealed racial proportions in the homeless population that are similar to the city's demographic profile in general. White homeless constituted 45.1% of the homeless population, with 50.6% describing themselves as Black/African-American. Other racial and ethnic groups represented include 1.2% that are Asian American, 3.0% American Indian or Alaska Native, and 2.2% Hispanic/Latino.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Texarkana is a region of extreme temperatures and weather patterns. As such, Texarkana is less than ideal for those who find themselves homeless with or without shelter. The largest shelter in the region, Randy Sams, provides shelter for individuals. The building is a metal siding structure and provides shelter from rain and snow. However, the facility lacks adequate heat in winter and little respite from the heat of summer days. Additionally, there is no storm shelter and the facility is vulnerable to wind and tornados.

Discussion:

The vast majority of homeless counted in the point in time survey report unemployment (26.2%) and/or inability to pay rent or mortgage payments (22.4%) as the reason(s) for their homelessness. Additionally, 5.7% report that they became homeless when they moved to seek work. These economic factors must be considered in preparing strategies for preventing homelessness.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Many homeless and non-homeless persons need supportive housing and services to enable them to live independently and to avoid homelessness or institutionalization. This is particularly true for the elderly, persons with physical, mental or developmental disabilities, persons with HIV/AIDS, victims of domestic violence, parolees, veterans, teens living on their own, some who are leaving group homes or aging out of foster care, people transitioning from welfare to work, farm workers, non-English speakers, illiterate adults, and substance abusers.

The City recognizes services required by these special-needs populations often overlap the housing needs and supportive services for the homeless as identified and addressed throughout this Consolidated Plan.

Describe the characteristics of special needs populations in your community:

According to data collected from the Housing Authority of Texarkana, Texas, Opportunities, Inc., the Randy Sams' Homeless Shelter, the Texarkana Friendship Center, Community Health Core, Harvest Texarkana, The Salvation Army, area churches and other community service organizations, special needs populations share several key characteristics, they tend to be extremely low to moderate income, many reside in sub-standard housing, and tend to be at risk of homeless. No data is currently available for unmet needs for individuals who are physically or developmentally disabled as the region's MHMR services are at a transitional stage.

Identified needs of low-income individuals and families that fit this category include:

- Funding for owner-occupied housing rehabilitation and reconstruction
- Funding for architectural barrier removal
- Increase in transitional and supportive housing opportunities
- Funding for emergency housing repair
- Opportunities for low-income individuals to receive down payment and closing cost assistance
- Additional case management services through community supportive service organizations
- Additional tenant-based rental assistance
- Additional utility, grocery and rental assistance
- Additional medical services for the elderly and handicapped
- Owner-Occupied Housing Rehabilitation/Reconstruction
- Additional access to transportation assistance

What are the housing and supportive service needs of these populations and how are these needs determined?

Housing and supportive service needs in Texarkana, Texas include housing and supportive services for the elderly, frail elderly, individuals with severe mental illness, persons with alcohol and other drug addictions, victims of domestic violence and persons with HIV/AIDS. the City relied on data provided by the Housing Authority, local homeless shelters, supportive housing providers, and the Texas Department of Health and Human Services.

Other supportive housing needs include needs for victims of domestic violence, people with disabilities, the elderly and frail elderly, persons leaving incarceration, youths aging out of the foster care system, as well as persons with alcohol and drug addictions.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

HIV/AIDS cases in the area are lower than those of the larger metropolitan areas in Texas with 23 HIV/AIDS cases reported in 2011, for a rate of 15 cases per 100,000 population in Bowie County, less than half that of the Dallas/Fort Worth area in Texas. As is the trend in the state, the highest incidence of HIV/AIDS in the area is among Black/African American adult males. Only two individuals have found supportive housing opportunities through the SHP grant.

Discussion:

The City partners with many service agencies that provide support for non-homeless special needs populations. Most notably, the City assisted Domestic Violence Prevention, Texarkana, Inc. in application for a Supportive Housing Grant. Serving as the fiscal agent for the program, the City provides administrative support, access to the City's Financial Services Department, and collaboration with the City's CDBG program. Recognizing that special-needs often overlap with housing cost burdens, inadequate access to health care, and other burdens, the City actively works with partner agencies and the City's Family Health Services to address these needs. Additionally, consideration of these identified needs is integral to the City's planning for and implementation of the CDBG program and activities.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Non-housing community development needs include the areas of public improvements, public services, economic development, and public facilities in either predominately low- to moderate-income areas or serving predominantly low-income individuals and households. Priority needs include support for the Texarkana, Texas - Bowie County Health Department facility and the Beverly Neighborhood Community Center.

How were these needs determined?

The City of Texarkana, Texas conducted community and agency surveys, public meetings, and town halls and solicited public and agency feedback on priority needs in the City. Respondents included most of the agencies taking active roles within the Continuum of Care as well as the Housing Authority of Texarkana, Texas. Additionally, the City consulted with neighborhood leaders, City Cabinet members, and the duly elected City Council members.

The current Beverly Neighborhood Community Center is operated by the City of Texarkana, Texas. The facility is used for after-school and summer programs for area youth, most of whom are minority and/or children and youth of extremely low- to moderate-income families. This facility is a metal building structure with no air conditioning, limiting its usefulness and desirability for community programs. Additionally, the City cannot expend federal funds for the facility as it is located on a flood plain.

Additionally, the Texarkana-Bowie County Family Health Center needs repairs and updates as determined by the City's inspections departments.

Describe the jurisdiction's need for Public Improvements:

Two areas in Texarkana have emerged as priority areas for public improvements, the Beverly Community, and Downtown Texarkana. The Beverly Community is an area of minority concentration, extremely-low and low-income residents, as well as numerous substandard homes and facilities. Streets are in disrepair, lack sidewalks and proper drainage, and would require substantial repairs to attract low-moderate income housing opportunities to replace the slum and blight conditions prevalent now. The neighborhood also houses the region's water treatment facility right next door to the only public

park, both of which are located on a one-hundred-year flood plain. Other public improvements identified include moving of the water treatment facility, develop of a walking trail system connecting neighborhoods and schools for safe routes. Downtown and the 7th Street Corridor public improvements include significant Brownfields issues and environmental contamination, slum and blight, food desert status, roadways, adequate lighting, community gardens, storm water run-off, flood management, storm shelters, bike lanes, economic development, and shelter for the farmers' market, all public improvements requested by citizens of Texarkana.

How were these needs determined?

The City of Texarkana, Texas conducted community and agency surveys, public meetings, and town halls and solicited public and agency feedback on priority needs in the City. Respondents included most of the agencies taking active roles within the Continuum of Care as well as the Housing Authority of Texarkana, Texas. Additionally, the City consulted with neighborhood leaders, City Cabinet members, and the duly elected City Council members.

Describe the jurisdiction's need for Public Services:

Public Services critical to the Texarkana community include job training and education for low to moderate income individuals, job creation and retention through collaboration with local business owners and Workforce Commission, support for small businesses, Brownfields redevelopment support, economic development, Section 108 loans program, facilitation of access to supportive services for extremely low, low, and moderate income populations in areas like mental health, substance abuse treatment, housing-related services, youth health and welfare programs and education, elder care, public health center support, and other social services endeavors.

How were these needs determined?

The City of Texarkana, Texas conducted community and agency surveys, public meetings, and town halls and solicited public and agency feedback on priority needs in the City. Respondents included most of the agencies taking active roles within the Continuum of Care as well as the Housing Authority of Texarkana, Texas. Additionally, the City consulted with neighborhood leaders, City Cabinet members, and the duly elected City Council members.

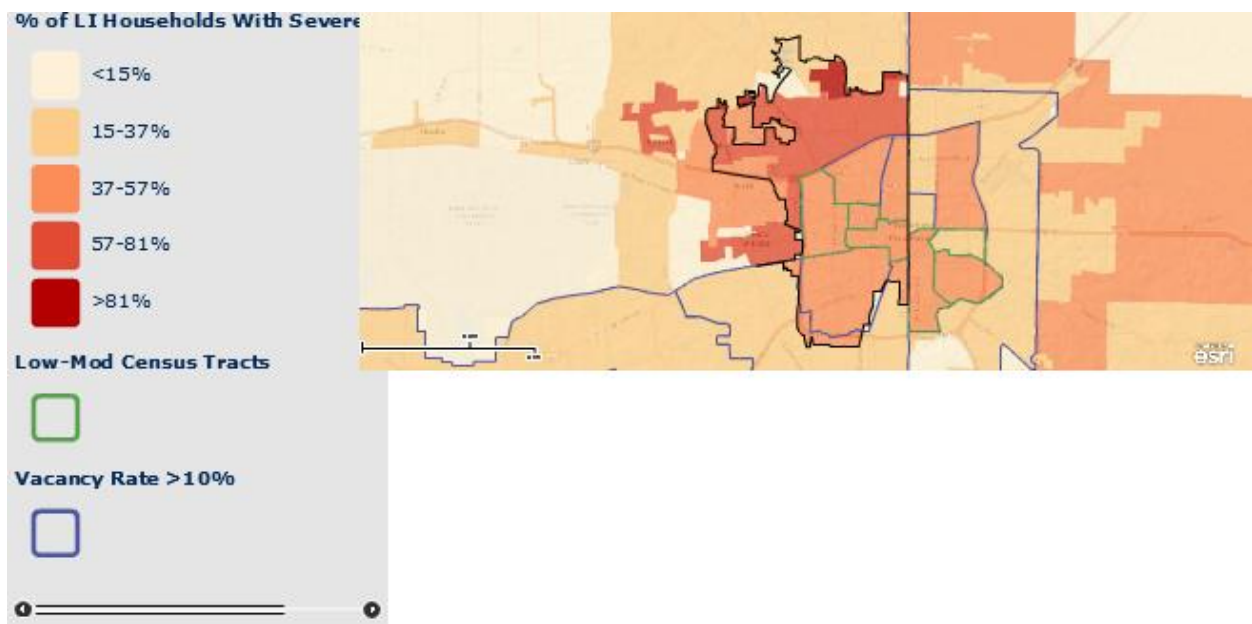
Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

An analysis of the housing market included examining the existing supply of housing (including condition, cost, supportive infrastructure, location, and other factors), the current supply of assisted housing for extremely low-, low-, and moderate-income families, and the existing facilities and services available to homeless and special needs subpopulations. In each area, a comparison between the type and level of need, and the existing supply available to meet that need, resulted in a determination of which need areas are experiencing the largest gaps and which groups are the least served in Texarkana today.

The City's market analysis was conducted using 2005-2009 American Community Survey data, Public Housing Authority data, data provided by the Texas A&M Real Estate Center Market Report 2012, Texarkana Chamber of Commerce Detailed Metro Summary Report, and data provided through local realtors.



MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The lack of affordable, decent housing is a significant hardship for low-income households preventing them from meeting their other basic needs, such as nutrition and healthcare, or saving for their future and that of their families.

Housing Priority Needs have been prepared with American Community Survey data for the City of Texarkana, Texas.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	11,259	69%
1-unit, attached structure	200	1%
2-4 units	1,877	12%
5-19 units	1,691	10%
20 or more units	782	5%
Mobile Home, boat, RV, van, etc	406	3%
Total	16,215	100%

Table 27 – Residential Properties by Unit Number

Data Source: 2005-2009 ACS Data

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	39	1%	84	1%
1 bedroom	54	1%	1,377	21%
2 bedrooms	1,055	14%	2,952	44%
3 or more bedrooms	6,366	85%	2,273	34%
Total	7,514	101%	6,686	100%

Table 28 – Unit Size by Tenure

Data Source: 2005-2009 ACS Data

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Small Related, large Related, and Elderly low and very low and low-income renters and very low and low-income owners demonstrate the highest needs for affordable housing. All other renter and owners

demonstrate a medium and low need. Based on the findings, the City has chosen to concentrate its efforts (priority) on the very low and low-income owners through the housing reconstruction program. The City is also working with developers and the PHA to bring in new affordable multifamily rental properties for the very low and low-income families needing rental housing. Increasing the number of rental housing units available for Large Families would also alleviate the gap between rental units available for these families and the rental unit supply.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

Three hundred and seventy-two public housing units have been lost in the past 5 years. These were replaced by new mixed unit communities as described in this report. Several Public Housing facilities will be lost in the coming five-year planning cycle as the cost of rehabilitating these pre-1980 units is prohibitive. These include accessible units that primarily serve the elderly and frail elderly that are low and very low income persons. All lost units will be replaced. No losses of units due to expiration of Section 8 contracts is anticipated.

Does the availability of housing units meet the needs of the population?

Substantial numbers of substandard housing units exist in Texarkana neighborhoods, reducing property values and investment and putting the residents. The number of housing units (16,215) exceeds the number of households (14,200) by 2015 units. With evidence of crowding, homelessness, and households reporting Housing Problems and Severe Housing Problems, the City concludes that the existing housing stock does not adequately address the needs of the population.

HATT currently has 345 households on the prospective tenants Low Rent Public Housing Waiting List, one of which is low income, 1 is very low income and 343 are extremely low income. Of those on this waiting list, 28% are White, 71% are Black/African American, with the remainder identifying as Mixed. There are 787 on HATT's Section 8 Waiting List. Nine of these households are low income, 29 are very low income and 749 are extremely low income. Of those on this waiting list, 25% are White, 74% are black, and 1% identify as Mixed, Asian, or Native American.

Describe the need for specific types of housing:

Housing needs include:

Reconstructed/rehabilitated owner-occupied housing in low-income neighborhoods; Additional affordable housing for low and moderate-income elderly, particularly minority elderly who are currently living in the oldest housing stock in Texarkana; Assistance for homeless persons to obtain affordable housing; Help for persons at risk of becoming homeless; Access to emergency rehabilitation funding; Facilitation toward retaining affordable housing stock; Availability of affordable permanent housing, particularly to disadvantaged minorities; Additional public housing units in Texarkana; Additional Section

8 rental assistance vouchers to serve the unmet needs in Texarkana; A variety of financing alternatives for affordable housing, including grants, forgivable loans, individual development accounts, other loans and Section 8 voucher purchase assistance; Education on Fair Housing Practices; Easy access to information on available resources to assist with the purchase a decent, affordable home and help with basic needs; Supportive housing for persons with special needs (including veterans, senior citizens, handicapped and HIV/AIDS) to live in dignity and independence; Decent, affordable housing that is accessible to job opportunities; Safe and livable neighborhoods; Removal of blighting influences and desolate properties and facilities; Revitalization and restoration of low-income deteriorating communities; Restoration and preservation of historical properties; Improved access and rehabilitation to public facilities; and Infrastructure improvements in low-income neighborhoods.

Discussion

The City intends to focus its housing efforts in the Beverly Community and in Downtown Texarkana in order to address both the needs for affordable housing and Brownfields redevelopment. The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Costs of home ownership and rental units, even in distressed neighborhoods, exceeds the ability to pay for many residents in the City. Median Home values increased by 42%, while median incomes rose by 38% (check number) in the same time period. Home values in Texarkana have been more stable than in many other parts of the country; but, household income has risen more as a result of consolidation of households rather than improve wages or opportunities.

Data sources for this Cost of Housing Analysis are the American Community Survey 2005-2009, The Texas A&M Real Estate Center Report, and the Chamber of Commerce's Detailed Report as well as through consultations with owners, renters, and developers in the city. the City does not receive HOME funds; consequently, no data is provided in Monthly Rent table below for those categories.

Cost of Housing

	Base Year: 2000	Most Recent Year: 2009	% Change
Median Home Value	64,300	91,500	42%
Median Contract Rent	377	463	23%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2005-2009 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	4,071	60.9%
\$500-999	2,426	36.3%
\$1,000-1,499	106	1.6%
\$1,500-1,999	55	0.8%
\$2,000 or more	28	0.4%
Total	6,686	100.0%

Table 30 - Rent Paid

Data Source: 2005-2009 ACS Data

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	580	No Data
50% HAMFI	1,410	955
80% HAMFI	3,155	1,349
100% HAMFI	No Data	2,454
Total	5,145	4,758

Table 31 – Housing Affordability

Data Source: 2005-2009 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	447	579	712	887	952
High HOME Rent	0	0	0	0	0
Low HOME Rent	0	0	0	0	0

Table 32 – Monthly Rent

Data Source Comments: FY 2013 Fair Market Rent Documentation System The Final FY 2013 Texarkana, TX-Texarkana, AR MSA FMRs for All Bedroom Sizes <http://www.huduser.org/>

Is there sufficient housing for households at all income levels?

There is not sufficient suitable housing for households at all income levels.

How is affordability of housing likely to change considering changes to home values and/or rents?

Housing affordability is likely to decrease as home values and rents continue to increase. In the poorest neighborhoods, more potentially owner-occupied homes will become lost inventory as the neighborhoods' desirability decreases along with property conditions.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program. The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for 530 metropolitan areas and 2,045 nonmetropolitan county FMR areas. By law the final FMRs for use in any fiscal year must be published and available for use at the start of that fiscal year, on October 1.

Final FY 2013 FMRs By Unit Bedrooms

- Efficiency: \$447
- One-Bedroom: \$579
- Two-Bedroom: \$712

- Three-Bedroom: \$887
- Four-Bedroom:\$952

Area median contract rent of \$463 falls between the Fair Market Efficiency Rent and an One-Bedroom Rent, meaning that in Texarkana, the Fair Market Rental Rate is higher than contract rentals. Considering the fact that many, if not most, rentals are in housing stock built before 1980, it can be assumed that on the whole, preserving housing stock will result in maintaining lower contract rents; but could exacerbate the problems associated with older housing and distressed neighborhoods. Subsidies may be required to assist renters and owners to stay in affordable housing if contract rents rise in conjunction with home values.

Discussion

In Texarkana's Beverly Neighborhood, home values continue to decline, and the majority of affordable housing is in substandard condition. There are many homes, both renter and owner-occupied that can be rehabilitated. Where there are significant numbers of substandard, not candidates for rehabilitation, the City proposes to assist developers that are willing to develop affordable housing stock. The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

This section of the Housing Market Analysis, Condition of Housing, describes the characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families.

Definitions

This jurisdiction defines "standard condition" as a structure that meets HUD's Housing Quality Standards (HQS) and all applicable state and local codes.

"Substandard condition" is a structure that does not meet HUD's Housing Quality Standards (HQS) and/or applicable state and local codes.

"Substandard condition but suitable for rehabilitation" is defined as a structure where costs for labor, materials, tools, and other costs of improving buildings, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings, including improvements to increase the efficient use of energy in buildings, and structural changes necessary to make the structure accessible for persons with physical handicaps do not exceed 75% of the value of the building before conversion or where rehabilitation costs are less than 75 percent of the replacement cost of the building.

Housing units with 2 or more conditions as identified in the Conditions table, would automatically meet the substandard definition.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,844	25%	2,718	41%
With two selected Conditions	19	0%	158	2%
With three selected Conditions	0	0%	60	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	5,651	75%	3,750	56%
Total	7,514	100%	6,686	100%

Table 33 - Condition of Units

Data Source: 2005-2009 ACS Data

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	604	8%	1,037	16%
1980-1999	1,734	23%	1,474	22%
1950-1979	4,311	57%	3,336	50%
Before 1950	865	12%	839	13%
Total	7,514	100%	6,686	101%

Table 34 – Year Unit Built

Data Source: 2005-2009 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	5,176	69%	4,175	62%
Housing Units build before 1980 with children present	1,898	25%	833	12%

Table 35 – Risk of Lead-Based Paint

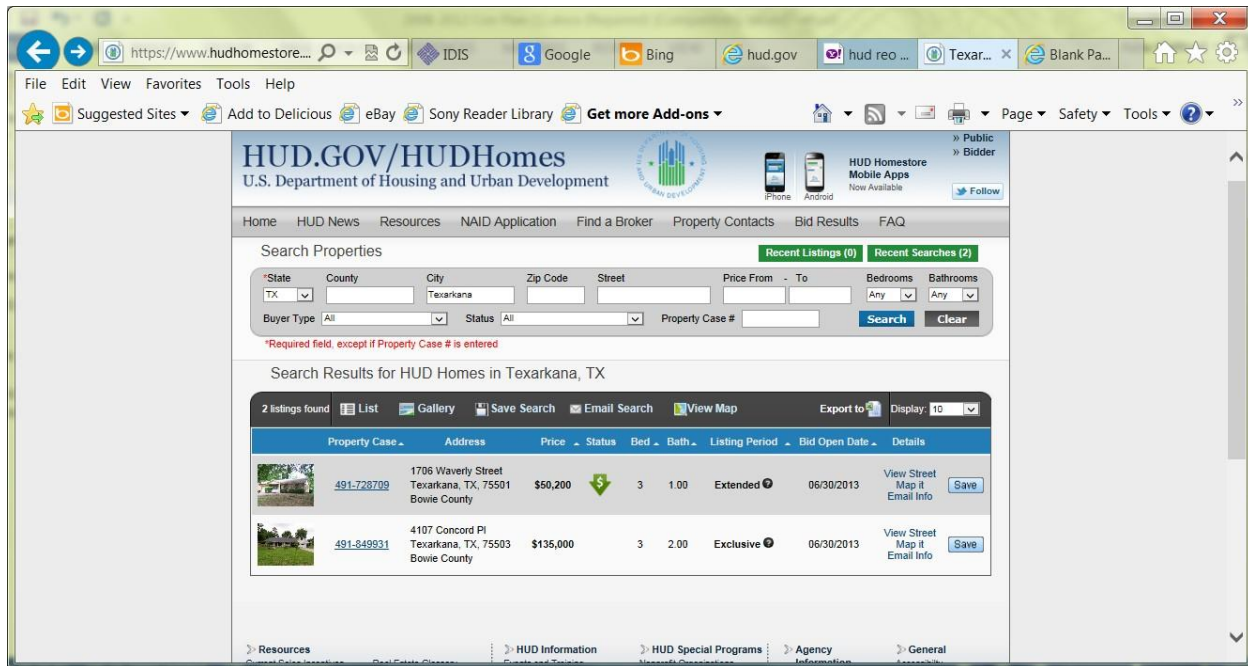
Data Source: 2005-2009 ACS (Total Units) 2005-2009 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source: 2005-2009 CHAS



REO Properties on HomeStore

Need for Owner and Rental Rehabilitation

Housing stock age can substantially impact the need for owner and rental rehabilitation. Based on the city's relatively high percentage of housing stock built prior to 1950, 12% for owner-occupied housing and 13% of renter-occupied housing as well as the conditions found in each category, the City assumes a substantial number of these homes would benefit from rehabilitation. However, as reported by the City's Environmental Services unit and Public Works/Inspections unit, many of these owner and renter-occupied units are not fit for human habitation and would not qualify for rehabilitation as the costs of rehabilitation would far exceed the 75% of value threshold. Few units built before 1980 were built to Section 504 Accessibility Standards or meet energy efficiency standards of today. With an aging population and more families consolidating across generations, the City concludes that providing rental rehabilitation to improve accessibility and improve affordability for families with a disabled or elderly family member would improve affordability and assist low and very low income families.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Based on the 2005-2009 ACS and 2005-2009 CHAS data presented here, 69% of owner occupied units and 62% of renter occupied units were built before 1980. Twenty-five percent of the owner-occupied units have children present and 12% of the rental unit also have children present.

Discussion

The Condition of Units table above shows the number of units, by owner or renter occupation, based on the number of "conditions" the unit has. These correspond to the "Housing Problems" in the Needs Assessment analysis. These conditions are: (1) lacks complete plumbing facilities; (2) lacks complete kitchen facilities; (3) more than 1 person per room; and (4) a cost burden greater than 30%. Data is from the American Community Survey 2005-2009. of the 7,514 owner-occupied units, 1,844 units have one or more condition with the remainder having no documented conditions. of the 6,686 renter-occupied units, 41% or 2,718 units have one condition, 158 units (2%) have 2 conditions, 60 units (1%) have 3 conditions.

The age of Texarkana's housing stock presents problems for owners, renters, and the City. Newer construction, units built in 1980 or later, tend to have fewer significant problems; 31% (2,338) of owner-occupied units fall into this category and, with slightly more newer units, renter-occupied units constitute 38% of the units (2,511). Properties built before 1980 constitute the bulk of Texarkana's housing stock with 5,176 (69%) owner-occupied units and 4,175 (63%) renter-occupied units.

The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The Housing Authority of Texarkana, HATT, is the local Public Housing Authority. Their Five Year Plan is attached and is cross referenced here. Currently, the Housing Authority of the City of Texarkana, Texas (HATT) operates public housing in the City. The City reviewed the Housing Authority of Texarkana, Texas' 5-Year Plan and Annual Action Plan for a Certificate of Consistency with the City's 5-Year Consolidated Plan. As the City works to overcome obstacles and enhance coordination through improved communication and marketing, public housing and resident initiatives are positively impacted. HATT is a member of the Texarkana Homeless Coalition and is working with other housing providers and the City to identify housing options for homeless persons.

This section of the plan summarizes the needs of public housing, including:

- public housing develops in Texarkana;
- the number and physical condition of public housing units;
- restoration and revitalization needs of public housing;
- public housing waiting lists;
- compliance with Section 504 and accessibility of public housing stock.

PHYSICAL INSPECTION SCORES:

HUD's Real Estate Assessment Center conducts physical property inspections of properties that are owned, insured or subsidized by HUD, including public housing and multifamily assisted housing. About 20,000 such inspections are conducted each year to ensure that assisted families have housing that is decent, safe, sanitary and in good repair. The results provided by HUD represent the inspections conducted from 2001 through September 2009, before demolition of the Housing Authority's demolition of its most troubled properties. HATT has since removed those properties from inventory and has replaced them with new properties that would significantly improve their average inspections score. HATT used these scores to 1) better understand the physical condition of the HUD-assisted housing stock, as well as changes in the stock over time; 2) plan for future affordable housing needs.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	0	577	606	2	604	0	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The City of Texarkana continues to work with the Housing Authority of the City of Texarkana, Texas (HATT) and a private development company in the development, planning and implementation of a large scale revitalization project in the Rose Hill Neighborhood. The City is also collaborating with HATT during the implementation of the HOPE VI grant award, which includes demolition of Covington Homes, Stephens Courts and Griff King Courts, three low income housing projects, and construction of multi-family and infill housing throughout the area.

- The Housing Authority has 6 different apartment and duplex complexes with 452 units throughout the city.
- The HOPE VI grant award to the PHA has resulted in the demolition of Covington Homes, a dilapidated PHA complex. In its place, The Oaks at Rosehill has been constructed and is now rented to capacity. The Oaks at Rosehill features 27 mixed-income units that contain 128 apartments, a fitness center and community center.
- The construction of the 124 unit Pecan Ridge began in July 2011 and opened in June 2012. The project is currently at capacity.
- The third outdated PHA complex, Griff King, was demolished following the completion of Pecan Ridge.
- The Texas Department of Housing and Community Affairs awarded Low Income Housing Tax Credits to assist in the financing of Rosehill Ridge in August 2011. Construction is currently underway and the project will be completed in September 2013.

- The Housing Authority in collaboration with the City is developing single family units for low and moderate income families. The Housing Authority will use HOPE VI funds to buy down the mortgages of these units to make them affordable.
- The City continues to assist the PHA in the acquisition of lots, demolition and clearance. Subsidized housing on the existing PHA site and the surrounding community is a part of the replacement housing.
- The project includes developing a community with commercial as well as residential opportunities throughout the area expanding beyond and eliminating the present boundaries of public housing. Rosehill Ridge will consist of 122 units, of which 32 will be public housing and 90 will be tax credit housing. This blending will encourage new development throughout the area giving new life to this depressed area.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 38 – Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Under the Hope VI award, the city and HATT have made significant strides toward replacing pre-1950's public housing stock. Three Public Housing properties were demolished, making way for three new, much needed housing properties.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Under the Hope VI grant, HATT provided extensive supportive housing services directly to public housing residents. The grant ends on September 30, 2013. HATT is transitioning to a referral-based system that will enable them to ensure public housing residents have sufficient access to necessary services provided by federal, state, local, and/or non-profit agencies. Services include access to educational resources like GED preparation and computer skills training through the Literacy Council, vocational and job training programs offered through Workforce Solutions, Texarkana Community College, and Texas A&M Texarkana, financial management skills training, child care, and other relevant support services.

Discussion:

Texarkana, Texas and the Housing Authority of Texarkana have made significant, meaning strides toward ensuring that extremely-low, low-, and moderate-income citizens have access to safe, affordable housing. While these gains are meaningful, the city's goals have not been fully realized. With the expiration of the Hope VI grant, the City and HATT will continue to work together to improve access to safe, affordable housing.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The section of the Consolidated Plan includes a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction. Of special concern are the chronically homeless, both individuals and families, families with children, veterans and their children, unaccompanied youth, and victims of domestic violence and their families.

Facilities Available for the Homeless include:

- Randy Sams' Shelter for the Homeless (emergency shelter for 86 unaccompanied adults)
- Domestic Violence Prevention, Inc. (emergency shelter for 17 unaccompanied adults, transitional supportive housing for 60 family members and 14 unaccompanied adults)
- The Salvation Army, Texarkana, Arkansas (9 family rooms for up to 36 people and 25 beds for

Note: The Randy Sams' Outreach Shelter provides the only available beds for people who are chronically homeless in Texarkana, Texas. The Salvation Army Homeless Shelters for Families, and Unaccompanied Men are located in Texarkana, Arkansas. Their facility is list here because they are the only local provider of shelter for homeless families in the region. Crossing state lines for shelter is problematic for many homeless persons because assistance is usually tied to state of residence. Special Health Services of Texas provides some support for HIV/AIDS patients in the region. Community Health Core (formerly Sabine Valley Health) plans to provide supportive housing and permanent supportive housing to homeless veterans and their families as well as supportive housing for MHMR clientele.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	36	25	60	0	0
Households with Only Adults	139	0	14	0	0
Chronically Homeless Households	0	25	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source
Comments:

Data was derived from consultation with The Salvation Army, Texarkana, Randy Sam's Homeless Shelter, Domestic Violence Prevention, Texarkana, and Texarkana's Continuum of Care/Homeless Coalition.

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Mainstream services used to complement services targeted to the homeless population include the following:

Christus St. Michael Health Care System: general medical services / emergency care

Wadley Regional Medical Center: general medical services / emergency care

Bowie County Family Health Center: medical and family planning and counseling, WIC, confidential testing for STDs

Special Health Resources: free HIV/AIDS antibody testing, prevention/intervention; education/counseling, utility, prescription assistance

Friendship Center: hot meals, groceries, utilities, gasoline, lodging

Domestic Violence Prevention: emergency shelter, financial, family violence prevention, etc.

Randy Sams' Shelter for the Homeless: emergency shelter, meals, groceries, utility assistance

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Services and facilities that meet the needs of homeless persons, particularly homeless individuals and families, families with children, veterans and their families, and unaccompanied youth listed on SP-40 and MA35:

Christus St. Michael Health Care System: general medical services / emergency care

Wadley Regional Medical Center: general medical services / emergency care

Bowie County Family Health Center: medical and family planning and counseling, WIC, confidential testing for STDs

Special Health Resources: free HIV/AIDS antibody testing, prevention/intervention; education/counseling, utility, prescription assistance

Friendship Center: hot meals, groceries, utilities, gasoline, lodging

Domestic Violence Prevention: emergency shelter, financial, family violence prevention, etc.

Randy Sams' Shelter for the Homeless: emergency shelter, meals, groceries, utility assistance

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

The primary goal for serving special needs populations is to assist public and nonprofit agencies in expanding and enhancing their provision of housing and services to the elderly, disabled and dually/multiply diagnosed, persons with HIV/AIDS, victims of domestic violence, and persons with addictions. The City recognizes services required by special-needs populations often overlap the housing needs and supportive services for the homeless as identified and addressed throughout the Consolidated Plan.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

The elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents, and victims of domestic violence present a range of complex problems that put them at greater risk of severe income limitations and homelessness. These populations have a much more difficult time finding, securing, and maintaining adequate housing and necessary social services. The City serves as the fiscal agent for a Supportive Housing Grant administered by Domestic Violence Prevention of Texarkana. DVP provides supportive housing to 60 family members and 14 individuals without families. Of these residents, one head-of-household is a veteran, 2 are HIV/Aids positive, and 2 are classified as chronically homeless. The City acts as fiscal agent and sponsor of the Supportive Housing Grant (SHP) administered through Domestic Violence Prevention in Texarkana. The City meets the needs of these residents by providing case management, counselling, life skills training, and child care assistance for job seekers, and

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

At this time, there are no programs which ensure that persons returning from mental and physical health institutions receive appropriate supportive housing, though local institutions attempt to assist these populations in connecting to appropriate social service organizations that may be able to assist them in procuring supportive housing. The only existing supportive housing program in **Texarkana at this time, ...** The City is developing a supportive partnership with Community Health Core, a non-profit providing MHMR services in the Northeast Texas region will be providing services in Texarkana. They intend to expand MHMR services in Texarkana to provide supportive housing particularly to veterans utilizing their mental health care services.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City intends to continue partnering with Domestic Violence Prevention, Inc to provide supportive housing to victims of domestic violence and their families. The City will re-apply for the SHP grant as appropriate to continue these services.

The City will support programs sponsored by HATT to provide services to low-income persons with special needs, especially the elderly and frail elderly.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The priorities for Texarkana in addressing the needs of these population groups include:

- To assist public and nonprofit agencies in providing housing and supportive services to the elderly and frail elderly;
- To assist public and nonprofit agencies in providing housing and supportive services to homeless persons and those “at-risk” of homelessness.
- To assist the Texarkana Homeless Coalition and those agencies that are part of the coalition, serving special needs populations.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

There are many factors that affect the cost and production or maintenance of housing affordable to extremely low-, low-, and moderate-income families (at or below 80% of Median Family Income (MFI)). An analysis of these factors has aided the City in developing programs that reduce the adverse effects of these constraints on the supply and cost of housing.

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the changing need of public policies, the City will review them periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable housing.

The City of Texarkana, Texas has not identified any public policies that serve as barriers to affordable housing, and therefore did not need to develop strategies to remove or lessen negative effects that serve as barriers to affordable housing. However, the City has identified the following other barriers to affordable housing:

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

In this section of the Consolidated Plan, the City considers Non-Housing Community Development Assets, the priority non-housing community development needs that are eligible for assistance through the CDBG program, especially economic development needs using data on Texarkana's economic conditions, the local workforce, and needs of local businesses. Data is derived from the 2005-2009 American Community Survey (ACS) and the 2010 ESRI Business Analyst Package and the Bureau of Labor Statistics (BLS).

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	135	29	1	0	-1
Arts, Entertainment, Accommodations	1,585	1,545	11	10	-1
Construction	749	455	5	3	-2
Education and Health Care Services	3,997	4,699	27	30	3
Finance, Insurance, and Real Estate	654	1,360	4	9	5
Information	181	195	1	1	0
Manufacturing	1,237	690	8	4	-4
Other Services	1,054	1,059	7	7	0
Professional, Scientific, Management Services	1,210	527	8	3	-5
Public Administration	811	780	5	5	0
Retail Trade	2,088	2,736	14	18	4
Transportation and Warehousing	782	299	5	2	-3
Wholesale Trade	587	1,074	4	7	3
Total	15,070	15,448	--	--	--

Table 40 - Business Activity

Data Source: 2005-2009 ACS (Workers), 2010 ESRI Business Analyst Package (Jobs)

Labor Force

Total Population in the Civilian Labor Force	17,087
Civilian Employed Population 16 years and over	15,070
Unemployment Rate	11.80
Unemployment Rate for Ages 16-24	46.06
Unemployment Rate for Ages 25-65	5.69

Table 41 - Labor Force

Data Source: 2005-2009 ACS Data

Occupations by Sector	Number of People
Management, business and financial	5,225
Farming, fisheries and forestry occupations	12
Service	2,978
Sales and office	3,798
Construction, extraction, maintenance and repair	1,214
Production, transportation and material moving	1,843

Table 42 – Occupations by Sector

Data Source: 2005-2009 ACS Data

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	12,667	88%
30-59 Minutes	1,417	10%
60 or More Minutes	330	2%
Total	14,414	100%

Table 43 - Travel Time

Data Source: 2005-2009 ACS Data

Education:**Educational Attainment by Employment Status (Population 16 and Older)**

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,045	229	1,449
High school graduate (includes equivalency)	3,312	362	1,683
Some college or Associate's degree	4,666	375	1,057
Bachelor's degree or higher	3,334	82	673

Table 44 - Educational Attainment by Employment Status

Data Source: 2005-2009 ACS Data

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	146	236	148	208	500
9th to 12th grade, no diploma	534	551	702	878	551
High school graduate, GED, or alternative	1,744	1,775	1,216	2,379	1,674
Some college, no degree	1,412	1,517	1,308	1,943	978
Associate's degree	213	273	508	656	155
Bachelor's degree	130	660	705	1,212	584
Graduate or professional degree	46	186	474	873	394

Table 45 - Educational Attainment by Age

Data Source: 2005-2009 ACS Data

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	13,852
High school graduate (includes equivalency)	20,061
Some college or Associate's degree	29,470
Bachelor's degree	42,744
Graduate or professional degree	56,842

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2005-2009 ACS Data

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Education and Health Care Services constitute the bulk of jobs in Texarkana with 4,699 jobs, 1,963 more jobs (30% share) than the second highest sector, Retail Trade, at 2,736 jobs (18%). Agriculture, Mining, Oil, and Gas Extraction reports the fewest jobs with 29 jobs in the area. Professional, Scientific, and Management Services has the highest percentage of oversupply of workers with 1,210 workers and only 527 jobs reported.

Describe the workforce and infrastructure needs of the business community:

Significant numbers of workers have either no high school diploma/GED or no Bachelor's degree. This segment of the population also earns substantially less than their counterparts with degrees. Persons with less than a high school diploma earn \$13,852 per year, 24% of earnings with a graduate degree at \$56,842, and 32% of a bachelor's degree (42,744). Earning with a high school diploma jump to \$20,061

and \$29,061 with some college or an associate's degree. This significant difference between some college and no high school equivalency strongly points to the importance of supporting high school retention programs and workforce development programs. Seven thousand and fifty-five residents between the ages of 18 and 44 years old fall into the category of high school equivalency or less education. Designing workforce programs that target wage earners in this demographic has the greatest potential to impact the earning potential of individuals and families earning less than moderate incomes. Workforce needs also include the need for skilled trade workers, workers with certifications for environmental assessment and cleanup, workers with computer skills, workers with office work training and certifications. Workers with improved math, science, and communication skills are also in demand.

Economic development professionals in Texarkana, Texas report that the leading reason for losing potential business relocations is that the local workforce does not have the requisite education or skills for their needs.

Infrastructure needs reported by the business community include improvements to downtown, city gateway areas, safety and security like street lights and sidewalks, assistance with environmental contamination assessment and cleanup in redevelopment areas, facade improvements downtown, and incentive packages for consolidation of larger parcels of land.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The City's Brownfields redevelopment efforts downtown, in the 7th Street Corridor, in the Rosehill community and in the Beverly neighborhood all have either already begun or will have significant positive economic impacts on the city and in these communities. The Hope VI award of \$21 million has attracted approximately \$80 million dollars in other private and public investments. The City's Brownfields redevelopment initiative has brought the city \$400,000 for brownfields assessment, \$400,000 to assess and clean up a dangerous derelict building next door to a \$4 million private investment, and \$900,000 for an EPA Brownfields revolving loan fund. A private developer interested in bringing low-moderate income housing to downtown by redevelopment of the Grimm Hotel property estimates that every dollar spent on downtown redevelopment equals approximately \$1.75 in local revenue generation. The Texarkana area have lost approximately 3,000 jobs as a result of loss of manufacturing and shut-downs at Red River Army Depot. Potentially off-setting job losses in the defense industry and local manufacturing, Tex-Americas Center has secured funding to assess and cleanup 20,000 acres and over 500 buildings vacated by the U.S. Army in the Base Re-Alignment and Closure Process. This will mean expanded remediation work for local workers and expansion of economic opportunities in years to come.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The areas of highest job surpluses are the Education/Healthcare, Finance/Insurance/Real Estate and the Retail sectors all of which are areas where some college through graduate degrees would be of benefit to job seekers. Economic developers, Workforce Development, and the local P-16 Council all recommend expanding access to GED preparation and testing, high school retention programs, vocational training, and college education as essential to expanding economic opportunities for a workforce ill-prepared for today's employer needs.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Texarkana's Workforce training initiatives include an EPA Job Training Grant that has been used to provide forty five unemployed persons with certification required for Environmental Technicians. The City re-applied to train an additional 40 workers. As of the writing of this planning document, the EPA had not yet announced awards. Workforce Development has several workforce training initiatives including some re-training for workers that have lost their jobs due to mass lay-offs. Texarkana Community College offers workforce training in industrial arts, construction, culinary arts, and for electricians. These efforts support the goals of this Consolidated Plan as increasing the skills and certifications of the local workforce can raise incomes, reducing homelessness and improving families' ability to secure housing at all income levels.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Ark-Tex Council of Governments leads the Comprehensive Economic Development Strategy (CEDS) process in this region. The Comprehensive Economic Development Strategy is a survey conducted on the economic state of the North East Texas Economic Development District (NETEDD) as mandated by the EDA. This survey addresses the strengths and weaknesses of NETEDD, which consists of eleven counties encompassing over 6,500 square miles which is home to approximately 293,000 people. The survey is completed with input from individuals from all over the NETEDD region including, but not limited to, economic development managers, city managers, chambers of commerce, representatives from housing, education, and health, political and public advocates, and other interested parties. The CEDS is

conducted every five years to assess the economic progress made in the region and to set new economic goals for the region. The most recent CEDS Report was completed in 2008. ATCOG is in the process of completing a new plan.

Discussion

The tables above show labor market and education statistics relevant to the community development planning process. Texarkana has 17,087 people in the Civilian Labor Force, which includes the number of employed persons (15,070) plus those actively looking for work. Business Activity, as noted in the data table below, indicates an over-supply of workers for available jobs in six of the thirteen sectors identified, with four categories indicating a shortage of workers. Education and Health Care Services, Finance, Insurance, and Real Estate, Retail Trade, and Wholesale Trade show room for growth in the labor market. Jobs (15,448) exceed workers (15,070) with 378 jobs going unfilled. The unemployment rate shown in the table, 11.8%, is now considerably lower, at approximately 7.8%. Considering the region has lost approximately 3,000 jobs from the region in the past three years, it is believed that the number of persons who have stopped looking for work account for apparent decreases in the unemployment rate as these individuals are not counted as part of the labor force. Unemployment for younger workers, those between the ages of 16 and 24 presents the most troubling number at 46.06%.

The majority of workers are employed in the Management, Business, and Financial sector of the local economy, with 5,225 workers and the Sales and Office sector with 3,798 workers. Service accounts for 2,978 workers, Production, Transportation, and Material Moving has 1,843 workers and Construction, extraction, maintenance and Repair accounts for 1,214 workers. Farming, Fisheries, and Forestry only accounts for 12 workers in Texarkana.

Travel time to and from work is still manageable for workers in the area with the vast majority, 88%, commuting less than 30 minutes per trip to or from work.

Educational attainment is the greatest demographic indicator for potential income; those with less than a high school diploma or only a high school diploma/GED earn substantially less than workers with some college through graduate degrees at every age.

Support for economic development is crucial to improve the numbers of available jobs for residents of Texarkana, Texas.

The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available as well as seventy-two fair market units. This project will also bring new jobs to the downtown area.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Texarkana has many safe, affordable, and livable neighborhoods. However, some areas of the city have increasingly become areas where housing and social problems are concentrated, areas where poverty and lack of decent housing exacerbate other social issues. These are areas where with multiple housing problems and a concentration of abandoned, substandard housing are havens for criminal activity, depriving decent citizens of peace of mind and property value. Concentration is here defined as 44 percent or more of the housing stock in an area of 2 or more adjacent block groups with households experiencing more than one of the Four Housing Problems. (Lacking complete kitchens, lacking complete plumbing, more than one person per room, and/or paying 305 or more of household income for housing.)

The Beverly Community in Texarkana, Texas has significant housing and poverty issues. As such, the City has designated the Beverly Neighborhood as a priority local Target Area. The map below shows the city's area of concentration of housing problems by census tracts. Also of note, the downtown area has few affordable housing opportunities for people wanting to live in the downtown area. Many of the residential structures in the Downtown - 7th Street Corridor are substandard or substandard with significant rehabilitation potential.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Area of Low and Moderate Income Concentration: An area consisting of one or more adjacent block groups in which 44 percent or more of total persons are considered low or moderate income according to definitions and figures provided by HUD as shown on the CPD maps below.

Area of Minority Concentration: An area consisting of one or more adjacent block groups in which 44 percent or more of total persons are classified as "minority." HCHCDA defines minority to include all ethnic groups other than Non-Hispanic Whites as shown on the CPD maps below.

Many communities in Texarkana provide safe, decent, affordable housing for residents of all strata of racial and ethnic minorities. However, in areas of minority and/or low-income concentration, housing values are generally much lower than the city as a whole, crime rates are higher, and there are fewer opportunities for employment. Both the Beverly neighborhood and downtown are prime examples of areas where minority and low income concentration pose significant challenges to redevelopment and the goal associated with providing safe, suitable, livable communities for everyone.

What are the characteristics of the market in these areas/neighborhoods?

The City's designation of the Beverly Neighborhood as a local Target Community is based on the concentrations of poverty, minorities, abandoned and/or substandard housing, and high numbers of households with one or more of the Four Housing Problems or Four Severe Housing Problems. In many ways, Beverly is similar to other neighborhoods in Texarkana, in that these social and market factors have depressed the neighborhoods making them unattractive to developers. These neighborhoods cost the city in lost property taxes and increase police, fire, and environmental services. Estimates of the number of abandoned, substandard properties suggest that one in six homes have been boarded up in the Beverly community.

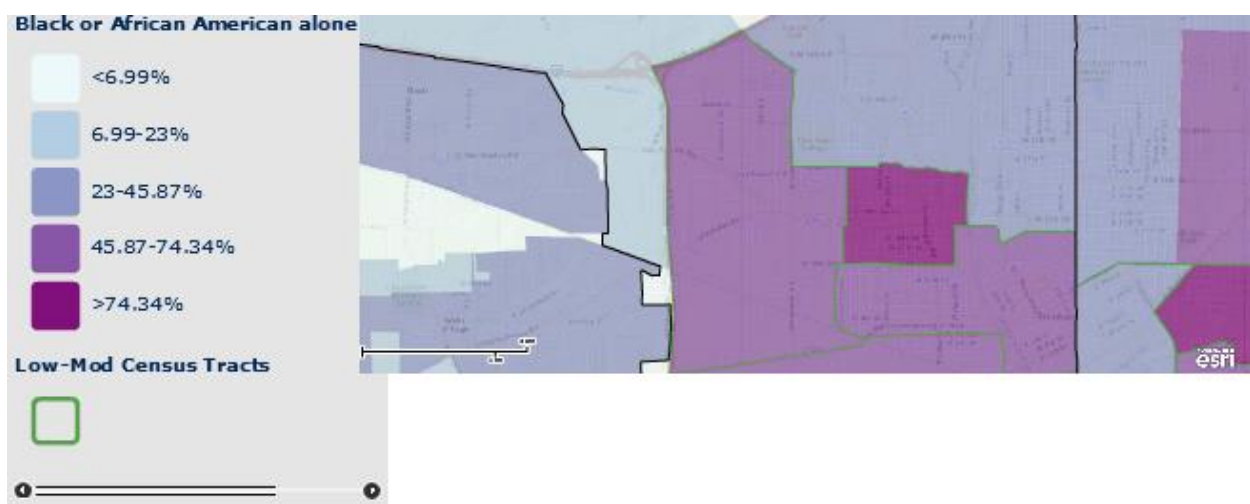
Are there any community assets in these areas/neighborhoods?

The City has an extensive network of parks, schools, churches, shopping, and social service organizations located throughout the city. The City's partnership with the T-Line public transportation system has resulted in transportation availability in most neighborhood in the city.

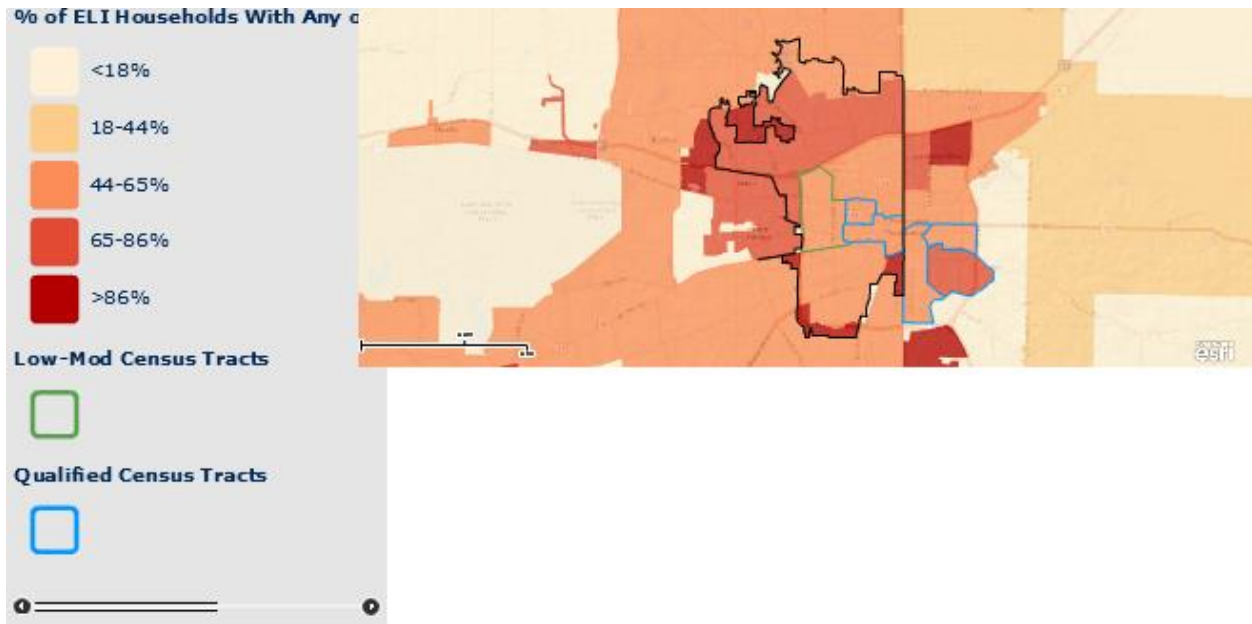
Only one park exists in the Beverly community. The park is located on a flood plain and cannot be updated using state or federal funding. Other community assets include grocery stores, employment opportunities, and Texarkana Community College.

Are there other strategic opportunities in any of these areas?

Substantial strategic opportunities exist in both the Beverly Neighborhood and in Downtown Texarkana with an appropriate level of commitment of resources to remove barriers and create incentives for redevelopment.



CPD Maps Areas of Minority Concentration



CPD Maps Extremely Low Income and Housing Problems Concentration

Beverly Heights Housing Condition

	1990	2000	2010	% Change
Population	2612	2562	2293	-12.21%
Households	921	877	774	-15.96%
Housing Units Total	1103	1021	918	-16.77%
Owner Occupied Housing Units	480	434	268	-44.17%
Renter Occupied Housing Units	441	468	506	14.74%
Vacant Housing Units *	182	119	144	-20.88%



Beverly Heights

Beverly Heights Economic Condition 2012

<i>Variable</i>	<i>City of Texarkana</i>	<i>Beverly Heights Revitalization Area</i>	<i>Variance</i>
<i>2012 Median Household Income</i>	<i>\$37,526</i>	<i>\$17,262</i>	<i>46.00%</i>
<i>2012 Average Household Income</i>	<i>\$54,894</i>	<i>\$26,446</i>	<i>48.18%</i>
<i>2012 Per Capita Income</i>	<i>\$23,297</i>	<i>\$10,477</i>	<i>44.97%</i>
<i>2012 Median Home Value</i>	<i>\$136,770</i>	<i>\$37,863</i>	<i>27.68%</i>
<i>2012 Average Home Value</i>	<i>\$167,164</i>	<i>\$46,187</i>	<i>27.63%</i>



Beverly Heights Economic Conditions

Beverly Heights Housing Condition

	1990	2000	2010	% Change
<i>Population</i>	2612	2562	2293	-12.21%
<i>Households</i>	921	877	774	-15.96%
<i>Housing Units Total</i>	1103	1021	918	-16.77%
<i>Owner Occupied Housing Units</i>	480	434	268	-44.17%
<i>Renter Occupied Housing Units</i>	441	468	506	14.74%
<i>Vacant Housing Units *</i>	182	119	144	-20.88%



Beverly Heights Housing Conditions

Change in City - Beverly Heights Economic Conditions 1990 – 2012

<i>Variable</i>	<i>City of Texarkana</i>	<i>Variance</i>	<i>Beverly Heights Area</i>	<i>Variance</i>
<i>1990 Median Household Income</i>	<i>\$22,885</i>		<i>\$15,445</i>	
<i>2000 Median Household Income</i>	<i>\$29,751</i>	<i>23.08%</i>	<i>\$15,622</i>	<i>1.13%</i>
<i>2012 Median Household Income</i>	<i>\$37,526</i>	<i>39.02%</i>	<i>\$17,262</i>	<i>10.53%</i>
<i>1990 Average Household Income</i>	<i>\$31,125</i>		<i>\$18,969</i>	
<i>2000 Average Household Income</i>	<i>\$43,788</i>	<i>28.92%</i>	<i>\$22,796</i>	<i>16.79%</i>
<i>2012 Average Household Income</i>	<i>\$54,894</i>	<i>43.30%</i>	<i>\$26,446</i>	<i>28.27%</i>
<i>1990 Per Capita Income</i>	<i>\$12,266</i>		<i>\$7,199</i>	
<i>2000 Per Capita Income</i>	<i>\$17,815</i>	<i>31.15%</i>	<i>\$8,268</i>	<i>12.93%</i>
<i>2012 Per Capita Income</i>	<i>\$23,297</i>	<i>47.35%</i>	<i>\$10,477</i>	<i>31.29%</i>
<i>1990 Median Home Value</i>	<i>\$48,876</i>		<i>\$28,409</i>	
<i>2000 Median Home Value</i>	<i>\$65,773</i>	<i>25.69%</i>	<i>\$31,250</i>	<i>9.09%</i>
<i>2012 Median Home Value</i>	<i>\$136,770</i>	<i>64.26%</i>	<i>\$37,863</i>	<i>24.97%</i>
<i>1990 Average Home Value</i>	<i>\$59,747</i>		<i>\$32,079</i>	
<i>2000 Average Home Value</i>	<i>\$84,105</i>	<i>28.96%</i>	<i>\$32,486</i>	<i>1.25%</i>
<i>2012 Average Home Value</i>	<i>\$167,164</i>	<i>64.26%</i>	<i>\$46,187</i>	<i>30.55%</i>



beverly Heights Comparison Table

Strategic Plan

SP-05 Overview

Strategic Plan Overview

This City of Texarkana, Texas Consolidated Plan identifies the priority needs of this jurisdiction and describes strategies that the City will undertake to serve those priority needs. This section of the Consolidated Plan describes the City's **Geographic Priorities** and **Priority Needs** in light of the **Influence of Market Conditions** and **Anticipated Resources**. This section of the City's Consolidated Plan also discusses the **Instructional Delivery Structure** for the City's **Goals**. The City addresses **Public Housing**, **Barriers to Affordable Housing**, the City's **Homelessness Strategy**, **Lead-based Paint Hazards**, the City's **Anti-Poverty Strategy**, and **Monitoring** of progress.

Neighborhood Revitalization Area / Strategic Vision for Change

The City of Texarkana has developed a long-range strategy for significantly impacting low and moderate-income communities through new housing and economic development activities. The areas identified for geographically determined investment allocation in this Consolidated Plan were selected based on consultation with area agencies, citizen input, and overwhelmingly agreed upon by the duly-elected City Council Members representing every ward in the city. These areas have both great need and present significant opportunity to meet the City's goals.

The City has developed strong links between representatives of the low and moderate-income community's public service agencies, public housing agency, educational institutions, health facilities and the business community for the purpose of developing an ongoing strategic plan for reinvestment in the low income communities.

The City is currently addressing identified needs through coordinating the use of CDBG and other federal, state and local funds in distressed areas and through providing services to low and moderate income households. In addition, the City, with its collaborative partners and citizens, has identified neighborhoods appropriate for revitalization efforts which includes the Downtown area and Beverly neighborhood. The Supportive Housing Program (SHP) is administered through Domestic Violence Prevention, Texarkana, one of the City's active partners on the Homeless Coalition. Plans to secure additional funding from the State of Texas' TDHCA Housing Trust Fund (HTF) and Emergency Shelter (ESG) will make additional shelter for the homeless, prevention of homelessness and housing affordability possible if this funding can be secured. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available as well as seventy-two fair market units. This project will also bring new jobs to the downtown area.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

1	Area Name:	Beverly Community Revitalization
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revival Type:	Comprehensive
	Other revival Description:	
	Identify the neighborhood boundaries for this target area.	Boundaries for this target area: Southern border: New Boston Road, also US Hwy 82 Western border: Robinson Road Northern border: College Drive Eastern border: Richmond Road to Summerhill Road Comprised mostly of Qualified Census Tract 106.

Include specific housing and commercial characteristics of this target area.	This once thriving community is bordered on all four sides by commercially zoned streets with an interior comprised of older housing stock, both single family and apartment complexes, and many vacant, boarded buildings. These commercial zones are showing their age as most are either single commercial structures or dilapidated strip malls. The City's main water treatment facility is located in the commercial section. Also, the area's only park sits next to this facility. Park improvements are problematic here as it lies within an established flood plain. Within the core are also homes that while older are still owner-occupied. This is an area of minority, elderly, and poverty concentrations. The Beverly Community exhibits multiple housing problems including significant decreases in several major categories. Population has decreased from 2,612 in 1990 to 2,293 in 2010, with the number of households for the same period also declining from 921 to 774. Total number of housing units likewise decreased from 1,103 to 918 households. the number of vacant housing units decreased from 182 to 144. During this same time period, renter occupied housing units rose from 441 to 506 while owner occupied housing units dramatically decreased 44.17% from 480 to 268. This significant finding is mirrored in differences between the economic/commercial differences between the community and the city as a whole. In 2012, average median household income for Texarkana, Texas was \$37,526, but only \$17,262 in Beverly Heights, a variance of 46%. Per capita income was also lower by 45% as compared to the city at \$23,297 per person in the city and only \$10,477 in Beverly. Median home values in the city were reported at \$136,770 and only \$37,863 in Beverly, a difference of 28%. On the northern border of the area lies one of Texarkana's most valued assets, Texarkana Community College. Just north of the college, both commercial and residential areas are thriving with new businesses and well-established homes and neighborhoods that are either maintaining or increasing in value. The proximity to this thriving area indicates a substantial opportunity for improvements in the community that will be beneficial to the entire city and the region.
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How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The city's consultations and citizen participation process are central to the development of Beverly Heights as a Local Target Area. The Beverly neighborhood has stood in direct contrast to the more prosperous neighborhoods to the north for more than twenty years. As conditions in the Rosehill area improved, crime in Beverly and the problems of substandard housing and vacant, derelict housing exponentially increased. Residents, service agencies, as well as law enforcement and emergency services began reporting higher and higher numbers of people impacted by this community's decline. Citizens from the area began approaching their Council Members, the Mayor, and staff about removing slum and blight conditions, addressing concentrations of poverty, improving economic opportunities, and providing more affordable, quality housing opportunities well over ten years ago. The City's programs were insufficient to address the full range of needs in this community. With the lessons learned with the successes associated with the implementation of the Hope VI grant award in the Rosehill community, the City began developing the plan to concentrate resources in like manner in 2012. By May of 2013, the City was prepared to seek approval from the citizens of the community and the City as a whole. Following the methodology prescribed in the Citizen Participation Plan, the City held public hearing on adoption of the Beverly Community as a Local Target Area. With overwhelming support, the ordinance was adopted in May 2013.
Identify the needs in this target area.	Needs in this area include access to affordable, livable housing, removal of slum and blight conditions associated with derelict, vacant and boarded homes interspersed with functional housing, minority and poverty concentrations, public facilities for health care and recreation/exercise. Other needs include high concentration of households with one or more of the Four Housing Problems or Severe Housing Problems, low and extremely-low incomes for both owner-occupied and renter-occupied households, high percentages of at-risk of homelessness households, high numbers of homes without accessibility features and/or low-efficiency ratings, and lack of services and/or opportunities for children and the elderly.

	What are the opportunities for improvement in this target area?	The Beverly Neighborhood presents many opportunities for improvements with targeted resource distribution. At the northern boundary, Texarkana Community College brings individuals from all over the region into the area. However, at this time, those that visit the college avoid the crime ridden neighborhoods surrounding the institution. With appropriate planning and implementation, this area could easily provide suitable housing both for current residents and for those that attend or work at the college. Likewise, the other commercial corridors that are the boundaries of Census Tract 106/Beverly have significant commercial viability for neighborhood appropriate redevelopment. The area also has housing stock needing improvements that could prolong the viability of the homes for both owners and renters. With home-ownership rates roughly forty-five percent lower than the city's rates, improving opportunities for home-ownership could also stabilize the community. Further, improvements in public facilities like parks and health care facilities, the addition of streetlights, bike lanes, sidewalks, and safe walking trails, will also make the community safer and more livable. Jobs and services within this area are two additional areas of opportunity that can improve this community.
	Are there barriers to improvement in this target area?	Significant barriers exist to improvement in this area including variable citizen participation and adequate funding. Other The City is making significant strides toward overcoming these barriers with the building of trust between the City and citizens as well as identifying public and private funding for revitalization in this target area.
2	Area Name:	Downtown Area
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	revival Type:	Comprehensive
	Other revival Description:	

Identify the neighborhood boundaries for this target area.	The Downtown Area Local Target Area is sometimes referred to as the Downtown/7th Street Corridor as this is descriptive of the boundaries of the Target Area. It is bounded on one side by the Kansas City Southern Railroad (Front Street) and 7th Street (Martin Luther King Blvd.) on the other. It's eastern and western border are Stateline Avenue, literally the Texas/Arkansas border, on the east side and Lakeside Drive/Summerhill Road on the west. Major thoroughfares include: MLK Texas Blvd 4th Street Oak Street Front Street Stateline Ave
Include specific housing and commercial characteristics of this target area.	The Downtown/7th Street Corridor, Downtown Local Target area is an area of over 200 Brownfields properties with suspected or confirmed environmental contamination in an area of approximately 240 acres.
How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Citizens of Texarkana have asked the City to focus on downtown revitalization for at least ten years. Consultation with numerous agencies, public meetings, public hearings, citizen surveys, and votes of the duly elected City Council Members establish a strong consensus for moving forward to arrest the decline of this historic center of the town and revitalize the area's economic potential and potential for providing affordable housing close to city, county, state, federal and non-profit services.
Identify the needs in this target area.	Downtown and the 7th Street Corridor present many challenges to redevelopment. Of primary concern is that more than 200 properties within a 200 acre area are either confirmed or suspected of having various levels of environmental contamination ranging from lead paint to deadly gasoline additive buried underground and potentially leaking into the area's ground water. Many commercial, industrial, and residential properties are neglected, abandoned, or substandard. These problem properties are mixed in with functioning homes, businesses, and essential government services.

	What are the opportunities for improvement in this target area?	Developers are attracted to redevelopment downtown because of the existing infrastructure and unique architecture. The area is a food desert with great opportunity for affordable housing and commercial endeavors.
	Are there barriers to improvement in this target area?	The most significant barriers are the costs associated with environmental assessment and cleanup of asbestos, lead paint, mold, pigeon guano, and other hazardous or petroleum based contaminants. Texarkana's solid relationship with the U.S. EPA Brownfields program and the Texas Commission on Environmental Quality mitigate some of these challenges.

Table 47 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Beverly Neighborhood Revitalization Area and Downtown Texarkana:

The City of Texarkana, Texas is working in cooperation with the Texarkana Independent School District, Housing Authority of Texarkana, Texas, Texarkana Community College, non-profit agencies, and the private sector to bring about the revitalization of the City's Downtown/7th Street Corridor and Beverly Neighborhood.

These geographic regions were chosen because they have great potential and great need. These areas are bordered by major transportation routes, which are prime real estate for commercial development. These neighborhoods are provide significant opportunity for quality affordable housing. New multifamily units along with the development of new single family housing will provide what these neighborhoods need the most – safe, secure, quality, affordable, housing for families.

The combination of affordable rental units and the development of new single family housing will provide families who currently reside in these neighborhoods opportunities to become future property owners. The development of new affordable housing stock will provide opportunities for those families currently locked out of the homeownership market the opportunity to make their initial investment in the American dream of home ownership.

Moreover, the economic development potential in these areas can bring what is most needed to sustain these low-mod income areas: jobs.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

1	Priority Need Name	Aff. Housing Rehabilitation-Existing Units
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Housing Reconstruction Evaluate and Reduce Lead Paint Hazards Administer the CDBG Program
	Description	H1: Provide decent and affordable housing through single-family owner-occupied housing reconstruction for lower income residents. DH-2 Objective
	Basis for Relative Priority	Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priorities.
2	Priority Need Name	Aff. Housing Rehab-Existing Units Lead Paint
	Priority Level	Low
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Evaluate and Reduce Lead Paint Hazards Administer the CDBG Program

	Description	H2: Evaluate and Reduce Lead Hazards DH-1 Availability and Accessibility
	Basis for Relative Priority	Based on volume of pre-1980 housing where children are present. Significant health risk involved in exposure to children. Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priorities.
3	Priority Need Name	Aff. Housing Rental Assistance
	Priority Level	Low
	Population	Extremely Low Low Large Families Families with Children Elderly Public Housing Residents veterans
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Rental Assistance Information Dissemination Domestic Violence Prevention Supportive Housing Administer the CDBG Program
	Description	H. Provide rental assistance to low income individuals and families through dissemination of Section 8 Housing information. DH-2 Affordability
	Basis for Relative Priority	Relatively high numbers of low income families with housing cost burden of 50% or more.
4	Priority Need Name	Aff. Housing Production of New Units
	Priority Level	Low
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly

	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Housing Reconstruction Section 108 Loan Program for Economic Development Administer the CDBG Program
	Description	Support development of new affordable housing units in distressed communities. DH-1 Availability/Accessibility
	Basis for Relative Priority	Community priority for removal of Slum and Blight and proliferation of Brownfields in distressed areas.
5	Priority Need Name	Homelessness Outreach
	Priority Level	Low
	Population	Extremely Low Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization

	Associated Goals	Homelessness Outreach Administer the CDBG Program
	Description	Support community efforts to provide outreach to homeless individuals. Provide access to information on community service organization that address basic needs for homeless and special needs individual including mental health and substance abuse treatment, housing related services, elder care, and other social services. Provide information to promote easy access to emergency shelters for the homeless. Target area are designated, but the City expects this effort to be city-wide. SL -1 Availability/Accessibility
	Basis for Relative Priority	Homelessness in Texarkana. No Texarkana, Texas homeless shelter for families. Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priority.
6	Priority Need Name	Homelessness Emergency Shelter
	Priority Level	High
	Population	Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Homelessness Outreach Homelessness Emergency Shelter Administer the CDBG Program
	Description	Assist Randy Sams Homeless Shelter in application for ESG funding. SL-1 Availability/Accessibility

	Basis for Relative Priority	Emergency shelter cannot serve families with children or unaccompanied youth. Shelter is frequently filled to capacity. Shelter lacks efficient heat and air. Shelter needs supportive services space. Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priorities.
7	Priority Need Name	Homelessness Prevention
	Priority Level	High
	Population	Extremely Low Low Moderate Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Rental Assistance Information Dissemination Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Domestic Violence Prevention Supportive Housing Administer the CDBG Program
	Description	Prevent homelessness in at-risk populations. DH-1 Availability/Accessibility
	Basis for Relative Priority	Priority of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need.
8	Priority Need Name	Non-H - Public Facilities Parks Improvements
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Public Facilities and Parks Administer the CDBG Program
	Description	Improvements to public facilities/parks, trails, public buildings, public spaces. SL-1 Availability/Accessibility
	Basis for Relative Priority	Priority of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority indicates that the City expects other funding sources or community stakeholders to address Low Priority items.
9	Priority Need Name	Non-H - Public Improvements & Infrastructure
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Section 108 Loan Program for Economic Development Public Improvements and Infrastructure Public Facilities and Parks Administer the CDBG Program
	Description	Provide Public Improvements and Infrastructure in target areas. SL-1 Availability/Accessibility
	Basis for Relative Priority	Priority of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority indicates that the City expects other funding sources or community stakeholders to address Low Priority items.
10	Priority Need Name	Non-Housing - Public Services
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Public Services Administer the CDBG Program
	Description	Public Services provided to low and moderate income persons.
	Basis for Relative Priority	Priority of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority indicates that the City expects other funding sources or community stakeholders to address Low Priority items.
11	Priority Need Name	Non-H - Economic Development
	Priority Level	High
	Population	Non-housing Community Development
	Geographic Areas Affected	Downtown Area Beverly Community Revitalization
	Associated Goals	Section 108 Loan Program for Economic Development CDBG Revolving Loan Fund Administer the CDBG Program
	Description	Provide economic development activities and services in target areas to increase jobs, labor market participation rates, and create suitable living environments.
	Basis for Relative Priority	Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priorities.
12	Priority Need Name	Aff. Housing
	Priority Level	High
	Population	Low Moderate Large Families Families with Children Elderly Public Housing Residents

Geographic Areas Affected	Downtown Area Beverly Community Revitalization
Associated Goals	Housing Reconstruction Section 108 Loan Program for Economic Development First Time Home Buyer Down Payment Assistance Administer the CDBG Program
Description	Provide support for affordable housing for low and moderate income individuals and families.
Basis for Relative Priority	Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address Low Priorities.

Table 48 – Priority Needs Summary

Narrative (Optional)

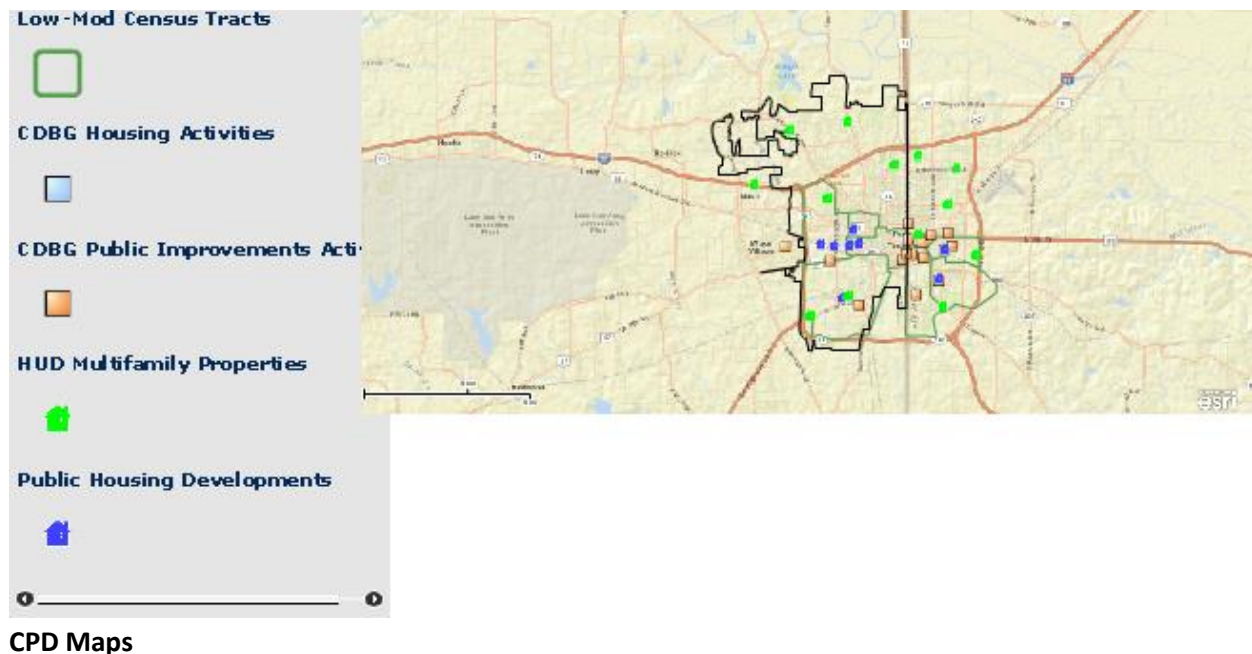
Priority Level of Low or High does not indicate the priority to the community or the population served. Rather, High Priority indicates the City of Texarkana will use CDBG funds at some point in the five years covered by this plan to address the priority need. Low Priority means the City expects other funding sources or community stakeholders to address "low" priorities.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Texarkana, Texas has high numbers of renters that currently have a housing cost burden greater than 50%. Many of these are in neighborhoods with high minority and low income concentrations.
TBRA for Non-Homeless Special Needs	Non-homeless, special needs individuals and families including, but not limited to, veterans, HIV/AIDS renters, the elderly, MHMR, constitute a significant proportion of households in Texarkana and are at greater risk for homelessness.
New Unit Production	Substandard properties abound in neighborhoods where there are high concentrations of minority and extremely low and low income individuals. Reconstruction and building new affordable units can help to revitalize these communities.
Rehabilitation	Texarkana also has high numbers of homes with one or more of the four housing problems. Downtown Texarkana has many properties that are structurally sound but require rehabilitation to be livable.
Acquisition, including preservation	Acquisition of properties for preservation, redevelopment, or to remove slum and blight conditions is necessary to stabilize neighborhoods and support revitalization efforts.

Table 49 – Influence of Market Conditions



SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City of Texarkana, Texas will use every funding source available to meet the housing, economic development, and social services needs of the residents of the city. The table below list some of the funding sources the City has already secured or for which the City will apply.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	285,999	2,500	517,866	806,365	806,365	Expected Amount Available based on yearly allocation plus program income times four years.
Section 108	public - federal	Economic Development Housing Public Improvements	1,429,000	0	0	1,429,000	1,429,000	The City was awarded Section 108 Loans funds to bolster redevelopment in downtown. Plans are to rehabilitate a downtown historic structure into Hotel Grim Lofts that will make 20 low/mod units available.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Supportive Housing Program	public - federal	Housing Other	450,000	0	0	450,000	1,800,000	The City acts as fiscal agent to support Domestic Violence Prevention's Supportive Housing Program which provides housing and supportive services to victims of domestic violence and their families.
Other	public - state	Housing	320,000	0	0	320,000	1,280,000	The City will seek funding from TDHCA for housing reconstruction on 10 houses.
Other	public - state	Public Improvements Public Services	20,000	0	0	20,000	0	The City will apply to the Texas Department of State Health Services for assistance for the Texarkana-Bowie County Department.
Other	public - local	Housing Public Services Other	16,000	0	0	16,000	52,000	The City intends to contribute labor/services for homeless services, prevention and outreach, especially in support of the Homeless Coalition and applications for funding.

Table 50 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City recognizes the importance of leveraging resources. It is estimated that these community development projects will bring \$1.75 in private resources spent in the local economy for each grant dollar invested. Moreover, most of the projects will require substantial private investments at a 9 to 1 ratio. Matching requirements will be met by in-kind donations of labor and/or materials.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly owned land or property located within the jurisdiction includes housing lots owned by the city, city parks, and scattered properties located in downtown. This property may be used to promote economic development, provide support for homeless programs, and/or affordable housing in Texarkana, Texas. Additionally, publicly owned land may also be used to support public health activities, infrastructure and public services, promoting livability and sustainability within the jurisdiction.

Discussion

The City expects to use CDBG funding as a leveraging tool to support community and economic development within the jurisdiction.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Domestic Violence Prevention	Non-profit organizations	Homelessness Non-homeless special needs Rental public services	Jurisdiction
RANDY SAMS' OUTREACH SHELTER, INC.	Non-profit organizations	Homelessness public services	Jurisdiction
Housing Authority of Texarkana, Texas	PHA	Non-homeless special needs Ownership Rental neighborhood improvements public facilities public services	Jurisdiction
THE SALVATION ARMY-TEXARKANA	Non-profit organizations	Homelessness Rental public services	Jurisdiction

Table 51 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Strengths and gaps are continuously assessed as an effort to enhance the coordination between the public and assisted housing providers, and among public and private health, mental health and other service agencies. Strengths include the broad range of services and service quality.

The City of Texarkana, Texas consulted with the Housing Authority of Texarkana, Texas during the development of this Plan. The Housing Authority of Texarkana, Texas (HATT) is the primary provider of the public housing units and subsidized housing programs. It is a separate legal entity controlled by a board of directors charged with the responsibility of helping to provide safe, decent and sanitary housing to the low income segment of population.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		
Rental Assistance	X	X	X
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	X
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	X
Healthcare	X		X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X		X
Transportation	X	X	X
Other			

Table 52 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

By far, the most significant gap in services recognized at this time is in provision of supportive housing for veterans and their families as well as for MHMR residents. Additionally, persons with HIV/AIDs are often served by programs addressing their other needs and no information about their health status is solicited. The Randy Sams shelter works closely with the Friendship center to address many of the mainstream services needed by homeless residents.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

One of the significant issues related to the service delivery model is that efforts could be coordinated better through the Homeless Coalition. Texarkana, Texas has no shelter for homeless families. The jurisdiction has no HUD VASH program provider.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The Salvation Army, located in Texarkana, Arkansas, is currently working with a property owner to secure a property in Texarkana, Texas, which would allow Texas homeless families to obtain services in Texas. Community Health Core provides mental health services and works with homeless veterans and their families. The City anticipates that Community Healthcore will obtain funding to provide HUD VASH to this segment of the homeless population.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	SHP Supportive Housing Program/CoC Transitional Housing Program	2013	2017	Homeless Non-Homeless Special Needs		Aff. Housing Rental Assistance Homelessness Prevention	Supportive Housing Program: \$2,250,000	Homelessness Prevention: 60 Persons Assisted
2	Home Buyer Assistance	2013	2017	Affordable Housing		Aff. Housing	CDBG: \$10,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
3	CDBG Revolving Loan Fund	2013	2017	Non-Housing Community Development	Downtown Area Beverly Community Revitalization	Non-H - Economic Development	CDBG: \$380,000	Facade treatment/business building rehabilitation: 5 Business Jobs created/retained: 10 Jobs Businesses assisted: 5 Businesses Assisted
4	Housing Reconstruction/ Rehabilitation	2013	2017	Affordable Housing	Downtown Area Beverly Community Revitalization	Aff. Housing Rehabilitation- Existing Units Aff. Housing Production of New Units Aff. Housing	CDBG: \$500,000 TDHCA: \$1,600,000	Homeowner Housing Rehabilitated: 14 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Evaluate and Reduce Lead Paint Hazards	2013	2017	Affordable Housing		Aff. Housing Rehabilitation- Existing Units Aff. Housing Rehab-Existing Units Lead Paint	General Fund: \$15,000	Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted
6	Rental Assistance Information Dissemination	2013	2017	Affordable Housing Public Housing		Aff. Housing Rental Assistance Homelessness Prevention	General Fund: \$5,000	Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted Homelessness Prevention: 100 Persons Assisted
7	Public Improvements and Infrastructure – Park & Public Access improvements	2016	2017	Non-Housing Community Development	Beverly Community Revitalization	Non-H - Public Improvements and Infrastructure Non-H - Public Facilities Parks Improvements	CDBG: \$70,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
8	Public Improvements and Infrastructure – Park & Public Access improvements	2016	2017	Non-Housing Community Development	Downtown Area	Non-H - Public Improvements & Infrastructure Non-H - Public Facilities Parks Improvements	CDBG: \$20,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Public Improvements and Infrastructure – Park & Public Access improvements	2016	2017	Non-Housing Community Development	Downtown Area & Beverly Community	Non-H - Public Improvements & Infrastructure Non-H - Public Facilities Parks Improvements	CDBG: \$3,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
10	Public Services	2016	2017	Non-Housing Public Service Needs	Downtown Area & Beverly Community	Non-Housing - Public Services	CDBG: \$6,125	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
11	Public Services	2016	2017	Non-Housing Public Service Needs	Downtown Area & Beverly Community	Non-Housing - Public Services	CDBG: \$15,174	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
12	Public Services	2016	2017	Non-Housing Public Service Needs	Beverly Community	Non-Housing – Public Services	CDBG: \$21,600	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	Public Improvements and Infrastructure	2014	2017	Non-Housing Community Development	Downtown Area Beverly Community Revitalization	Non-H - Public Improvements & Infrastructure	CDBG: \$97,556	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Buildings Demolished: 5 Buildings Housing Code Enforcement/Foreclosed Property Care: 10 Household Housing Unit
14	Homelessness Emergency Shelter	2013	2017	Homeless		Homelessness Emergency Shelter Homelessness Prevention	General Fund: \$16,000	Homeless Person Overnight Shelter: 100 Persons Assisted
15	Homelessness Prevention	2013	2017	Homeless Non-Homeless Special Needs		Homelessness Prevention	General Fund: \$16,000	Homelessness Prevention: 100 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
16	Homelessness Outreach	2013	2017	Homeless Non-Homeless Special Needs	Downtown Area Beverly Community Revitalization	Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention	General Fund: \$16,000	Homeless Person Overnight Shelter: 100 Persons Assisted Homelessness Prevention: 100 Persons Assisted
17	Section 108 Loan Program for Economic Development	2016	2017	Affordable Housing Non-Housing Community Development	Downtown Area	Aff. Housing Production of New Units Non-H - Economic Development Aff. Housing	Section 108: \$1,429,000	Facade treatment/business building rehabilitation: 1 Business Rental units constructed: 92 Low/Mod rental units constructed: 20 Household Housing Unit Jobs created/retained: 3 Jobs Businesses assisted: 1
18	Section 108 Loan Program for Economic Development- Prepayment on \$1,429,000 Loan	2016	2017	Affordable Housing Non-Housing Community Development	Downtown Area	Aff. Housing Production of New Units Non-H - Public Improvements & Infrastructure Non-H - Economic Development Aff. Housing	CDBG: \$762,265	Facade treatment/business building rehabilitation: 1 Business Rental units constructed: 92 Low/Mod rental units constructed: 20 Household Housing Unit Jobs created/retained: 3 Jobs Businesses assisted: 1

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
19	Administer the CDBG Program	2013	2017	Administration	Downtown Area Beverly Community Revitalization	Aff. Housing Rehabilitation-Existing Units Aff. Housing Rehab-Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing	CDBG: \$57,699	Other: 1 Other

Consolidated Plan

TEXARKANA

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Attachment: 2017-073 ATTH 02 Amended 2013-2017 Con Plan 6.15.17 (1670 : 2017-073 RES approving

Table 53 – Goals Summary

Goal Descriptions

1	Goal Name	SHP Supportive Housing Program/CoC Transitional Housing Program
	Goal Description	Act as fiscal agent for the Domestic Violence Prevention's, Randy Sams' Outreach Shelter and Texarkana Friendship Center's Transitional Housing Program, SHP grant and CoC grant.
2	Goal Name	Home Buyer Assistance
	Goal Description	Provide down payment assistance for first time home buyers.
3	Goal Name	CDBG Revolving Loan Fund
	Goal Description	Provide loans to qualified property owners for rehabilitation of commercial or residential property in downtown Texarkana.
4	Goal Name	Housing Reconstruction/Rehabilitation
	Goal Description	Provide decent and affordable housing through single-family owner-occupied housing reconstruction/rehabilitation for lower income residents.
5	Goal Name	Evaluate and Reduce Lead Paint Hazards
	Goal Description	Provide information and education to the public, re: lead risks; Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning; Develop technical capacity with staff
6	Goal Name	Rental Assistance Information Dissemination
	Goal Description	Provide rental assistance information to Texarkana residents via available information channels. Provide referrals to the Housing Authority.
7	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.

8	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce west to Oak St, north on Oak St to W. 5 th St, east along W. 5 th St to Spruce and south along Spruce to W. 4 th St.
9	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will use these funds for tree planting in the Downtown area and Beverly Community.
10	Goal Name	Public Services
	Goal Description	New public services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.
11	Goal Name	Public Services
	Goal Description	New public service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
12	Goal Name	Public Services
	Goal Description	New public services at Beverly Community Center providing youth development programs to low/moderate income families through a 501 (c) 3
13	Goal Name	Public Improvements and Infrastructure
	Goal Description	Provide public improvements and infrastructure in distressed and/or low-mod areas. Focus will be on Target Areas. Improvements may include water/sewer lines, sidewalks, trails, bike lanes, streetlights, communal spaces, flood control, rain gardens, and/or community garden spaces. May also include code enforcement and foreclosed property care.
14	Goal Name	Homelessness Emergency Shelter
	Goal Description	Support Randy Sams Homeless Shelter to obtain ESG funding. Purchase and deploy eCivis grants management software to manage grant applications and track progress.
15	Goal Name	Homelessness Prevention
	Goal Description	Participate in Homeless Coalition to support Continuum of Care operations and homelessness prevention services. Provide social services information to the public. Track participation through eCivis software.

16	Goal Name	Homelessness Outreach
	Goal Description	Support community efforts to provide outreach to homeless individuals or those at-risk of homelessness. Provide access to information on community service organizations that address basic needs for homeless and special needs individuals. Provide information to police, fire, and health care facilities on options for assisting homeless persons. Participation in the Homeless Coalition will be central to meeting this goal.
17	Goal Name	Section 108 Loan Program – Hotel Grim Lofts
	Goal Description	The City will use these loan funds to assist with rehabilitation of a downtown structure into Hotel Grim Lofts that will provide twenty low/mod units.
18	Goal Name	Section 108 Loan Program for Economic Development-Prepayment
	Goal Description	CDBG funds will be used to pre-pay \$762,265 of the \$1,429,000 balance on the City’s Section 108 loan. Loan funds used to provide 20 low/mod housing units in the Hotel Grim Lofts in downtown Texarkana.
19	Goal Name	Administer the CDBG Program
	Goal Description	Administration of the CDBG Program.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Though the City does not participate in the HOME program, the City recognizes and applies HOME's definition of affordable housing. According to HUD's Office of Affordable Housing:

The generally accepted definition of affordability is for a household to pay no more than 30 percent of its annual income on housing. Families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. An estimated 12 million renter and homeowner households now pay more than 50 percent of their annual incomes for housing, and a family with one full-time worker earning the minimum wage cannot afford the local fair-market rent for a two-bedroom apartment anywhere in the United States. The lack of affordable housing is a significant hardship for low-income households preventing them from meeting their other basic needs, such as nutrition and healthcare, or saving for their future and that of their families.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/

Consequently, Texarkana's strategic goals for this five year period include provisions of affordable housing for 80 extremely low-income, low-income, and/or moderate-income families including housing reconstruction for 15 households, first-time home buyer assistance to 5 households, assistance to 60 households through the partnership with Domestic Violence Prevention and the Supportive Housing Program.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)**Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

Texarkana is not required to increase the number of accessible units under a Section 504 Voluntary Compliance Agreement.

Activities to Increase Resident Involvements

The Housing Authority actively promotes resident involvement through targeted outreach via website, flyers, emails, mailing lists, and community notice boards at all community centers on Housing Authority properties.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

The Texarkana, Texas Housing Authority is not designed as "troubled" under 24 CFR part 902.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

There are many factors that affect the cost and production or maintenance of housing affordable to extremely low-, low-, and moderate-income families (at or below 80% of Median Family Income (MFI)). An analysis of these factors has aided the City in developing programs that reduce the adverse effects of these constraints on the supply and cost of housing.

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the changing need of public policies, the City will review them periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable housing.

The City of Texarkana, Texas has not identified any public policies that serve as barriers to affordable housing, and therefore did not need to develop strategies to remove or lessen negative effects that serve as barriers to affordable housing. However, the City has identified the following other barriers to affordable housing:

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The Analysis of Impediments indicated no significant institutional barriers to affordable housing exist in Texarkana. Pre-development, building permit and inspection expenses are average in terms of housing construction and renovation costs.

To maintain the City's commitment to prevent barriers to affordable housing the City will:

- Maintain flexibility in zoning and building requirements when appropriate to allow for infill housing development and to provide technical assistance to developers of affordable housing. Posters & literature displayed and made available at city office buildings, utility building, and the public library;
- Monitor city-sponsored projects for equal access and compliance of the Fair Housing Act and Building Dept. officials monitors code compliance to Fair Housing standards;
- Hold periodic Public Hearings providing information and requesting public comment on fair housing or related issues;

- Provide homebuyer and homeowner education, including fair housing information, was provided by the city and other local housing services providers;
- Conduct outreach efforts to for-profit and non-profit builders and developers through funding and technical assistance to increase the supply of decent, affordable housing within low to moderate income neighborhoods as well as creation of affordable housing on a city-wide basis;
- Maintain an Affirmative Marketing Plan to directly market newly-developed City-assisted housing units to minority groups least likely to apply to homeownership programs.
- Meet with local lenders and home builders to encourage the use of non-traditional client loan qualifying and loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Conduct public outreach regarding availability of housing and housing assistance including translation of housing application materials into Spanish, and maintains bi-lingual staff in order to assist applicants and clients who are not English-proficient;
- Support local Continuum of Care efforts for homeless populations and provides ongoing support and technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management and credit counseling;
- Researching the possibility of adopting a Fair Housing ordinance to ensure that fair housing options are available to its citizens.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City continues to take a leadership role in the Texarkana Homeless Coalition and has been an integral part of the Continuum of Care (CoC) Process. The Texarkana Homeless Coalition is part of the Texas Balance of State CoC but maintains a local planning process to identify local needs, priorities and goals to assist homeless families and individuals in Texarkana. The CoC was developed through a planned process in conjunction with the City, the Texas Homeless Network and local housing and service providers and is based upon historical data, surveys, and the knowledge of the many different providers' staff. The City worked closely with coalition members to conduct a point in time count for sheltered and unsheltered homeless, subpopulation groups, and identify gaps and needs for housing and supportive services.

The City's primary goal is to assist non-profit agencies in expanding and enhancing their access to available HUD Continuum of Care and Emergency Solutions Grant funding. Within this priority are five major strategies:

- To enhance collaboration between homeless providers and other supportive service agencies through consultant support of the operation of the Texarkana Homeless Coalition;
- To coordinate resources in the community for the expansion and enhancement of a multi-county and multi-state Continuum of Care system;
- To assist in the prevention of homelessness through the use of housing rehabilitation and reconstruction to help prevent homelessness;
- To collaborate with the Texarkana Homeless Coalition and assist in the development of housing alternatives for homeless persons; and
- To continue collaboration with Texarkana Homeless Coalition through their participation in the Texas Balance of State Continuum of Care and the development of permanent supportive housing programs for chronically homeless individuals and families.

The City provided the following to the Texarkana Homeless Coalition in PY11:

- Attended monthly Texarkana Homeless Coalition meetings and provided technical and consultation support in the development of the Coalition's 5-Year Plan to End Homelessness.
- Assisted with Point-in-Time Homeless Count for Texarkana, Texas in January 2011 in conjunction with the Texas Balance of State CoC count. This "Shelter & Housing Inventory Point-In-Time" count was conducted in January 2012 and included an update of the current emergency, transitional housing and permanent supportive housing inventory continuum of care inventory, as well as those under development. Specifically, the definitions used for survey purposes were: 1) Emergency Shelter: Buildings designed to house persons experiencing homelessness and 2) Transitional Housing: Temporary and transitional housing programs for persons experiencing

homelessness and which may include supportive services. Homeless subpopulations were tallied for “sheltered” persons in each category.

- Serves as the fiscal agent for the SHP grant.

In addition, for unsheltered persons, a further attempt was made to indicate the name of the person and identify the person’s “usual geographic location”. Unmet housing needs were agreed upon by the Coalition members using the data obtained from the count and housing and supportive services staff also provided information on the unmet needs that exist within their target population.

- Serving as the fiscal agent for a Supportive Housing Program Grant (\$907,635) on behalf of the Texarkana Friendship Center and Domestic Violence Prevention, two members of the Coalition, to implement a transitional housing program in Texarkana.

Addressing the emergency and transitional housing needs of homeless persons

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

There are approximately 11,000 housing units built in the City of Texarkana prior to 1980. As such, those units exhibit a higher probability of containing lead paint hazards than those constructed since that time. Of the older units, 8,000 are occupied and the remainder (3,500) are either vacant or have been demolished. Assuming a proportionate distribution of housing by tenure through all income levels, approximately 4,750 of these housing units are being occupied by extremely low, low, and moderate-income families.

Southwest Texarkana's residential area is filled with older housing stock. In addition, populations living at 80% MFI or below are more likely to live in sub-standard housing and have other risk factors that increase the risk of lead poisoning, including poor nutrition, older housing with children less than 6 years of age, and higher levels of exposure to lead dust due to poor cleanliness.

The City of Texarkana will continue to focus on two areas during the 2013-2017 program years to evaluate and reduce lead-based paint hazards:

Provide extensive training for the City's Code Enforcement, Inspection and Demolition Departments on recognizing lead based paint and other contaminants that may be present in older housing stock; By following the State of Texas' goal to eliminate lead poisoning in children less than 72 months of age, the City will increase the availability of information concerning lead-based paint for the general public through partnering with the Texarkana Bowie County Family Health Center by using brochures, posters, etc. and through electronic media, including television commercials and the City website. The information will cover the importance of being informed on sources of lead exposure, including lead paint hazards and where to get assistance. The City will continue to pursue lead-based paint evaluation and reduction through housing demolition activities proposed.

How are the actions listed above related to the extent of lead poisoning and hazards?

Housing identified as having lead hazards are targeted for abatement and remediation to make the housing stock lead-safe. Removing all lead-based paint from every house within the City of Texarkana is not an economically feasible or realistic goal. However, the City addresses this issue through disseminating printed information concerning lead-based paint hazards to all residents in our housing rehabilitation/reconstruction program. Additionally, the City's housing rehabilitation/reconstruction contractors are certified and/or have received training in the identification of lead hazards, proper methods of paint stabilization, interim control, abatement procedures and rehabilitation/reconstruction activities. The City also ensures compliance with lead hazard reduction requirements when CDBG funding is used to acquire and/or renovate existing buildings for housing. The City includes language in all sub recipient contracts identifying all lead regulations and procedures for notification and remediation.

How are the actions listed above integrated into housing policies and procedures?

The City's housing policies and procedures reflect the goals enumerated in the CDBG plan.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

As detailed throughout this document regarding the priority needs identified by the City, and the goals and objectives established to address those needs, the City hopes to reduce the number of poverty-level families by targeting CDBG and other federal, state and local funds to projects that will provide services to foster self-sufficiency, in conjunction with the provision of housing, shelter and other public facilities. The overriding goal of the City is to provide the environment and tools necessary to enable all city residents to realize a greater degree of economic stability.

The City's Anti-Poverty Strategy Includes:

Collaborating with local college and community supportive service providers to provide access to information on:

- Job skills training
- Employment opportunities
- Financial management training

Apply to Federal and State grant funding programs to provide:

- Down-payment and closing cost assistance
- Housing Reconstruction and Emergency housing repairs
- Job Training
- Business start-up
- Commercial property assessment and cleanup

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The goals, programs, and policies in this plan are targeted to low and moderate income individuals, to distressed areas, and to assisting other agencies that also seek to ameliorate poverty in the region.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The PCD Department is responsible for establishing fundability then monitoring all other projects and activities that are funded by CDBG and other federal and state agencies. In the beginning of each program year, the PCD Department develops an Annual Monitoring Plan/Schedule for all projects and activities.

This plan is derived by conducting a risk assessment analysis on all projects and activities included in the Action Plan and takes into consideration HUD's requirements for post-completion monitoring such as minimum-use period, affordability, income eligibility, and housing quality standards requirements. A risk assessment is a qualitative analysis of certain risk factors that helps determine the relative compliance and performance risk for a specific project or activity. The objective of the risk assessment is to allocate a larger share of monitoring resources to those program functions posing the highest risk. The risk factors considered include program/project complexity; level of funding; sub recipient, public agency or project sponsor capacity; quality of existing reporting documentation; and whether there is a history of compliance issues.

All projects administered by PCD undergo annual desk reviews as well as periodic reviews when reimbursement is requested. When these activities involve construction, PCD staff members perform a physical inspection of the work that has been completed and reviews the Davis Bacon documentation prior to any payment, if applicable. On-site monitoring visits are conducted in accordance with the Annual Monitoring Plan/Schedule. The City of Texarkana understands the importance of performing a periodic self-evaluation with respect the goals and objectives outlined in the Consolidated Plan as well as the activities included in each Action Plans. The purpose of this review is to ensure long-term compliance with program and comprehensive planning requirements.

The core component of the City's structure for program monitoring is the Integrated Disbursement and Information System (IDIS). In this system, all CDBG funded projects can be reviewed in report format to track the timely expenditure of funds as well as overall program performance. The City must ensure that all program funds are expended in a timely manner. Each program's definition of timeliness is provided below. A grantee is considered to be timely, "if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant."

The primary means of assessing program performance is through the development of the Consolidated Annual Performance and Evaluation Report (CAPER) at the end of each program year. The information that is provided in this report allows the City and HUD to review the overall program performance. The

performance measurement system clearly demonstrates whether the City has met the annual goals and objectives and whether the City is on target to meet the five-year goals and objectives.

The second layer of program performance is provided through a periodic review by the City's Internal Audit Department as well as an annual review by independent external auditors. The information that is obtained from these audits is evaluated and often incorporated as revisions to the City's policies and procedures.

The final layer of monitoring is through citizen participation. PCD staff gives presentations at community meetings during the year throughout the City to discuss community needs and activities that are underway to meet those needs. An overview of how CDBG funds are being utilized and what is being accomplished is also presented.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Texarkana, Texas will use every funding source available to meet the housing, economic development, and social services needs of the residents of the city. The table below list some of the funding sources the City has already secured or for which the City will apply.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	285,999	2,500	517,866	806,365	806,365	Expected Amount Available based on yearly allocation plus program income times four years.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Section 108	public - federal	Economic Development Housing Public Improvements	1,429,000	0	0	1,429,000	1,429,000	The City has been awarded Section 108 Loans funds to bolster redevelopment in downtown. Plans are to rehabilitate a downtown historic structure into Hotel Grim Lofts and make twenty low/mod housing units available.
Supportive Housing Program	public - federal	Housing Other	450,000	0	0	450,000	1,800,000	The City acts as fiscal agent to support Domestic Violence Prevention's Supportive Housing Program which provides housing and supportive services to victims of domestic violence and their families.
Other	public - state	Housing	320,000	0	0	320,000	1,280,000	The City will seek funding from TDHCA for housing reconstruction on 10 houses.
Other	public - state	Public Improvements Public Services	20,000	0	0	20,000	0	The City will apply to the Texas Department of State Health Services for assistance for the Texarkana-Bowie County Department.
Other	public - local	Housing Public Services Other	16,000	0	0	16,000	52,000	The City intends to contribute labor/services for homeless services, prevention and outreach, especially in support of the Homeless Coalition and applications for funding.

Table 54 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City recognizes the importance of leveraging resources. It is estimated that these community development projects will bring \$1.75 in private resources spent in the local economy for each grant dollar invested. Moreover, most of the projects will require substantial private investments at a 9 to 1 ratio. Matching requirements will be met by in-kind donations of labor and/or materials.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly owned land or property located within the jurisdiction includes housing lots owned by the city, city parks, and scattered properties located in downtown. This property may be used to promote economic development, provide support for homeless programs, and/or affordable housing in Texarkana, Texas. Additionally, publicly owned land may also be used to support public health activities, infrastructure and public services, promoting livability and sustainability within the jurisdiction.

Discussion

The City expects to use CDBG funding as a leveraging tool to support community and economic development within the jurisdiction.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Supportive Housing Program / CoC Transitional Housing Program	2013	2017	Homeless Non-Homeless Special Needs		Aff. Housing Rental Assistance Homelessness Emergency Shelter Non-Housing - Public Services	Supportive Housing Program: \$2,250,000	Tenant-based rental assistance / Rapid Rehousing: 60 Households Assisted Housing for People with HIV/AIDS added: 2 Household Housing Unit
2	Home Buyer Assistance	2016	2017	Affordable Housing		Aff. Housing	CDBG: \$10,000	Direct Financial Assistance to Homebuyers: 2 households assisted
3	CDBG Revolving Loan Fund	2016	2017	Non-Housing Community Development	Downtown Area	Non-H - Economic Development	CDBG: \$380,000	Facade treatment/business building rehabilitation: Jobs created/retained: Businesses assisted:

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Housing Reconstruction / Rehabilitation	2013	2017	Affordable Housing	Beverly Community Revitalization	Aff. Housing Rehabilitation- Existing Units Aff. Housing Production of New Units	CDBG: \$500,000 TDHCA: \$1,600,000	Homeowner Housing Rehabilitated: 14 Househc Housing Units
5	Evaluate and Reduce Lead Paint Hazards	2013	2017	Affordable Housing		Aff. Housing Rehab- Existing Units Lead Paint	General Fund: \$15,000	Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted
6	Rental Assistance Information Dissemination	2013	2017	Affordable Housing Public Housing		Aff. Housing Rental Assistance	General Fund: \$5,000	Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted
7	Public Improvements and Infrastructure – Parks & Public Access improvements	2016	2017	Non-Housing Community Development	Beverly Community Revitalization	Non-H - Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$70,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
8	Public Improvements and Infrastructure – Parks & Public Access improvements	2016	2017	Non-Housing Community Development	Downtown Area	Non-H - Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$20,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Public Improvements and Infrastructure – Parks & Public Access improvements	2016	2017	Non-Housing Community Development	Downtown Area & Beverly Community	Non-H - Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$3,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted
10	Public Services	2016	2017	Non-Housing - Public Services	Downtown Area & Beverly Community	Non-Housing - Public Services	CDBG: \$6,125	Public service activities other than Low/Moderate Income Housing Benefit: 2 Persons Assisted
11	Public Services	2016	2017	Non-Housing - Public Services	Downtown Area & Beverly Community	Non-Housing - Public Services	CDBG: \$15,174	Public service activities other than Low/Moderate Income Housing Benefit: 3 Persons Assisted
12	Public Services	2016	2017	Non-Housing - Public Services	Beverly Community	Non-Housing - Public Services	CDBG: \$21,600	Public service activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted
13	Public Improvements & Infrastructure	2014	2017	Non-Housing Community developments	Downtown Area & Beverly Community	Non-H – Public Improvements & Infrastructure	CDBG: \$97,556	Public Facility or Infrastructure activities other than Low/Moderate income housing benefit: 5 persons assisted
14	Homelessness Emergency Shelter	2013	2017	Homeless		Homelessness emergency shelter Homelessness prevention	General Fund: \$16,000	Homeless Person Overnight Shelter: 100 persons assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	Homelessness Prevention	2013	2017	Homeless Non-Homeless Special Needs		Homelessness Prevention	General Fund: \$16,000	Homelessness Prevention: 100 Persons Assisted
16	Homelessness Outreach	2013	2017	Homeless Non-Homeless Special Needs		Homelessness Outreach Homelessness Prevention	General Fund: \$16,000	Homeless Person Overnigh Shelter: 100 Persons Assisted Homelessness Prevention: 20 Persons Assisted
17	Section 108 Loan Program for Economic Development	2016	2017	Affordable Housing Non-Housing Community Development	Downtown Area	Aff. Housing Production of New Units Non-H - Economic Development Aff. Housing	Section 108: \$1,429,000	Facade treatment/busines building rehabilitation: 1 Business Rental units constructed: 9 Low/Mod rental units constructed: 20 Household Housing Unit Jobs created/retained: 3 Jobs Businesses assisted: 1
12	Section 108 Loan Program for Economic Development – Prepayment on \$1,429,000 Loan balance	2016	2017	Affordable Housing Non-Housing Community Development	Downtown Area	Non-H - Public Improvements & Infrastructure Non-H - Economic Development Aff. Housing	CDBG: \$762,265	Facade treatment/busines building rehabilitation: 1 Business Rental units constructed: 9 Low/Mod rental units constructed: 20 Household Housing Unit Jobs created/retained: 3 Jobs Businesses assisted: 1

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Administer the CDBG Program	2016	2017	Administration	Downtown Area Beverly Community Revitalization	Aff. Housing Rehabilitation- Existing Units Aff. Housing Rehab- Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing	CDBG: \$57,699	Other: 1 Other

Table 55 – Goals Summary

Goal Descriptions

1	Goal Name	SHP Supportive Housing Program/CoC Transitional Housing Program
	Goal Description	Act as fiscal agent for the Domestic Violence Prevention's, Randy Sams' Outreach Shelter and Texarkana Friendship Center's Transitional Housing Program, SHP grant and CoC grant.
2	Goal Name	Home Buyer Assistance
	Goal Description	Provide down payment assistance for first time home buyers.
3	Goal Name	CDBG Revolving Loan Fund
	Goal Description	Provide loans to qualified property owners for rehabilitation of commercial or residential property in downtown Texarkana.
4	Goal Name	Housing Reconstruction/Rehabilitation
	Goal Description	Provide decent and affordable housing through single-family owner-occupied housing reconstruction/rehabilitation for lower income residents.
5	Goal Name	Evaluate and Reduce Lead Paint Hazards
	Goal Description	Provide information and education to the public, re: lead risks; Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning; Develop technical capacity with staff
6	Goal Name	Rental Assistance Information Dissemination
	Goal Description	Provide rental assistance information to Texarkana residents via available information channels. Provide referrals to the Housing Authority.
7	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.

8	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce west to Oak St, north on Oak St to W. 5 th St, east along W. 5 th St to Spruce and south along Spruce to W. 4 th St.
9	Goal Name	Public Improvements and Infrastructure – Park & Public Access Improvements
	Goal Description	The City will use these funds for tree planting in the Downtown area and Beverly Community.
10	Goal Name	Public Services
	Goal Description	New public services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.
11	Goal Name	Public Services
	Goal Description	New public service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
12	Goal Name	Public Services
	Goal Description	New public services at Beverly Community Center providing youth development programs to low/moderate income families through a 501 (c) 3
13	Goal Name	Public Improvements and Infrastructure
	Goal Description	Provide public improvements and infrastructure in distressed and/or low-mod areas. Focus will be on Target Areas. Improvements may include water/sewer lines, sidewalks, trails, bike lanes, streetlights, communal spaces, flood control, rain gardens, and/or community garden spaces. May also include code enforcement and foreclosed property care.
14	Goal Name	Homelessness Emergency Shelter
	Goal Description	Support Randy Sams Homeless Shelter to obtain ESG funding. Purchase and deploy eCivis grants management software to manage grant applications and track progress.
15	Goal Name	Homelessness Prevention
	Goal Description	Participate in Homeless Coalition to support Continuum of Care operations and homelessness prevention services. Provide social services information to the public. Track participation through eCivis software.

16	Goal Name	Homelessness Outreach
	Goal Description	Support community efforts to provide outreach to homeless individuals or those at-risk of homelessness. Provide access to information on community service organizations that address basic needs for homeless and special needs individuals. Provide information to police, fire, and health care facilities on options for assisting homeless persons. Participation in the Homeless Coalition will be central to meeting this goal.
17	Goal Name	Section 108 Loan Program – Hotel Grim Lofts
	Goal Description	The City will use these loan funds to assist with rehabilitation of a downtown structure into Hotel Grim Lofts that will provide twenty low/mod units.
18	Goal Name	Section 108 Loan Program for Economic Development-Prepayment
	Goal Description	CDBG funds will be used to pre-pay \$762,265 of the \$1,429,000 balance on the City’s Section 108 loan. Loan funds used to provide 20 low/mod housing units in the Hotel Grim Lofts in downtown Texarkana.
19	Goal Name	Administer the CDBG Program
	Goal Description	Administration of the CDBG Program.

Projects

AP-35 Projects – 91.220(d)

Introduction

In this section of the CDBG Annual Plan, the City of Texarkana, Texas provides a summary of the eligible program and/or activities that will take place during the program to address the priority needs and specific objectives identified in the Strategic Plan. Eligible programs and activities are referred to as "Projects."

Projects

#	Project Name
1	SHP Supportive Housing Program/CoC Transitional Housing Program
2	Home Buyer Assistance Program
3	Revolving Loan Fund
4	Housing Reconstruction/Rehabilitation
5	Evaluate and Reduce Lead Paint Hazards
6	Rental Assistance Information
7	Public Improvements-Beverly Sidewalks/Bike Facilities
8	Public Improvements-Downtown Sidewalks/Bike Facilities
9	Public Improvements-Tree Planting Downtown & Beverly
10	Public Services-VISTA Program
11	Public Services-Life Skills Program
12	Public Services-Youth Program
13	Public Improvements & Infrastructure
14	Homelessness Emergency Shelter Assistance
15	Homelessness Prevention
16	Homeless Outreach
17	Section 108 Loans for Economic Development
18	Section 108 Loan Program - Prepayment
19	CDBG Program Administration

Table 56 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities selected as High or Low Priority Goals and Projects were identified through analysis of local need, market analysis, consultation with local, state, and federal agencies and citizen participation. High Priority projects will receive funding through CDBG funds. Funding for Low Priority Goals and Projects comes from sources other than CDBG. The greatest obstacle to addressing underserved needs is obviously funding.

AP-38 Project Summary

Project Summary Information

1	Project Name	SHP Supportive Housing Program/CoC Transitional Housing Program
	Target Area	
	Goals Supported	Domestic Violence Prevention, Randy Sams Outreach Shelter and Texarkana Friendship Center Supportive Housing/CoC Transitional Housing Programs
	Needs Addressed	Aff. Housing Rental Assistance Homelessness Prevention
	Funding	Supportive Housing Program: \$2,250,000
	Description	Act as fiscal agent for the Domestic Violence Prevention's, Randy Sams Outreach Shelter and Texarkana Friendship Center's Supportive/Transitional Housing Program SHP grant.
	Planned Activities	Act as fiscal agent for the Domestic Violence Prevention's, Randy Sams Outreach Shelter and Texarkana Friendship Center's Supportive/Transitional Housing Program SHP grant.
2	Project Name	Home Buyer Assistance Program
	Target Area	
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$10,000
	Description	Provide down payment assistance for low/mod households.
	Planned Activities	Provide down payment assistance for two low/mod households. The City will work with Housing Authority and local lenders to qualify applicants for the program.

3	Project Name	Revolving Loan Fund
	Target Area	Downtown Area
	Goals Supported	CDBG Revolving Loan Fund
	Needs Addressed	Non-H - Economic Development
	Funding	CDBG: \$380,000
	Description	Provide revolving loans to private businesses for economic development in target areas.
	Planned Activities	Provide loans to qualified property owners for rehabilitation of commercial or residential property in downtown Texarkana.
4	Project Name	Housing Reconstruction/Rehabilitation
	Target Area	Beverly Community Revitalization
	Goals Supported	Housing Reconstruction/Rehabilitation
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units
	Funding	CDBG: \$500,000 TDHCA: \$1,600,000
	Description	Reconstruction/rehabilitation of housing for low and moderate income homeowners.
	Planned Activities	Housing Reconstruction of units for low and moderate income units. Housing rehabilitation funds for housing repairs for low and moderate income households.
5	Project Name	Evaluate and Reduce Lead Paint Hazards
	Target Area	Downtown Area Beverly Community Revitalization
	Goals Supported	Evaluate and Reduce Lead Paint Hazards

	Needs Addressed	Aff. Housing Rehab-Existing Units Lead Paint
	Funding	General Fund: \$15,000
	Description	Provide information and education to the public, re: lead risks; Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning; Develop technical capacity with staff.
	Planned Activities	Provide information and education to the public, re: lead risks; Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning; Develop technical capacity with staff.
6	Project Name	Rental Assistance Information
	Target Area	
	Goals Supported	Rental Assistance Information Dissemination
	Needs Addressed	Aff. Housing Rental Assistance
	Funding	General Fund: \$5,000
	Description	The City will disseminate information to assist persons and households to obtain affordable housing, housing assistance, and/or homelessness prevention information.
	Planned Activities	The City will disseminate information to assist persons and households to obtain affordable housing, housing assistance, and/or homelessness prevention information.
7	Project Name	Public Improvements-Beverly Sidewalks/Bike Facilities
	Target Area	Beverly Community Revitalization
	Goals Supported	Public Improvements & Infrastructure-Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements
	Funding	CDBG: \$70,000
	Description	Install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets & bicycle racks in the Beverly Community.

	Planned Activities	Provide improvements to public infrastructure and parks to improve safety, usability, and accessibility in target areas.
8	Project Name	Public Improvements – Downtown Sidewalks/Bike Facilities
	Target Area	Downtown area
	Goals Supported	Public Improvements & Infrastructure-Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements
	Funding	CDBG: \$20,000
	Description	Improvements to downtown area.
	Planned Activities	Install/Improve sidewalks & bicycle facilities in downtown near Randy Sams' Outreach Shelter-W. 4 th St from Spruce west to Oak St, north on Oak St to W. 5 th St, east along W. 5 th St to Spruce and south along Spruce to W. 4 th St.
9	Project Name	Public Improvements-Tree planting Downtown & Beverly
	Target Area	Downtown & Beverly Community
	Goals Supported	Public Improvements & Infrastructure-Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements
	Funding	CDBG: \$3,500
	Description	Tree planting in downtown area & Beverly community
	Planned Activities	Tree planting in downtown area & Beverly community
10	Project Name	Public Services-VISTA Program
	Target Area	
	Goals Supported	Public Services

	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$6,125
	Description	Public services related to Coordinated Entry VISTA Program
	Planned Activities	The City intends to assist with Vista program to address identified community needs and better serve individuals & families experiencing homelessness. The City will use CDBG funds in working with homeless providers, health department, community college, neighborhood organizations, employers of low/mod persons, and owners of micro-businesses to provide public service benefits.
11	Project Name	Public Services-Life Skills Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$15,174
	Description	Public services related to Life Skills Program
12	Planned Activities	The City intends to assist Randy Sams Outreach Shelter to provide life skills classes for women and children experiencing homelessness. The City will use CDBG funds in working with homeless providers, health department, community college, neighborhood organizations, employers of low/mod persons, and owners of micro-businesses to provide public service benefits.
	Project Name	Public Services-Youth Programs
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$21,600

	Description	Public services related to Youth Program
	Planned Activities	The City intends to assist with providing youth development programs to low/moderate income families through a 501 (c) 3. The City will use CDBG funds in working with homeless providers, health department, community college, neighborhood organizations, employers of low/mod persons, and owners of micro-businesses to provide public service benefits.
13	Project Name	Public Improvements and Infrastructure
	Target Area	Downtown, Beverly
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Non-H – Public Improvements and Infrastructure
	Funding	CDBG: \$97,556
	Description	Provide public improvements and infrastructure in distressed and/or low/mod areas. Focus will be on Target Areas. The City will provide ADA specified improvements at the Beverly Community Center to insure persons with disabilities have full access to all services provided at the center. Other improvements may include water/sewer lines, sidewalks, trails, bike lanes, streetlights, communal spaces, flood control, rain gardens, tree planting and/or community garden spaces. May also include code enforcement and foreclosed property care.
	Planned Activities	Provide public improvements and infrastructure in distressed and/or low/mod areas. Focus will be on Target Areas. The City will provide ADA specified improvements at the Beverly Community Center to insure persons with disabilities have full access to all services provided at the center. Other improvements may include water/sewer lines, sidewalks, trails, bike lanes, streetlights, communal spaces, flood control, rain gardens, and/or community garden spaces. May also include code enforcement and foreclosed property care.
14	Project Name	Homelessness Emergency Shelter Assistance
	Target Area	
	Goals Supported	Homelessness Emergency Shelter

	Needs Addressed	Homelessness Emergency Shelter
	Funding	General Fund: \$16,000
	Description	Assistance for fund development for emergency shelter including participation in Homeless Coalition.
	Planned Activities	The City plans to assist the Homeless Coalition and Randy Sams Homeless shelter to research and apply for grants and will participate on the Coalition; contributions of personnel costs through the City's General Fund.
15	Project Name	Homelessness Prevention
	Target Area	
	Goals Supported	Homelessness Prevention
	Needs Addressed	Homelessness Prevention
	Funding	General Fund: \$16,000
	Description	Assistance for homelessness prevention programs through funding for grant management programs.
	Planned Activities	The City intends to contribute personnel resources paid for through General Fund to the Homeless Coalition and to support Randy Sams Homeless Shelter through implementation of the eCivis software.
16	Project Name	Homeless Outreach
	Target Area	
	Goals Supported	Homelessness Outreach
	Needs Addressed	Homelessness Prevention
	Funding	General Fund: \$16,000
	Description	Provide Outreach to homeless persons to assist them in receiving services, shelter, and housing.
	Planned Activities	

17	Project Name	Section 108 Loans for Economic Development – Hotel Grim Lofts
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Program for Economic Development
	Needs Addressed	Aff. Housing Production of New Units Non-H - Public Improvements & Infrastructure Non-H - Economic Development Aff. Housing
	Funding	Section 108: \$1,429,000
	Description	Section 108 Loan Program to make low cost loans available for development of mixed use properties Downtown. The City will use these loan funds to assist with rehabilitation of a downtown historic structure into Hotel Grim Lofts that will provide 20 low/mod housing units.
	Planned Activities	Section 108 Loan Program to make low cost loans available for development of mixed use properties Downtown. The City will use these loan funds to assist with rehabilitation of a downtown historic structure into Hotel Grim Lofts that will provide 20 low/mod housing units.
18	Project Name	Section 108 Loans for Economic Development – Hotel Grim Lofts
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Program for Economic Development - Prepayment
	Needs Addressed	Aff. Housing Production of New Units Non-H - Public Improvements & Infrastructure Non-H - Economic Development Aff. Housing
	Funding	CDBG: \$762,265
	Description	Prepayment of \$512,265 in PY2016 and \$250,000 in PY2017 on \$1,429,000 Section 108 loan
	Planned Activities	CDBG funds will be used to pre-pay \$512,265 of the \$1,429,000 balance on the City's Section 108 loan. Loan funds used to provide 20 low/mod housing units in the Hotel Grim Lofts in downtown Texarkana.

19	Project Name	CDBG Program Administration
	Target Area	Downtown Area Beverly Community Revitalization
	Goals Supported	Domestic Violence Prevention Supportive Housing CDBG Revolving Loan Fund Housing Reconstruction Evaluate and Reduce Lead Paint Hazards Rental Assistance Information Dissemination Public Facilities and Parks Public Services - Health Department Homelessness Emergency Shelter Homelessness Prevention Homelessness Outreach Section 108 Loan Program for Economic Development Administer the CDBG Program
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units, Aff. Housing Rehab-Existing Units Lead Paint, Aff. Housing Rental Assistance Aff. Housing Production of New Units, Homelessness Outreach, Homelessness Emergency Shelter Homelessness Prevention, Non-H - Public Facilities Parks Improvements, Non-H - Public Improvements & Infrastructure Non-Housing - Public Services, Non-H - Economic Development, Aff. Housing
	Funding	CDBG: \$57,699
	Description	Administer the CDBG program
	Planned Activities	Administer the CDBG program.

Table 57 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Texarkana has many safe, affordable, and livable neighborhoods. However, some areas of the city have increasingly become areas where housing and social problems are concentrated, areas where poverty and lack of decent housing exacerbate other social issues. These are areas where with multiple housing problems and a concentration of abandoned, substandard housing are havens for criminal activity, depriving decent citizens of peace of mind and property value. Concentration is here defined as 44% percent or more of the housing stock in an area of 2 or more adjacent block groups with households experiencing more than one of the Four Housing Problems. (Lacking complete kitchens, lacking complete plumbing, more than one person per room, and/or paying 30% or more of household income for housing.)

The Beverly Community in Texarkana, Texas has significant housing and poverty issues. As such, the City has designated the Beverly Neighborhood as a priority local Target Area. The downtown area has few affordable housing opportunities for people wanting to live in the downtown area. Many of the residential structures in the Downtown - 7th Street Corridor are substandard or substandard with significant rehabilitation potential.

In areas of minority and/or low-income concentration, housing values are generally much lower than the city as a whole, crime rates are higher, and there are fewer opportunities for employment. Both the Beverly neighborhood and downtown are prime examples of areas where minority and low income concentration pose significant challenges to redevelopment and the goal associated with providing safe, suitable, livable communities for everyone.

The City's designation of the Beverly Neighborhood as a local Target Community is based on the concentrations of poverty, minorities, abandoned and/or substandard housing, and high numbers of households with one or more of the Four Housing Problems or Four Severe Housing Problems. In many ways, Beverly is similar to other neighborhoods in Texarkana, in that these social and market factors have depressed the neighborhoods making them unattractive to developers. These neighborhoods cost the city in lost property taxes and increase police, fire, and environmental services. Estimates of the number of abandoned, substandard properties suggest that one in six homes have been boarded up in the Beverly community.

The City has an extensive network of parks, schools, churches, shopping, and social service organizations located throughout the city. The City's partnership with the T-Line public transportation system has resulted in transportation availability in most neighborhood in the city. Only one park exists in the Beverly community. The park is located on a flood plain and cannot be updated using state or federal funding. Other community assets include grocery stores, employment opportunities, and Texarkana Community College.

Substantial strategic opportunities exist in both the Beverly Neighborhood and in Downtown Texarkana with an appropriate level of commitment of resources to remove barriers and create incentives for redevelopment and economic opportunities benefitting the entire city. Consequently, 80% of CDBG funds will be spent in the target areas, with an even split between the two.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	40
Beverly Community Revitalization	40

Table 58 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Reductions in federal funding are felt across the country. In Texarkana, HUD's new funding allocation formulas resulted in the loss of nearly 25% of the CDBG budget. Texarkana's experience with targeting resources in the Rosehill neighborhood and the attraction of private capital there, resulted in neighborhood transformation. Consequently, the City concluded that the best way to maximize the CDBG budget would be to concentrate on specific areas for improvement in housing and living conditions that would have the most return on investment. Citizens of Texarkana and the duly elected City Council chose, by City Ordinance, to focus City resources in Downtown and the Beverly community, with the expectation that the funds expended there would provide the greatest benefit the City.

Discussion

Target Areas are central to Texarkana's plan to improve both the Downtown/7th Street Corridor and the Beverly Heights Community. The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City works with many partner agencies, non-profits, and churches to provide housing and services to extremely-low to moderate-income people. Rental assistance, supportive housing, homelessness and homelessness prevention are of primary concern. The City of Texarkana has committed to continuing the collaborative partnerships with these agencies to ensure the maximum number of families and individuals will receive the assistance they need for suitable housing and shelter.

One Year Goals for the Number of Households to be Supported	
Homeless	300
Non-Homeless	300
Special-Needs	300
Total	900

Table 59 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,000
The Production of New Units	5
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	1,010

Table 60 - One Year Goals for Affordable Housing by Support Type

Discussion

Some of the outcomes listed above will be funded through assistance to homeless shelters, supportive housing programs, and the Housing Authority of Texarkana, Texas (HATT).

AP-60 Public Housing – 91.220(h)

Introduction

The City of Texarkana, Texas plans to carry out several activities supporting public housing in the course of the program year covered by this Action Plan. The City works closely with HATT, the Housing Authority of Texarkana, Texas. Over the course the past five years, HATT has transformed the Rosehill Neighborhood and the experience of living in public housing for many low-income individuals with the assistance of the Hope VI award. That program ends September 30, 2013. Never the less, HATT and the City are committed to revitalizing the neighborhoods and public housing of Texarkana.

Actions planned during the next year to address the needs to public housing

The City will continue to work with HATT to expand the number of units available to individuals and families in need of public housing and to provide more Section 8 properties within the jurisdiction. The City will provide citizens with access to Fair Housing information, rental assistance programs, and economic and educational opportunities for improving self-sufficiency. Also, the City recognizes that home ownership increases housing and neighborhood stability. Consequently, the City will assist HATT with its home ownership opportunity programs.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Information provided to public housing residents will include encouragement for participation in management and homeownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HATT is an exemplary public housing authority and is not designated as troubled.

Discussion

The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Addressing the emergency shelter and transitional housing needs of homeless persons

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

There are many factors that affect the cost and production or maintenance of housing affordable to extremely low-, low-, and moderate-income families (at or below 80% of Median Family Income (MFI). An analysis of these factors has aided the City in developing programs that reduce the adverse effects of these constraints on the supply and cost of housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Analysis of Impediments indicated no significant institutional barriers to affordable housing exist in Texarkana. Pre-development, building permit and inspection expenses are average in terms of housing construction and renovation costs.

To maintain the City's commitment to prevent barriers to affordable housing the City will:

- Maintain flexibility in zoning and building requirements when appropriate to allow for infill housing development and to provide technical assistance to developers of affordable housing. Posters & literature displayed and made available at city office buildings, utility building, and the public library;
- Monitor city-sponsored projects for equal access and compliance of the Fair Housing Act and Building Dept. officials monitors code compliance to Fair Housing standards;
- Hold periodic Public Hearings providing information and requesting public comment on fair housing or related issues;
- Provide homebuyer and homeowner education, including fair housing information, was provided by the city and other local housing services providers;
- Conduct outreach efforts to for-profit and non-profit builders and developers through funding and technical assistance to increase the supply of decent, affordable housing within low to moderate income neighborhoods as well as creation of affordable housing on a city-wide basis;
- Maintain an Affirmative Marketing Plan to directly market newly-developed City-assisted housing units to minority groups least likely to apply to homeownership programs.
- Meet with local lenders and home builders to encourage the use of non-traditional client loan qualifying and loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Conduct public outreach regarding availability of housing and housing assistance including

translation of housing application materials into Spanish, and maintains bi-lingual staff in order to assist applicants and clients who are not English-proficient;

- Support local Continuum of Care efforts for homeless populations and provides ongoing support and technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management and credit counseling;
- Researching the possibility of adopting a Fair Housing ordinance to ensure that fair housing options are available to its citizens.

Discussion:

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the changing need of public policies, the City will review them periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable housing.

The City of Texarkana, Texas has not identified any public policies that serve as barriers to affordable housing, and therefore did not need to develop strategies to remove or lessen negative effects that serve as barriers to affordable housing. However, the City has identified the following other general barriers to affordable housing:

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

AP-85 Other Actions – 91.220(k)

Introduction:

This section of the Action Plan addresses the planned actions of the City of Texarkana, Texas to carry out the following strategies outlined in the Consolidated Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institution structure; and
- Enhance coordination.

In addition, the City identifies obstacles to meeting underserved needs and proposes actions to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

- Provide support to organizations that provide services to homeless and special needs individuals
- Provide financial support to organizations that provide services to homeless and special needs individuals.
- Provide easy access to information for supportive service organizations that provide services to homeless and special needs individuals

Actions planned to foster and maintain affordable housing

- Provide decent and affordable housing through single-family owner-occupied housing reconstruction for lower income residents
- Promote the availability of City operated owner-occupied housing assistance programs through the media
- Solicit applications for assistance from low income residents
- Conduct applicant screening and approval
- Provide home-buyer education counseling and assistance
- Facilitate reconstruction of single-family properties

Actions planned to reduce lead-based paint hazards

- Provide information and education to the public, re: lead risks
- Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning
- Develop technical capacity with staff

Actions planned to reduce the number of poverty-level families

- Pursue economic development of Downtown and Beverly communities
- Work with the Chamber of Commerce to bring jobs to low- and moderate-income families

Actions planned to develop institutional structure

- Implement eCivis grants research, writing, and reporting software project to build institutional capacity
- Improve coordination with Public Services Department to address flood zone management in low-mod income communities
- Establish communication and reporting protocols with police, fire, and emergency services to obtain regular statistical reporting and provide first-line professionals with homelessness services information

Actions planned to enhance coordination between public and private housing and social service agencies

- Actively participate in Continuum of Care/Homeless Coalition
- Assist with Homeless Point-in-Time Homeless Count

Discussion:

The City of Texarkana recognizes the challenges to fostering and maintaining affordable housing, evaluating and reducing lead-based paint hazards, reducing the number of poverty-level families, developing institution structure, enhancing coordination, and addressing underserved needs. The City's Target Area approach to implementing programs and providing services to low-moderate income families will ensure that all fundamental goals of the program will be met. This Action Plan is consistent with HUD's Mission to create strong, sustainable, inclusive communities and quality affordable homes for all; strengthening the housing market to bolster the economy and protect consumers; meeting the need for quality affordable rental homes: utilizing housing as a platform for improving quality of life and building inclusive and sustainable communities free from discrimination. The City will work with the Housing Authority and local lenders to qualify applicants for the Home Buyer Assistance Program to provide down payment assistance to two low/mod households. The Housing Rehabilitation Program will assist eight low/mod households with housing repairs to improve living conditions. The City was awarded Section 108 Loan Funds that will be used to rehabilitate a downtown structure into Hotel Grim Lofts and will make twenty low/mod housing units available.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

This section addresses the program-specific requirements for the Annual Action Plan. The Consolidated Plan Final Rule contains requirements regarding this section of this CDBG Action Plan.

All program income that will have been received before the start of the next program year will have been reprogrammed. The City has no Section 108 loans, urban renewal settlements, or float funded activities. No grant funds will have been returned to the line of credit for which the planned use has not been included in a prior statement or plan. The City does not expect to use any funds for urgent need activities.

The City of Texarkana, Texas estimates that 70% of program funds will be used for activities that benefit persons of low and moderate income over a consecutive period of three years, years 2013-2015 including the year covered by this Annual Action Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

70.00%

Discussion:

The City of Texarkana, Texas does not receive HOME funds. The City expects that all program income will have been programed and that Section 108 Loan proceeds will be receipted in the appropriate program year.

Additionally, the City expects no surplus funds from urban renewal settlements, grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan., and no income from float-funded activities.

Seventy percent of CDBG funds will be used for activities that benefit persons of low and moderate income, with an Overall Benefit calculated over a period of three consecutive years to determine that the minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.

NOTICE OF PUBLIC HEARINGS AND REQUEST FOR CITIZEN INPUT
ON THE CITY OF TEXARKANA, TEXAS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2017 ANNUAL ACTION PLAN

The Annual Action Plan is the City's annual application for federal funds from the U.S. Department of HUD. Actual funds available in Community Development Block Grant (CDBG), Section 108 Loan Commitment, local program income and prior year reallocated funds are \$1,450,833. The City plans to undertake the following activities during the 2017 program year to assist low and moderate-income persons:

<u>Activity Name</u>	<u>Amount</u>
Hotel Grim Project	\$916,735
Housing Rehabilitation	80,000
Home Buyer Assistance	10,000
Program Administration	57,699
Public Services-VISTA	6,125
Public Services-Life Skills Program	15,174
Public Services-Youth Programs	21,600
Public Improvements-Beverly Sidewalks/Bike Facilities	70,000
Public Improvements-Downtown Sidewalks/Bike Facilities	20,000
Public Improvements-Tree Planting	3,500
Section 108 Loan	250,000
Total	\$1,450,833

The City of Texarkana's 2017 Action Plan for Housing and Community Development is available for citizen review from June 18th to July 18th, 2017. Citizens may review the plan at Texas City Hall, 220 Texas Blvd in Texarkana, Texas or on line at the City's website (<http://www.ci.texarkana.tx.us/>).

Citizens are encouraged to attend the upcoming Public Meeting to offer input on the Action Plan on Monday, July 10, 2017 at 6:00 pm at Texas City Hall located at 220 Texas Blvd, Texarkana, Texas.

Written comments may be submitted to David Orr, Director of Planning and Community Development, City of Texarkana, 220 Texas Boulevard, Texarkana, Texas 75501 no later than July 18, 2017 at 12pm.

All public hearings are held in facilities that are wheelchair accessible and provide handicapped parking. Interpretive services for deaf or non-English speaking citizens will be available with an advance notice of 48 hours. Arrangements for such services can be made by calling the City of Texarkana at 903-798-3902 or through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

NOTICE OF PUBLIC HEARINGS AND REQUEST FOR CITIZEN INPUT
ON THE CITY OF TEXARKANA, TEXAS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013-2017 AMENDED CONSOLIDATED PLAN

The City of Texarkana, Texas is amending the 2013-2017 Consolidated Plan as follows:

- Re-allocating the \$42,899 identified in the Consolidated Plan for Public Service Activities – Health Department in the following manner:
 - \$6,125 - New Public Services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals and families experiencing homelessness.
 - \$15,174 – New Public Service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
 - \$21,600 - New Public Services at Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3.
- Re-allocating \$250,000 in Revolving Loan Fund Project to Section 108 Loan payment for 2017
- Due to the inability to request changes to the FEMA Flood Zone for the Beverly Center structural footprint or fund HUD required flood insurance yearly, the City will re-allocate \$93,500 identified in the Consolidated Plan for Public Improvements and Infrastructure – Park & Public Access Improvements – Beverly Community Center to the following:
 - \$70,000 – Sidewalks and bicycle facilities along New Boston Road, Tucker, and Wheeler Streets and bicycle racks in the Beverly Community
 - \$20,000 - Sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter - W. 4th Street from Spruce West to Oak Street, North on Oak Street to W. 5th Street, East along W. 5th Street to Spruce and South along Spruce to W. 4th Street.
 - \$3,500 - Tree Planting Downtown and Beverly Community

As stated in the City's Citizen Participation Plan, a change in CDBG budget allocations of 25% or more in allocated funding constitutes the need for a substantial amendment and requires City Council approval and Public Notice for public comment.

The City of Texarkana will make the following items available for Public Comment Period from June 18, 2017 to July 18, 2017. Citizens may review the plan at Texas City Hall, Planning and Community Development Office, 220 Texas Blvd in Texarkana, Texas or on line at the City's website <http://www.ci.texarkana.tx.us/>.

Citizens are encouraged to attend the upcoming Public Meetings/Hearings to offer input on the Amended Plans. A Public Meeting will occur on July 10, 2017 at 6 PM at the Texas City Hall located at 220 Texas Blvd, Texarkana, Texas.

Written comments regarding the Amended Plans, or the proposed usage of funds should be sent to David Orr, Director of Planning and Community Development, City of Texarkana, 220 Texas Boulevard, Texarkana, Texas 75501 no later than July 18, 2017 at 12pm. Written responses will be provided if name and return address are included.

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CITY OF

TEXARKANA
TEXAS

CDBG 2017 Annual Action Plan & Amended 2013-2017 Consolidated Plan Community Development Block Grant

**Planning & Community Development
June 26, 2017**

Consolidated Plan and Annual Action Plan Amendments

The City of Texarkana, Texas is amending the 2013-2017 Consolidated Plan as follows:

- Re-allocating \$42,899 from Public Services-Health Dept. activity to:
 - * \$6,125 – Public Services-VISTA Program
 - * \$15,174 – Public Services-Life Skills Classes at Randy Sams Outreach Shelter
 - * \$21,600 – Public Services-Youth Development Programs at Beverly Community Center
- Re-allocating \$250,000 from Revolving Loan Fund activity to Section 108 Loan payment for 2017
- Re-allocating \$93,500 from Public Improvements & Infrastructure to:
 - * \$70,000 – Sidewalks & bicycle facilities in Beverly Community
 - * \$20,000 – Sidewalks & bicycle facilities in Downtown area
 - * \$3,500 – Tree planting downtown area & Beverly community

As stated in the City's Citizen Participation Plan, a change in CDBG budget allocations of 25% or more in allocated funding constitutes the need for a substantial amendment and requires City Council approval and Public Notice for citizen input.

Consolidated Plan and Annual Action Plan Amendments

The City of Texarkana, Texas is submitting the 2017 Annual Action Plan for the period of October 1, 2017 to September 30, 2018. Funds available in Community Development Block Grant (CDBG), Section 108 Loan Funds, prior year reallocated funds and local program income are \$1,450,833.

The City plans to undertake the following activities:

Hotel Grim Project	\$ 916,735
Housing Rehabilitation	80,000
Home Buyer Assistance	10,000
Program Administration	57,699
Public Services-VISTA Program	6,125
Public Services-Life Skills Program	15,174
Public Services-Youth Programs	21,600
Public Improvements-Beverly Sidewalks/Bike Facilities	70,000
Public Improvements-Downtown Sidewalks/ Bike Facilities	20,000
Public Improvements-Tree Planting	3,500
Section 108 Loan Payment	<u>250,000</u>
TOTAL	\$1,450,833

Citizen Participation

2 Public Meetings

- § June 26th City Council Meeting 1st Briefing
- § July 10th City Council Public Meeting

30 day public comment period for Amended Consolidated Plan and 2017 Annual Action Plan (June 18th – July 18th, 2017)

Advertisement of Public Comment Period:

§ Gazette Legal Notice

§ City Website

Draft copies available electronically on Planning & Community Development Homepage

Paper copies available upon request at City Hall



Texarkana TX HUD PY 2017 CDBG Amended Budget

CDBG PY 2017 Action Plan Budget Amendment	
Expenditures PY 2017	BUDGET
Program Administration	57,699.00
Home Buyer Assistance	\$10,000.00
Housing Rehabilitation	\$80,000.00
Public Service Activities - VISTA Program	\$6,125.00
Public Service Activities - RSOS Life Skills Program	\$15,174.00
Public Service Activities - Youth Programs	\$21,600.00
Public Improvements - Beverly Sidewalks/Bike Facilities	\$70,000.00
Public Improvements - Downtown Sidewalks/Bike Facilities	\$20,000.00
Public Improvements - Tree Planting Downtown & Beverly	\$3,500.00
Hotel Grim Project	\$916,735.00
Section 108 Loan	\$250,000.00
TOTAL Expenditures	1,450,833.00
Revenues PY 2017	
To Reprogram	245,599.00
Annual Allocation	285,999.00
Section 108 Loan Funds	916,735.00
Program Income	2,500.00
TOTAL Revenues	\$1,450,833.00



Texarkana TX HUD CDBG Section 108 Loan Fund Repayment Schedule

City Repayment Schedule to HUD using CDBG Allocation Dollars:

HUD Program Year	Date of Payment	Amount
2016	7/15/2017	\$512,265
2017	1/15/2018	\$183,347
2018	1/15/2019	\$183,347
2019	1/15/2020	\$183,347
2020	1/15/2021	\$183,347
2021	1/15/2022	\$183,347
Total Payments		\$1,429,000

Developers Repayment Schedule to City:

	Calendar Year	Amount
1	2018	\$27,579.70 Interest Only-LIBO Rate + .2%
2	2019	\$27,579.70 Interest Only-LIBO Rate + .2%
3	2020	\$27,579.70 Interest Only-LIBO Rate + .2%
4	2021	\$27,579.70 Interest Only-LIBO Rate + .2%
5	2022	\$27,579.70 Interest Only-LIBO Rate + .2%
6	2023	\$99,466.67 Principal & Interest
7	2024	\$99,466.67 Principal & Interest
8	2025	\$99,466.67 Principal & Interest
9	2026	\$99,466.67 Principal & Interest
10	2027	\$99,466.67 Principal & Interest
11	2028	\$99,466.67 Principal & Interest
12	2029	\$99,466.67 Principal & Interest
13	2030	\$99,466.67 Principal & Interest
14	2031	\$99,466.67 Principal & Interest
15	2032	\$99,466.67 Principal & Interest
16	2033	\$99,466.67 Principal & Interest
17	2034	\$99,466.67 Principal & Interest
18	2035	\$99,466.67 Principal & Interest
19	2036	\$99,466.67 Principal & Interest
20	2037	\$99,466.67 Principal & Interest
Total Payments		\$1,629,899



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City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☒ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☒ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☒ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☒	Newspaper Notice (Required by Statute)	☒	Public Hearing (Required by Statute)
☐	Public Forum/Input Session	☐	Press Release
☐	E-News Distribution	☐	Website Notice
☐	Social Media (Twitter, Facebook, etc.)	☐	Special Mailing
☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☒	None Required	☐	

Other:



City of Texarkana, Texas 2016 Annual Action Plan

(AMENDMENT 5/31/2017)

The Annual Action Plan for the City of Texarkana, Texas
Community Development Block Grant Program
Prepared in Accordance with the
United States Department of Housing and Urban Development's Planning
Requirements

Annual Action Plan
2016

1

Executive Summary

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

1. Introduction

This Annual Action Plan is effective October 1, 2016 through September 30, 2017. The Annual Action Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Texarkana, Texas to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program.

The overall goals of the City's program have been created according to HUD's established objectives. They are designed to develop viable urban communities principally for low- and moderate-income persons with household incomes at or below 80% of Median Family Income by

- Providing decent housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

The statutes for the CDBG grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. These statutory program goals are:

DECENT HOUSING

- assisting homeless persons obtain affordable housing;
- assisting persons at risk of becoming homeless;
- retaining the affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that is accessible to job opportunities.

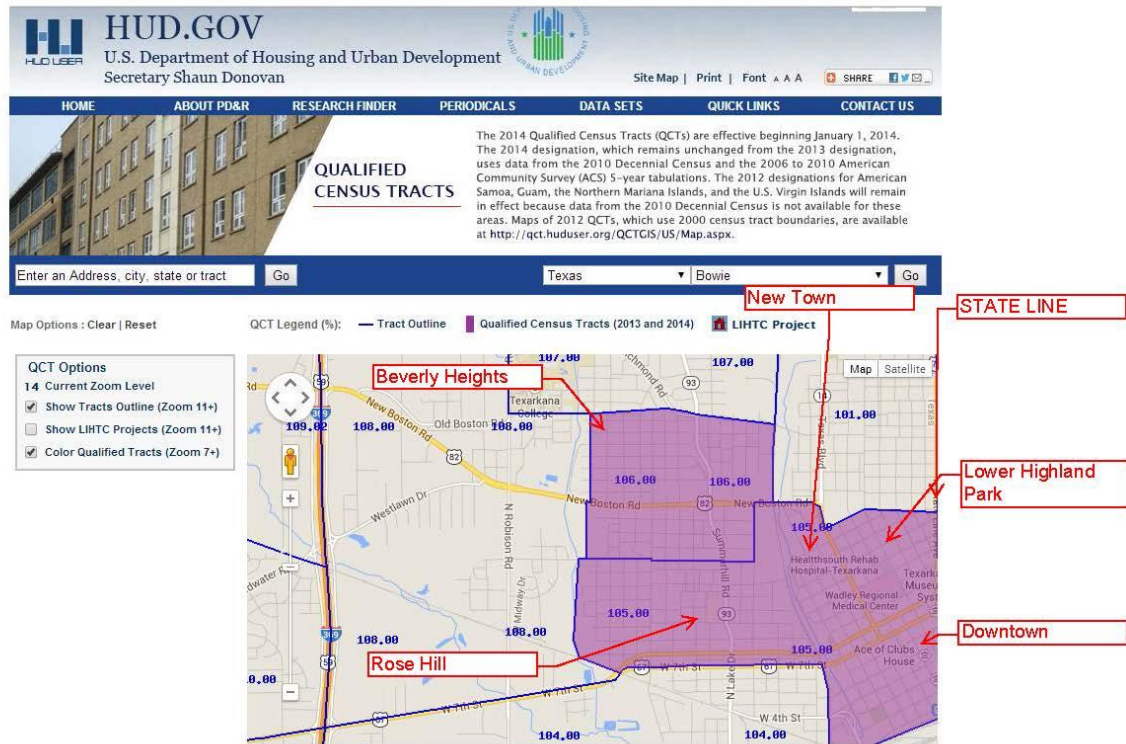
A SUITABLE LIVING ENVIRONMENT

- improving the safety and livability of neighborhoods; eliminating blighting influences and the deterioration of property and facilities;

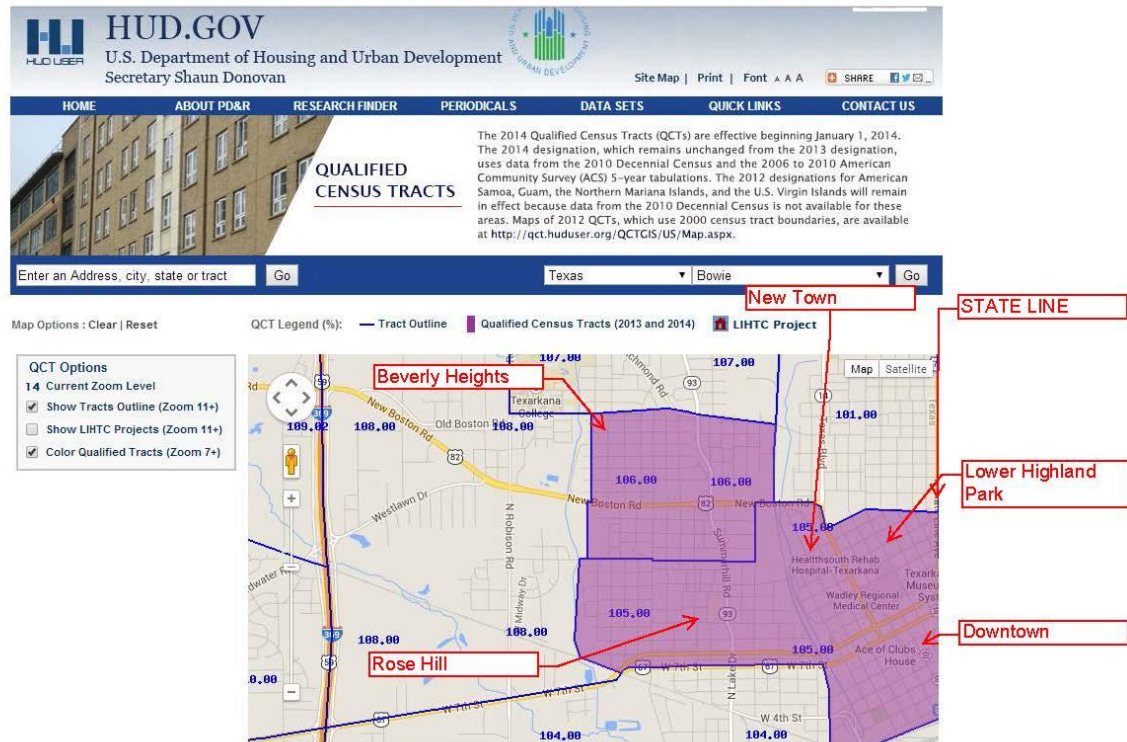
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value;
- and conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES

- job creation and retention; establishment, stabilization and expansion of small businesses (including micro-businesses); the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.



Texarkana Qualified Census Tracts



Low and Moderate Income Areas

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In accordance with the goals, objectives, and statutory rules, the City will provide at least five housing rehabilitation grants to extremely low, low and or moderate income households, provide several low- and moderate income persons with down payment assistance, provide support for infrastructure in the Beverly Target Area including sidewalk, trails, and community garden projects, provide ADA improvements for Beverly Community Center, and provide public service activities. The City will also administer the CDBG program.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

How were goals and projects chosen?

Texarkana, Texas is experiencing changes in housing patterns, though many of the issues impacting safe and affordable housing remain. Texarkana's population increased by 4% when comparing the 2000 Census population to the population counts in the 2005-2009 American Community Survey. At the same time, median income rose by 28% from \$29,727 to \$38,037 and the number of households declined by 6% from 15,105 to 14,200. Families in Texarkana seem to be consolidating, relying on income from more individuals per household contributing income. The most common housing problems in Texarkana are cost burden problems where renters and owners have housing costs that exceed 30% of household income.

Renters characterized as Small Related Renter households with a cost burden exceeding 50% of income are statistically the household type most often affected by at least one housing problem. Accessible units, especially for the frail and elderly, are in high demand in the city among current and prospective public housing tenants. The Housing Authority of Texarkana, Texas (HATT) has approximately 1,200 qualified households on the waiting list for public housing or rental assistance, with little chance of receiving assistance as HATT has a 2% vacancy rate.

Collaboration between the City and the Housing Authority of Texarkana, Texas (HATT) with funding of the Hope VI grant resulted in the remarkable transformation of the Rosehill Neighborhood and the state of Public Housing in this city. This collaboration between the City, HATT, neighborhood groups, the Homeless Coalition, and other service providers can serve as a model for transformation of other areas of the City. The key to this type of success is in working together to identify needs, solutions, funding, and community-oriented mechanisms for transformational change. The City expects to repeat this level of transformation in two new target areas, Downtown Texarkana and the Beverly Neighborhood, addressing concentrations of poverty and proliferation of Brownfields. This close collaboration resulted in the first multi-agency Emergency Shelter Grant application, a partnership application to the Citizens Institute for Rural Design, a successful Better Block implementation, CDBG Revolving Loan Fund loans, adoption of two Target Areas, Beverly Community clean ups, and wide-spread support for downtown redevelopment projects.

Two areas in Texarkana have emerged as priority areas for public improvements and economic development opportunities: the Beverly Community, and Downtown Texarkana. The Beverly Community is an area of minority concentration, extremely-low and low-income residents, as well as numerous substandard homes and facilities. The Beverly and Downtown/ 7th Street Corridor present substantial opportunities to impact low and moderate income persons by addressing Brownfields issues and environmental contamination, slum and blight, food desert status, safety issues like inadequate

roadways, inadequate lighting, storm water run-off, flood management, lack of storm shelters, few bike lanes/walking trails, as well as food security issues like access to a functional sheltered farmers' market, community gardens, all public improvements requested by citizens of Texarkana.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In preparation of the Annual Action Plan, the City of Texarkana, Texas held several public meetings concerning the housing and community development needs of the community. The City prepared this 2016 Annual Action Plan to advance the objectives identified in the City's 2013-2017 Consolidated Plan for which the City conducted community surveys to solicit citizen and agency comments. These citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, 2013 Action Plan, 2014 Action Plan, 2015 Action Plan, a planned minor amendment to the Consolidated Plan and this 2016 Action Plan, which together identifies priority activities for the City's Community Development Block Grant (CDBG) funds in Program Year 2016.

Additionally, the City conducted surveys at public neighborhood meetings. These were distributed online and as paper copies.

Survey Link: <https://www.surveymonkey.com/r/texarkanapriorities2>

Citizen participation activities were conducted throughout the year and included several public town hall style meetings, hearings and public meetings before the council, and continued through community meetings, and consultations with area service agencies and the Homeless Coalition.

- April 28th: Rosehill Neighborhood Meeting
- May 5th: Highland Park Neighborhood Meeting
- May 12th: Beverly Neighborhood Meeting

Public meetings for Citizen input on first 2016 Amended Annual Action Plan will be held during the following City Council Meetings:

- February 27, 2017: First Briefing
- March 13, 2017: Public Hearing

Public Comment Period for the Amended Action Plan is February 20th through March 22nd, 2017.

Public meetings for Citizen input on second 2016 Amended Annual Action Plan will be held during the following City Council Meetings:

- June 26, 2017: Public Hearing

Public Comment Period for the Amended Action Plan is May 31st through June 30th, 2017.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Consensus as to Texarkana's most urgent needs centers on assistance to the homeless, addressing economic development, slum and blight eradication, safety issues, sidewalk improvements/trails, reducing crime, activities for neighborhood children, cleanups of neighborhoods, substandard housing, Brownfields issues, and concentration of resources to address issues in Target Areas. Additional concerns expressed include the need for improving the livability of troubled neighborhoods, the need to improve the Farmers Market, and continued progress on redevelopment of downtown, especially the Grim Hotel for commercial and residential purposes. Other comments received from surveys include:

1. Need to slow traffic on Olive Street
2. Alley cleanups and frequent grading/dragging of alleys. They are horrible and add to insect, rodent and snake problems.
3. Better communication/more inclusive news alerts (individual invitations, newspaper announcements).
4. Remove swamp in Ferguson Park
5. Homeowners need help with housing repairs
6. Make landlords watch who they rent to
7. Need pocket parks
8. Need nice grocery stores, bike trails, nice parks, community centers

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views not accepted.

7. Summary

Annual Action Plan
2016

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In this fourth year of the Consolidated Plan, the City of Texarkana, Texas continues to pursue three primary goals: providing decent housing; providing a suitable living environment; and expanding economic opportunities.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
CDBG Administrator	TEXARKANA	Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The Department of Planning and Community Development oversees the Community Development Block Grant Program. This office was formerly known as the Office of Community Development and Grants.

The Department of Planning & Community Development implements a variety of programs to assist in the development of the City's economic future and foster a better quality of life. These programs encompass comprehensive planning, zoning administration, physical revitalization of targeted areas, retaining and attracting businesses to Texarkana, creating new residential opportunities, revitalization of neighborhoods and job training opportunities.

The Department is also responsible for research, application and administration of grant programs and projects. Grant funding is used for projects such as improving infrastructure, public parks, purchasing equipment for city departments, improving energy efficiency, implementing housing reconstruction and homebuyer assistance, transitional housing and job training programs for low-income individuals and families, and addressing contaminated brownfield sites.

Consolidated Plan Public Contact Information

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Texarkana, Texas City Council

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Texarkana, Texas 75504-1967

(903) 798-3900

Mayor Bob Bruggeman

Ward 1 Council Member Jean H. Matlock

Ward 2 Council Member Willie Ray

Ward 3 Council Member Tina Veal-Gooch

Ward 4 Council Member Brian Matthews

Ward 5 Council Member Christy P. Paddock

Ward 6 Council Member Josh Davis

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Texarkana, Texas' Consolidated Plan encompasses activities to be undertaken during the period of October 1, 2013 through September 30, 2017 by the City of Texarkana, an entity recognized by the U.S. Department of Housing and Urban Development (HUD) grant funding under the Community Development Block Grant (CDBG) program. This 2016 Amended Annual Action Plan is Texarkana's plan for administration of the CDBG program from October 1, 2016 to September 30, 2017.

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

Entities that collaborate with the City to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies include:

- Housing Authority of Texarkana, Texas (HATT)
- Randy Sams Homeless Shelter
- The Salvation Army, Texarkana
- The Friendship Center
- Texarkana Community College
- The Homeless Coalition of Texarkana (Continuum of Care)
- Texarkana-Bowie County Family Health Center

The City collaborates routinely with these entities, and their respective constituencies through regular meetings, cross-agency steering committees and boards, mailing lists, public postings, and email subscriptions. The City is also using social media to reach out to and interact with these agencies and their constituencies.

Public Comment Period: July 4, 2016 through August 3, 2016 (30+ days)

Amendment Public Comment Period: February 20, 2017 through March 22, 2017 (30+ days)

Second Amendment Public Comment Period: May 31, 2017 through June 30, 2017 (30+ days)

Interested parties were encouraged to attend these public meetings and hearings to present their opinions, views, and recommendations. Persons or groups were also advised that they could provide written comments by sending them to the Department of Planning and Community Development, P.O. Box 1967 Texarkana, Texas 75504-1967.

Surveys for the Consolidated Plan were accepted from June 19, 2013 until July 6, 2013. Links to the surveys were posted on the City's website, advertised in flyers emailed to community organizations, the Continuum of Care, local churches, planning organizations, the Chamber of Commerce, and the Housing Authority.

- **Agency:** <https://www.surveymonkey.com/s/communitysurveyproviders>
- **Individuals:** <https://www.surveymonkey.com/s/conplancitizenssurvey>

The Community Needs Survey was available from April 23rd through May 12th.

- <https://www.surveymonkey.com/r/texarkanapriorities2>

All other written comments were received by August 3, 2016 for inclusion in the plan. Public comments on the draft: accepted from July 4, 2016 to August 3, 2016. Public comments on the first amendment: accepted from February 20, 2017 to March 22, 2017. Public comments on the second amendment: accepted from May 31, 2017 to June 30, 2017.

Public Notices of the community meetings, public hearings, survey, and draft availability were posted at City Hall, on the City's website and in the Texarkana Gazette and on their website. Newspaper legal notice ran prior to release of the 2016 Action Plan Draft and 2016 First Amended Action Plan Draft and 2016 Second Amended Action Plan Draft included dates, times, and addresses for public meetings, as well as instructions for submitting comments.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City maintains close relationships and coordinates with the Doorways Home (local) Continuum of Care and the Texas Homeless Network (THN-statewide) in order to address the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth and persons at risk of homelessness. In Program Year 2013, the city worked with partners of the Homeless Coalition and Continuum of Care to submit the areas first collaborative Emergency Solutions Grant. That grant would have helped more than one thousand homeless or at-risk of homeless individuals and families through this partnership, with the City serving as the fiscal agent for the program.

In Program Year 2014, the City applied for, and received a Technical Assistance grant through the Texas Balance of State to improve the ESG application. While the scoring improved, the application was again unsuccessful.

In Program Year 2015, the City worked with Program partners Randy Sams' Outreach Program (RSOS), the Texarkana Friendship Center (TFC), and East Texas Veterans Resources (ETVR) to submit a third

application. If funded, the ESG project will allow for a Coordinated Access program One-Stop-Shop to serve homeless persons and families, as well as others in a housing crisis to receive case management services at the Texarkana-Bowie County Health Department. It will provide funds for Homelessness Prevention, Street Outreach, Emergency Shelter, and Rapid Rehousing. This effort extends the City's emphasis on housing the chronically homeless, homeless veterans and other persons at risk of homelessness.

The City also serves as fiscal agent for the Continuum of Care Grant as part of the Texas Homeless Network. This Rapid Rehousing program is carried out by Randy Sams' Outreach Shelter (RSOS) and The Texarkana Friendship Center Incorporated (TFCI). The program provides housing and supportive services for forty households per year where the beneficiaries are/were either homeless or at-risk of homelessness. The program is a Rapid Rehousing program that employs the Housing First model and the VI-SPDAT and FVI-SPDAT for prioritization.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City designates two staff members to participate in the Continuum of Care in order to address the needs of the homeless, at-risk of homeless persons, and veterans. Staff works with the Homeless Coalition and service providers to establish appropriate methodologies for implementation of the Homeless Management Information System (HMIS) as well as performance standards meeting or exceeding those required for Emergency Solutions Grants recipients. The City serves as fiscal agent for the Continuum of Care grant, assisting homeless and at-risk of homelessness persons including domestic violence victims to obtain housing and supportive services. Additionally, the Coalition, as a member of the Texas Homeless Network Continuum of Care, has been chosen to participate in a program designed to consolidate services under the THN Coordinated Access Pilot Program. Staff attends local CoC meetings, attends the Regional Planning Group webinars, meetings, and trainings, and participates state-wide through participation in regional and statewide conferences. The Texarkana Doorways Home Homeless Coalition hosts the annual Point in Time count of homeless persons, conducts training for coalition partners, raises funds for the local coalition and partner agencies, and makes community-wide decisions regarding ESG and other programs that serve this target population. The Coalition is also now participating in the Functional Zero-Ending Veterans' Homelessness initiative.

Doorways Home Texarkana Coordinated Access Emergency Solutions Grant Application

As the lead applicant for this collaborative program under the Texas Balance of State Continuum of Care, the City of Texarkana, Texas will provide Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing services in order to assist homeless people or people at risk of homelessness in Texarkana, Texas to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The City has been awarded Emergency Solution Grant (ESG) funds

from Texas Department of Housing and Community Assistance to create a One-Stop Shop that will be located inside the Health Department building for services to prevent homelessness and assist those who are homeless. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building.

Program partners include reliable service providers that participate in the Texarkana Homeless Coalition: the Randy Sams Outreach Shelter, Texarkana Friendship Center, and East Texas Veterans Resources. This project embodies TDHCA's strategic goals to increase community wide planning and resource use, apply coordinated services that make the most of local organizational strengths, implement proven, research-driven, efficient service delivery tools, and vastly improve performance measurements and, most importantly, emphasize outcomes.

As a Texas Balance of State Continuum of Care Coordinated Access Pilot Project, this collaboration advances Texarkana's efforts to capture each organization's strengths in delivering services to persons either at risk of homelessness or experiencing homeless as defined by HUD ESG Interim Rules with "lightest touch" methodologies and HUD best practices without duplication of costs and/or services.

Each partner delivers HMIS, programmatic and administrative commitments with the City providing grant and HMIS administration. Randy Sams will provide Emergency Shelter while The Friendship Center and East Texas Veterans Resources will provide Homelessness Prevention and Street Outreach. ETVR will provide Rapid Re-housing. The program will serve over 700 persons total.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

DRAFT

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation on the Homeless Coalition; City supports development of HATT's five year and one year plans; partners on the HOPE VI grant; presentations given at Public Housing community facilities; presentation to Homeless Coalition.

2	Agency/Group/Organization	Randy Sams' Outreach Shelter, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coordination through the Homeless Coalition and ESG partnership.
3	Agency/Group/Organization	Main Street Texarkana
	Agency/Group/Organization Type	Housing Planning organization Business and Civic Leaders Historic Preservation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Regular coordination of activities; partner on EPA Brownfields projects; coordination through the Arts and Historic Commission.
4	Agency/Group/Organization	Salvation Army - Texarkana
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Regular participation on Homeless Coalition; solicitation to participate; works with the city to assess housing needs, anti-poverty strategies.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types not consulted. City personnel extended the invitation to participate in plan development to all agency types represented in the city.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Coalition of Texarkana	Both plans address the needs of homeless individuals and families.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The Office of Planning and Community Development works in conjunction with the City's duly elected Council of Ward Representatives, the City Manager's Office, Finance, Inspections, Public Works, Street, Environmental Services and Parks and Recreation Departments to oversee the development of the Consolidated Plan and administer the programs and activities incorporated in the Plan.

In preparation of the Consolidated Plan and Annual Action Plan, the City of Texarkana, Texas held public meetings and conducted community surveys (Consolidated Plan) to solicit citizen and agency comments concerning the housing and community development needs of the community. Citizen comments were incorporated in the development of the City's 2013-2017 Consolidated Plan, Citizens Participation Plan, 2013 Action Plan, 2014 Action Plan, 2015 Action Plan, 2016 Action Plan, 2016 first Amended Action Plan, 2016 second Amended Action Plan.

The City designates two staff members to participate in the Continuum of Care to address the needs of the homeless, at-risk of homeless persons, and veterans. Staff works with the Homeless Coalition and service providers to establish appropriate methodologies for implementation of the Homeless Management Information System (HMIS) as well as performance standards meeting or exceeding those required for Emergency Solutions Grants recipients. The City serves as fiscal agent for the Supportive Housing Grant, assisting homeless and at-risk of homelessness persons including domestic violence victims to obtain housing and supportive services. Additionally, the Coalition, as a member of the Texas Homeless Network Continuum of Care, has been chosen to participate in a program designed to consolidate services.

AP-12 Participation – 91.105, 91.200(c)

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Briefings and Council Meetings. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Briefings and Council Meetings. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Attendance at Public Hearing. No request for translation. No request for accommodations.	Positive responses. No formal comments. Supportive of Downtown RLF, improving living environment in Beverly Community, Farmers' Market, and coordination with HATT and Homeless Coalition.	No comments not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

This Annual Action Plan is effective October 1, 2016 through September 30, 2017. The Annual Action Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Texarkana, Texas to receive federal housing and community development funds under the Community Development Block Grant (CDBG) program.

The City of Texarkana, Texas will use every funding source available to meet the housing, economic development, and social services needs of the residents of the city. CDBG funds will be used to fund projects identified on the Five Year Consolidated Plan as High Priority Needs within the community for which other funding is not available.

The overall goals of the City's program have been created per HUD's established objectives. They are designed to develop viable urban communities principally for low- and moderate-income persons with household incomes at or below 80% of Median Family Income by:

- Providing decent housing;
- Providing a suitable living environment; and
- Expanding economic opportunities.

Other funding sources include the Continuum of Care program. The City works closely with the Domestic Violence Prevention, Inc. (DVP) and the Texarkana Friendship Center to administer a program for Texarkana's victims of domestic violence and their families. The program helps more than forty families in crisis situations per year. Providing accounting, oversight, technical assistance and capacity building enables DVP and TFCL to provide housing and services to some of the most in need of our community. The City also has established relationships with The Texas Department of Housing and Community Affairs (TDHCA) and the Texas Department of State Health Services (DHS). Texarkana utilized the TDHCA "Reservation System" to apply for and receive assistance to low and extremely low income households that were living in substandard housing. The "Housing Reconstruction" program allowed the City to tear down the existing structures and rebuild the homes in the current neighborhood. In 2015, the City did not pursue the Housing Reconstruction Program, but instead focused on providing grants to low-income homeowners for Rehabilitation and Down Payment Assistance. These two programs will continue into 2016.

Additionally, the City partners with Bowie County to provide many health care services to moderate, low, and extremely low income persons in Texarkana through the Texarkana, Texas-Bowie County Family Health Services. The City provides oversight and management to the clinic. Also, homeless service

providers work closely with the City to address the needs of the homeless population with the goal of ending homelessness in Texarkana. The city applied for and was awarded Emergency Solution Grant (ESG) funds to create a One-Stop Shop that will be located inside the Health Department building for services to prevent homelessness and assist those who are homeless. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building.

The table below shows the City's expected CDBG funds. The City should receive \$285,999 as the City's Annual Allocation, \$1,429,000 in Section 108 Loan Funds and \$2,500 in Program Income. Additionally, the City will have \$517,866 of the prior year's allocation available. These resources will allow the City to work toward meeting the obligation to provide decent housing, provide a suitable living environment, and expand economic opportunities for the residents of Texarkana.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1					Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources : \$	Section 108 Loan \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	285,999	2,500	517,866	1,429,000	2,235,365	2,235,365	The amount of \$2,235,365 is the total available for CDBG activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City recognizes the importance of leveraging resources. It is estimated that over the course of the 5 Year Plan, these community development projects will bring \$1.75 in private resources spent in the local economy for each grant dollar invested. Moreover, most of the projects will require substantial private investments at a 9 to 1 ratio. Matching requirements will be met by in-kind donations of labor and/or materials. The programs listed above do not require matching funds. When matching funds are required, the City usually provides in-kind matching through labor and supplies or provides cash matches from the City's general funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly owned land or property located within the jurisdiction includes housing lots owned by the city, city parks, and scattered properties located in downtown. This property may be used to promote economic development, provide support for homeless programs, and/or affordable housing in Texarkana, Texas. Additionally, publicly owned land may also be used to support public health activities, infrastructure and public services, promoting livability and sustainability within the jurisdiction.

Discussion

The City expects to use CDBG funding as a leveraging tool to support community and economic development within the jurisdiction. The programs above do not have matching requirements that require using CDBG funds to match. The City will provide the Health Department building as space for a One-Stop Shop for coordinated access for homeless services. Service providers will not be charged rent or utilities to locate their case managers and services in the City owned building. The citizens of Texarkana are willing to invest in affordable housing, suitable living environments, and providing economic opportunities. Ensuring a bright future for our most distressed neighborhoods and commercial areas will assist the entire community to grow and prosper.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

See Tables on the following pages:

Goals Summary Information

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Program Administration	2013	2017	Administration	Downtown Area	Aff. Housing Rehabilitation- Existing Units Aff. Housing Rehab- Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing	CDBG: \$57,699	Other: 1 Other

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Home Buyer Assistance	2014	2017	Affordable Housing	Downtown Area Beverly Community Revitalization	Aff. Housing	CDBG: \$20,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
3	Housing Rehabilitation	2016	2017	Affordable Housing	Beverly Community Revitalization	Aff. Housing Rehabilitation- Existing Units	CDBG: \$80,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
4	Public Services	2016	2017	Non-Housing Public Service Needs Non-Housing Community Development	Downtown Area Beverly Community	Non-Housing - Public Services	CDBG: \$6,125	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
5	Public Services	2016	2017	Non-Housing Public Service Needs	Downtown Area Beverly Community	Non-Housing- Public Service	CDBG: \$15,174	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
6	Public Services	2016	2017	Non-Housing Public Service Needs	Beverly Community	Non-Housing – Public Service	CDBG: \$21,600	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Public Improvements and Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Beverly Community	Non-H - Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$70,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
8	Public Improvements & Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Downtown Area	Non-H – Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$20,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
9	Public Improvements & Infrastructure – Park & Public Access Improvements	2016	2017	Non-Housing Community Development	Downtown Area & Beverly Community	Non-H – Public Improvements & Infrastructure Non-H – Public Facilities Parks Improvements	CDBG: \$3,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
10	Section 108 Loan-Hotel Grim Lofts	2016	2017	Affordable Housing	Downtown Area	Aff. Housing	\$1,429,000	Section 108 Loan for Hotel Grim Lofts to provide 20 Low/Mod Housing units
11	Section 108 Loan - Prepayment	2016	2017	Affordable Housing	Downtown Area	Aff. Housing	\$512,265	Section 108 Loan pre-payment of \$512,265 out of \$1,429,000 loan for 20 Low/Mod Housing units

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Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Administer the CDBG Program
	Goal Description	The City will administer the CDBG program in accordance will all applicable rules and regulations.
2	Goal Name	First Time Home Buyer Down Payment Assistance
	Goal Description	Two extremely low income, low income, or moderate income families will receive down payment assistance through implementation of this goal. The City will work with the Housing Authority and local lenders to qualify applicants for the program. This is intended for gap financing in the Downtown or Beverly Neighborhoods.
3	Goal Name	Housing Rehabilitation
	Goal Description	The City will work with local organizations to identify recipients of funds for Housing Rehabilitation for extremely low and low income families. Candidates are selected from areas of poverty concentration, especially in the Beverly and Downtown areas. City personnel document housing problems of candidates including structural problems, kitchen, bathroom, plumbing, electrical systems problems, as well as general conditions of the home.
4	Goal Name	Public Services
	Goal Description	New Public Services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.

5	Goal Name	Public Services
	Goal Description	New Public Service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
6	Goal Name	Public Services
	Goal Description	New Public Services at Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
7	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.
8	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce West to Oak St, North on Oak St to W. 5 th St, East along W. 5 th St to Spruce and South along Spruce to W. 4 th St.
9	Goal Name	Public Improvements and Infrastructure - Park & Public Access Improvements
	Goal Description	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
10	Goal Name	Section 108 Loan – Hotel Grim Lofts
	Goal Description	The City will use these loan funds to assist with rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod housing units.
11	Goal Name	Section 108 Loan
	Goal Description	Funds will be used to pre-pay \$512,265 of the \$1,429,000 balance on the City’s Section 108 Loan. Loan funds used to provide 20 Low/Mod housing units in the Hotel Grim Lofts in downtown Texarkana.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

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AP-35 Projects – 91.220(d)

Introduction

In this section of the CDBG Annual Plan, the City of Texarkana, Texas provides a summary of the eligible program and/or activities that will take place during the program to address the priority needs and specific objectives identified in the Strategic Plan. Eligible programs and activities are referred to as "Projects."

The Projects which the City intends to complete in Program Year 2016 include the following:

#	Project Name
1	CDBG Program Administration
2	Home Buyer Assistance
3	Housing Rehabilitation
4	Public Service Activities -VISTA Program
5	Public Service Activities – RSOS Life Skills Program
6	Public Service Activities – Youth Programs
7	Public Improvements – Beverly Sidewalks/Bike Facilities
8	Public Improvements – Downtown Sidewalks/Bike Facilities
9	Public Improvements – Tree Planting Downtown & Beverly
10	Section 108 Loan Program – Hotel Grim Lofts
11	Section 108 Loan payments

Table 8 – Project Information

	CDBG PY 2016 Action Plan Budget Amendment Amended Expenditures PY 2016	REVISED BUDGET	REVISED BUDGET (2/13/17)
1	Program Administration	57,699.80	57,699.80
2	Home Buyer Assistance	\$20,000.00	\$20,000.00
3	Housing Rehabilitation	\$80,000.00	\$80,000.00
4*	Public Service Activities - Health Dept	\$0.00	\$42,899.85
4	Public Service Activities - VISTA Program	\$6,125.00	\$0.00
5	Public Service Activities - RSOS Life Skills Program	\$15,174.00	\$0.00
6	Public Service Activities - Youth Programs	\$21,600.85	\$0.00
7*	Public Improvements - Beverly Community Center	\$0.00	\$93,500.00
7	Public Improvements - Beverly Sidewalks/Bike Facilities	\$70,000.00	\$0.00
8	Public Improvements - Downtown Sidewalks/Bike Facilities	\$20,000.00	\$0.00
9	Public Improvements - Tree Planting Downtown & Beverly	\$3,500.00	\$0.00
10	Hotel Grim Project	\$1,429,000.00	\$1,429,000.00
11	Section 108 Loan	\$512,265.05	\$512,265.05
	TOTAL Expenditures	2,235,364.70	2,235,364.70
	Amended Revenues PY 2016		
	To Reprogram	517,865.70	517,865.70
	Annual Allocation	285,999.00	285,999.00
	Section 108 Loan Funds	1,429,000.00	1,429,000.00
	Program Income	2,500.00	2,500.00
	TOTAL Revenues	\$2,235,364.70	\$2,235,364.70

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities selected as High or Low Priority Goals and Projects were identified through analysis of local need, market analysis, consultation with local, state, and federal agencies and citizen participation. High Priority projects will receive funding through CDBG funds. Funding for Low Priority Goals and Projects comes from sources other than CDBG. The greatest obstacle to addressing underserved needs is obviously funding.

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Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Program Administration
	Target Area	Downtown Area
	Goals Supported	Administer the CDBG Program
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units Aff. Housing Rehab-Existing Units Lead Paint Aff. Housing Rental Assistance Aff. Housing Production of New Units Homelessness Outreach Homelessness Emergency Shelter Homelessness Prevention Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure Non-Housing - Public Services Non-H - Economic Development Aff. Housing
	Funding	CDBG: \$57,699
	Description	Administer the CDBG program
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City of Texarkana, Texas
	Planned Activities	The City of Texarkana, Texas will administer the CDBG program under this activity.
2	Project Name	Home Buyer Assistance Program
	Target Area	Downtown Area Beverly Community Revitalization
	Goals Supported	Home Buyer Assistance Program

	Needs Addressed	Aff. Housing -Existing Units
	Funding	CDBG: \$20,000
	Description	Down payment assistance for low/mod income households. Up to two households will be assisted.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately two very low-, low-, and/or moderate income households will benefit from down payment assistance.
	Location Description	Program focus will be on the Revitalization Areas, though other areas could be considered.
	Planned Activities	The City will work with the Housing Authority of Texarkana, Texas and local banks to identify and qualify potential borrowers that need assistance with down payment to make purchasing a home more affordable.
3	Project Name	Housing Rehabilitation
	Target Area	Beverly Community Revitalization
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Aff. Housing Rehabilitation-Existing Units
	Funding	CDBG: \$80,000
	Description	Housing rehabilitation for low and moderate income homeowners. No dislocation will occur. The City plans to work closely with local housing agencies in Texarkana, Texas to select applicants for rehabilitation.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Up to eight low to moderate income families will be assisted.
	Location Description	Program focus will be on the Revitalization Areas, though other areas could be considered.
	Planned Activities	Housing rehabilitation for low and moderate income homeowners. No dislocation will occur. The City plans to work closely with local housing agencies in Texarkana, Texas to select applicants for rehabilitation.

4	Project Name	Public Service Activities – VISTA Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$6,125
	Description	New Public Services related to the Coordinated Entry Specialist through the Texas Homeless Network VISTA Program implementing new programs to address identified community needs and better serve individuals & families experiencing homelessness.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	25
	Location Description	Downtown Texarkana, Texas
	Planned Activities	The City will work with homeless providers, health department, community college, neighborhood organizations, employers of low/mod persons, and owners of micro-businesses to provide public service benefits.
5	Project Name	Public Service Activities - RSOS Life Skills Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$15,174
	Description	New Public Service at Randy Sams Outreach Shelter providing life skills classes for women and children experiencing homelessness.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	30
	Location Description	Downtown Texarkana, Texas

	Planned Activities	The City will work with Randy Sams Outreach Shelter to provide public service benefits to women and children experiencing homelessness.
6	Project Name	Public Service Activities – Youth Program
	Target Area	Downtown Area
	Goals Supported	Public Services
	Needs Addressed	Non-Housing - Public Services
	Funding	CDBG: \$21,600
	Description	New Public Services at Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Texarkana, Texas
	Planned Activities	The City will work with Beverly Community Center providing youth development programs to low/moderate income families through a 501(c)3
7	Project Name	Park and Public Access Improvements-Beverly Sidewalks/Bike Facilities
	Target Area	Beverly Community Revitalization
	Goals Supported	Public Improvements and Infrastructure – Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$70,000
	Description	The City will install/improve sidewalks and bicycle facilities along New Boston Road, Tucker and Wheeler Streets and bicycle racks in the Beverly Community.
	Target Date	9/30/2017

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 persons assisted. These public spaces are in the Beverly Target Area where the poverty rate exceeds 45%.
	Location Description	Beverly Community
	Planned Activities	The City will install/improve sidewalks, bicycle facilities and bicycle racks in the Beverly Community.
8	Project Name	Park and Public Access Improvements-Downtown Sidewalks/Bike Facilities
	Target Area	Downtown Area
	Goals Supported	Public Improvements and Infrastructure – Parks & Public Access Improvements
	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$20,000
	Description	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Area
	Planned Activities	The City will install/improve sidewalks and bicycle facilities Downtown near the Randy Sams Outreach Shelter – W. 4 th Street from Spruce West to Oak St, North on Oak St to W. 5 th St, East along W. 5 th St to Spruce and South along Spruce to W. 4 th St.
9	Project Name	Park and Public Access Improvements-Tree Planting in Downtown & Beverly
	Target Area	Downtown Area & Beverly Community Revitalization
	Goals Supported	Public Improvements and Infrastructure - Parks & Public Access Improvements

	Needs Addressed	Non-H - Public Facilities Parks Improvements Non-H - Public Improvements & Infrastructure
	Funding	CDBG: \$3,500
	Description	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Downtown Area & Beverly Community
	Planned Activities	The City will use these funds for Tree Planting in the Downtown Area and Beverly Community.
10	Project Name	Section 108 Loan Program - Hotel Grim Lofts
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan for Low/Mod Housing Benefits
	Needs Addressed	Affordable Housing
	Funding	CDBG Section 108 Loan Funds: \$1,429,000
	Description	Section 108 Loan funds to assist with the rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod Housing units.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families assisted.
	Location Description	Downtown Texarkana, Texas
	Planned Activities	Section 108 Loan funds to assist with the rehabilitation of a downtown historic structure into the Hotel Grim Lofts that will provide 20 Low/Mod Housing units.

11	Program Name	Section 108 Loan - Prepayment
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Low/Mod Housing Benefits
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$512,265
	Description	Funds will be used to pre-pay \$512,265 of the \$1,429,000 balance on the City's Section 108 Loan. Loan funds used to provide 20 Low/Mod units in the Hotel Grim Lofts in downtown Texarkana.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families assisted.
	Location Description	Downtown Texarkana, Texas
	Planned Activities	Funds will be used to pre-pay \$512,265 of the \$1,429,000 balance on the City's Section 108 Loan. Loan funds used to provide 20 Low/Mod units in the Hotel Grim Lofts in downtown Texarkana.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Texarkana has many safe, affordable, and livable neighborhoods. However, some areas of the city have increasingly become areas where housing and social problems are concentrated, areas where poverty and lack of decent housing exacerbate other social issues. These are areas with multiple housing problems and a concentration of abandoned, substandard housing that are havens for criminal activity, depriving decent citizens of peace of mind and property value. Concentration is here defined as 44% percent or more of the housing stock in an area of 2 or more adjacent block groups with households experiencing more than one of the Four Housing Problems. (Lacking complete kitchens, lacking complete plumbing, more than one person per room, and/or paying 30% or more of household income for housing.)

The Beverly Community in Texarkana, Texas has significant housing and poverty issues. As such, the City has designated the Beverly Neighborhood as a priority local Target Area. The downtown area has few affordable housing opportunities for people wanting to live in the downtown area. Many of the residential structures in the Downtown - 7th Street Corridor are substandard or substandard with significant rehabilitation potential.

In areas of minority and/or low-income concentration, housing values are generally much lower than the city as a whole, crime rates are higher, and there are fewer opportunities for employment. Both the Beverly neighborhood and downtown are prime examples of areas where minority and low income concentration pose significant challenges to redevelopment and the goal associated with providing safe, suitable, livable communities for everyone.

The City's designation of the Beverly Neighborhood as a local Target Community is based on the concentrations of poverty, minorities, abandoned and/or substandard housing, and high numbers of households with one or more of the Four Housing Problems or Four Severe Housing Problems. In many ways, Beverly is similar to other neighborhoods in Texarkana, in that these social and market factors have depressed the neighborhoods making them unattractive to developers. These neighborhoods cost the city in lost property taxes and increase police, fire, and environmental services. Estimates of the number of abandoned, substandard properties suggest that one in six homes have been boarded up in the Beverly community.

The City has an extensive network of parks, schools, churches, shopping, and social service organizations located throughout the city. The City's partnership with the T-Line public transportation system has resulted in transportation availability in most neighborhood in the city. Only one park exists in the Beverly community. The park is located on a flood plain and cannot be updated using state or federal funding. Other community assets include grocery stores, employment opportunities, and Texarkana

Community College.

Substantial strategic opportunities exist in both the Beverly Neighborhood and in Downtown Texarkana with an appropriate level of commitment of resources to remove barriers and create incentives for redevelopment and economic opportunities benefitting the entire city. Consequently, 80% of CDBG funds will be spent in the target areas, with an even split between the two.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	39
Beverly Community Revitalization	41

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Reductions in federal funding are felt across the country. In Texarkana, HUD's new funding allocation formulas resulted in the loss of nearly 25% of the CDBG budget. Texarkana's experience with targeting resources in the Rosehill neighborhood and the attraction of private capital there, resulted in neighborhood transformation. Consequently, the City concluded that the best way to maximize the CDBG budget would be to concentrate on specific areas for improvement in housing and living conditions that would have the most return on investment. Citizens of Texarkana and the duly elected City Council chose, by City Ordinance, to focus City resources in Downtown and the Beverly community, with the expectation that the funds expended there would provide the greatest benefit the City.

Discussion

Target Areas are central to Texarkana's plan to improve both the Downtown/7th Street Corridor, Rosehill, and the Beverly Communities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City works with many partner agencies, non-profits, and churches to provide housing and services to extremely-low to moderate-income people. Rental assistance, supportive housing, homelessness and homelessness prevention are of primary concern. The City of Texarkana has committed to continuing the collaborative partnerships with these agencies to ensure the maximum number of families and individuals will receive the assistance they need for suitable housing and shelter.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	50
Special-Needs	50
Total	150

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	5

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Some of the outcomes listed above will be funded through sources other than CDBG. Programs operate through assistance to homeless shelters, supportive housing programs, and the Housing Authority of Texarkana, Texas (HATT).

AP-60 Public Housing – 91.220(h)

Introduction

The City of Texarkana, Texas plans to carry out several activities supporting public housing in the course of the program year covered by this Action Plan. The City works closely with HATT, the Housing Authority of Texarkana, Texas. Over the course the past five years, HATT and City have transformed the Rosehill Neighborhood and the experience of living in public housing for many low-income individuals with the assistance of the Hope VI award. That program ended September 30, 2013. Never the less, HATT and the City are committed to revitalizing the neighborhoods and public housing of Texarkana.

Actions planned during the next year to address the needs to public housing

The City will continue to work with HATT to expand the number of units available to individuals and families in need of public housing and to provide more Section 8 properties within the jurisdiction. The City will provide citizens with access to Fair Housing information, rental assistance programs, and economic and educational opportunities for improving self-sufficiency. Also, the City recognizes that home ownership increases housing and neighborhood stability. Consequently, the City will assist HATT with its home ownership opportunity programs.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Texarkana and HATT provides information to public housing residents that includes encouragement for participation in management and homeownership. The City and HATT provided informational brochures, websites, and social media interaction supporting these important goals.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HATT is an exemplary public housing authority and is not designated as troubled.

Discussion

The City's efforts to improve Public Housing resulted in A Hope VI grant through which the City and HATT were able to demolish the aged and blighted public housing units, replacing them with through mixed use public housing areas that are clean, well-maintained, and functioning to provide safe and livable housing to over a thousand households in Texarkana. While these funds are no longer available, the transformative power of this relationship with the Housing Authority and citizens means other blighted neighborhoods can also be changed for the better.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness in Texarkana, Texas is a challenging, but not intractable, problem. Every year, HUD requires the Texarkana Continuum of Care to collect data on homelessness at a single point-in-time during the last week in January. The Texas Homeless Network annually assists Texarkana's Continuum of Care through the Texarkana Homeless Coalition with their Point-in-Time homeless survey preparation and data analysis. The data that follows is a compilation of data collected on the day of January 21, 2016 by members of the Texarkana Homeless Coalition, a year considered as representative of homelessness in Texarkana and the last year for which there is a completed and approved report. One hundred five surveys were collected representing one hundred forty one people, though this represents only a small portion of the number of homeless in Texarkana. This Action Plan is also informed by Texarkana's sustained participation in the Homeless Coalition and regular interaction with homeless service providers, Randy Sams' Outreach Shelter, The Salvation Army of Texarkana, and Friendship Center of Texarkana through the Homeless Management Information Systems (HMIS) or from agency collaborations.

The Continuum of Care estimates there are 366 people who are homeless each day in the city. The median length of homelessness is 10.5 months, with a range of one day to over forty years of homelessness. This significant range might skew the median length considerably, with 20.7% of those counted in the Point-in-Time Survey reporting chronic homelessness. Over 79% of those counted are not chronically homeless. Forty-one percent of respondents reported their homelessness was their first time homeless in at least a three year period, as compared to 13.8% that reported they had been homeless continuously for more than a year and 34.5% that had 2-3 episodes of homelessness in the past three years.

72.3%	Male
27.8%	Female
12.4%	Households with children
20.7%	Chronic homelessness

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with Randy Sams' Outreach Shelter, the Texarkana Friendship Center, HATT and other housing and service providers, and partnering with willing

agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions Grants.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Grant, working closely with Randy Sams' Outreach Shelter, the Texarkana Friendship Center, HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions Grants. The Rapid Rehousing program is carried out by Randy Sams Outreach Shelter and The Texarkana Friendship Center Incorporated (TFCI). The program provides housing and supportive services for forty households per year where the beneficiaries are/were either homeless or at-risk of homelessness. The program is a Rapid Rehousing program that employs the Housing First model and the VI-SPDAT and FVI-SPDAT for prioritization.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and Community Affairs Emergency Solutions grants. The partnership with East Texas Veteran Resources is based on the goal of ending veteran homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City intends to continue dedicating resources to participation in the Homeless Coalition, serving as fiscal agent for the Continuum of Care Program, working closely with HATT and other housing and service providers, and partnering with willing agencies to apply for Texas Department of Housing and

Community Affairs Emergency Solutions grants.

Discussion

As a Texas Balance of State Continuum of Care Coordinated Access Pilot Project, this collaboration advances Texarkana's efforts to capture each organization's strengths in delivering services to persons either at risk of homelessness or experiencing homeless as defined by HUD ESG Interim Rules with "lightest touch" methodologies and HUD best practices without duplication of costs and/or services. All programs now employ the Housing First Model. The City will contract with the Housing Authority of Texarkana, Texas and sub-grant to all other project partners. The City will ensure appropriate use of grant funds, act as fiscal agent, ensure timely reporting by all program partners, and collaborate with all partners to ensure proposed outcomes are met.

Each partner delivers HMIS, programmatic and administrative commitments with the City providing grant and HMIS administration. Randy Sams' will provide Outreach and Emergency Shelter including mental health services; Housing Authority will provide Credit Counseling for Homelessness Prevention and Rapid Re-Housing; Salvation Army will provide Rapid Re-Housing assistance; and, due to overwhelming caseloads, Salvation Army and the Friendship Center will both provide Homelessness Prevention.

Doorways Home Texarkana is a Coordinated Access Emergency Solutions grant application prepared as a collaborative project to address homeless and other special needs housing and supportive services. Texarkana assisted a project team comprised of homeless service and housing providers to prepare a partnership based Emergency Solutions Grant proposal. As the lead applicant for this collaborative program under the Texas Balance of State Continuum of Care, the City of Texarkana, Texas proposed to provide Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing services through experienced providers in order to assist homeless people or people at risk of homelessness in Texarkana, Texas to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. While not successful in this first collaborative application, the project partners believe that the best way to provide quality services to Texarkana's homeless population is through continuing to work together and to re-apply in subsequent years.

Program partners include reliable service providers that participate in the Texarkana Homeless Coalition: the Randy Sams' Outreach Shelter, Texarkana Friendship Center, Housing Authority of Texarkana, Texas and the Salvation Army of Texarkana. This project will increase community wide planning and resource use, apply coordinated services that make the most of local organizational strengths, implement proven, research-driven, efficient service delivery tools, and vastly improve performance measurements and, most importantly, emphasize outcomes.

The City receives no HOPWA funds.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

There are many factors that affect the cost and production or maintenance of housing affordable to extremely low-, low-, and moderate-income families (at or below 80% of Median Family Income (MFI)). An analysis of these factors has aided the City in developing programs that reduce the adverse effects of these constraints on the supply and cost of housing.

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. These are routinely reviewed. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the needs to adjust public policies to adapt to changing conditions, the City will continue to review policies periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable housing.

The City of Texarkana, Texas identified race and concentrations of poverty that present as barriers to affordable housing and continues to develop strategies to remove or lessen negative effects of these barriers to affordable housing. The City identified the following other barriers to affordable housing:

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Analysis of Impediments indicates race and concentrations of poverty constitute barriers to affordable housing in Texarkana. Pre-development, building permit and inspection expenses are average in terms of housing construction and renovation costs. To maintain the City's commitment to prevent barriers to affordable housing the City will:

- Maintain flexibility in zoning and building requirements when appropriate to allow for infill housing development and to provide technical assistance to developers of affordable housing. Posters & literature displayed and made available at city office buildings, utility building, and the public library;

- Monitor city-sponsored projects for equal access and compliance of the Fair Housing Act and Building Dept. official's monitors code compliance to Fair Housing standards;
- Hold periodic Public Hearings providing information and requesting public comment on fair housing or related issues;
- Work with local housing service providers to conduct homebuyer and homeowner education, and conduct public outreach to include fair housing information;
- Conduct outreach efforts to for-profit and non-profit builders and developers through funding and technical assistance to increase the supply of decent, affordable housing within low to moderate income neighborhoods as well as creation of affordable housing on a city-wide basis;
- Maintain an Affirmative Marketing Plan to directly market newly-developed City-assisted housing units to minority groups least likely to apply to homeownership programs.
- Meet with local lenders and home builders to encourage the use of non-traditional client loan qualifying and loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Conduct public outreach regarding availability of housing and housing assistance including translation of housing application materials into Spanish, and maintains bi-lingual staff to assist applicants and clients who are not English-proficient;
- Support local Continuum of Care efforts for homeless populations and provides ongoing support and technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management and credit counseling;
- Researching the possibility of adopting a Fair Housing ordinance to ensure that fair housing options are available to its citizens.

Discussion

Most of the City of Texarkana's policies were enacted to protect and further the public welfare. For instance, building codes and subdivision standards are required by law for the protection and general welfare of the community. Development impact fees are recovered from the developer to assure that the public costs of new developments are paid by that development. While recognizing the changing need of public policies, the City will review them periodically to determine whether they have become excessive or represent an unnecessary constraint on the development or maintenance of affordable

housing.

- Substantial down payments required to purchase new or existing homes;
- Availability of credit to low and moderate income persons with credit problems;
- Availability of decent affordable single-family units and affordable rental properties.

As Texarkana prepares to embark on the development of a new Comprehensive Plan for the City, the City will review the Analysis of Impediments to improve affordability, accessibility and suitability of housing for the citizens of Texarkana, Texas.

DRAFT

AP-85 Other Actions – 91.220(k)

Introduction

This section of the Action Plan addresses the planned actions of the City of Texarkana, Texas to carry out the following strategies outlined in the Consolidated Plan:

1. Foster and maintain affordable housing;
2. Evaluate and reduce lead-based paint hazards;
3. Reduce the number of poverty-level families;
4. Develop institution structure; and
5. Enhance coordination.
6. In addition, the City identifies obstacles to meeting underserved needs and proposes actions to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

1. Provide support to organizations that provide services to homeless and special needs individuals;
2. Provide financial support to organizations that provide services to homeless and special needs individuals;
3. Provide easy access to information for supportive service organizations that provide services to homeless and special needs individuals.

Actions planned to foster and maintain affordable housing

1. Provide decent and affordable housing through single-family owner-occupied housing reconstruction for lower income residents;
2. Promote the availability of City operated owner-occupied housing assistance programs through the media;
3. Solicit applications for assistance from low income residents;
4. Conduct applicant screening and approval;
5. Provide home-buyer education counseling and assistance;
6. Facilitate rehabilitation of single-family properties

Actions planned to reduce lead-based paint hazards

1. Provide information and education to the public, re: lead risks;
2. Evaluate and reduce lead hazards by giving reconstruction priority to eligible residents most at risk for lead poisoning;

3. Develop technical capacity with staff.

Actions planned to reduce the number of poverty-level families

1. Pursue economic development of Downtown and Beverly communities;
2. Work with the Chamber of Commerce to bring jobs to low- and moderate-income families.

Actions planned to develop institutional structure

1. Improve coordination with Public Services Department to address flood zone management in low-mod income communities;
2. Establish communication and reporting protocols with police, fire, and emergency services to obtain regular statistical reporting and provide first-line professionals with homelessness services information.

Actions planned to enhance coordination between public and private housing and social service agencies

1. Actively participate in Continuum of Care/Homeless Coalition;
2. Assist with Homeless Point-in-Time Homeless Count.

Discussion

The City of Texarkana recognizes the challenges to fostering and maintaining affordable housing, evaluating and reducing lead-based paint hazards, reducing the number of poverty-level families, developing institution structure, enhancing coordination, and addressing underserved needs. The City's Target Area approach to implementing programs and providing services to low-moderate income families will ensure that all fundamental goals of the program will be met. This Action Plan is consistent with HUD's Mission to create strong, sustainable, inclusive communities and quality affordable homes for all; strengthening the housing market to bolster the economy and protect consumers; meeting the need for quality affordable rental homes: utilizing housing as a platform for improving quality of life and building inclusive and sustainable communities free from discrimination.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

This section address the program-specific requirements for the Annual Action Plan. The Consolidated Plan Final Rule contains requirements regarding this section of this CDBG Action Plan.

All program income that will have been received before the start of the next program year will have been reprogrammed. The City has recently received Section 108 loans fund award approval. The City is working closely with the community and developers to redevelop the Hotel Grim as the Grim Lofts project and will use the Section 108 Loan funds for this purpose as a Special Economic Development project. The City has no urban renewal settlements, or float funded activities. No grant funds will have been returned to the line of credit for which the planned use has not been included in a prior statement or plan. The City does not expect to use any funds for urgent need activities.

The City of Texarkana, Texas estimates that 70% of program funds will be used for activities that benefit persons of low and moderate income over a consecutive period of three years, years 2014-2016 including the year covered by this Annual Action Plan.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 70.00% |

Discussion

The City of Texarkana, Texas does not receive HOME funds. The City expects that all program income will have been programmed and that Section 108 Loan proceeds will be receipted in the program year. Additionally, the City expects no surplus funds from urban renewal settlements, grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan, and has no income from float-funded activities. Seventy percent of CDBG funds will be used for activities that benefit persons of low and moderate income, with an Overall Benefit calculated over a period of three consecutive years to determine that the minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.

City of Texarkana, Texas

Version: A

Update Date: 7/7/2017 9:07 AM

Briefing Sheet

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Resolution No. 2017-065 authorizing the City Manager to enter into a three-
year contract for the annual audit for the fiscal years ending September 30,
Subject: 2017, 2018, and 2019, with the option to renew.

Public **Second** **Council**
Briefing: 7/10/2017 **Hearing:** 6/26/2017 **Briefing:** July 10, 2017 **Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

(7 JUL 17) – City Manager: As requested by the city council the resolution has been revised. Since HLC addressed the city council during 26 JUN 17 meeting prompting the city council to direct the changes to the resolution it seems appropriate to also permit BKD to directly address the city council. The city council is correct in their statement that the Independent Auditor works for the city council and as such the city council should likely have the opportunity to hear from the staff recommended firm as well as the challenging firm.

Both firms have been invited to attend the next city council meeting and make presentations to the city council. Both firms realize that the each firm will be presenting.

The audit review committee has listed the following reasons for the selection of BKD, LLP of Dallas, TX:

- The audit review committee attempted to include both local and non-local firms in the RFQ process to gain a large pool of potential candidates for the City’s financial audit services. All proposals were given adequate review and the committee met on May 2, 2017 and again on May 18, 2017 to review all the proposals and form a recommendation for the City Council. All aspects of the proposals were reviewed. None of the proposing firms were excluded from the review process. The committee ultimately decided on the recommendation of BKD of Dallas, TX with the following items listed as support for the recommendation:
- **Fresh Perspective**
 - It is the consensus of the audit committee that after 30 years with the same firm, it is necessary to engage a new firm to gain a fresh perspective and a new set of eyes on the financial workings of the City. This is not only a recommendation of the committee, but also a recommendation of GFOA best practices as stated in the following excerpt below from GFOA Best Practice in Audit Procurement:

“Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit

City of Texarkana, Texas

contract, consistent with applicable legal requirements. Ideally, auditor independence would be enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract, as is often the case in the private sector. Unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.

- **Operate in a paperless and electronic environment**

- Over the last two years, the finance department has consistently worked to scan all possible supporting documentation into our Springbrook accounting software. This allows documentation to be viewed easily by city staff as well as auditors. BKD has informed us that we can provide them with a temporary Springbrook login to review these files electronically. This promotes efficiency in our office because we are not required to pull an employee from their daily duties to pull paper files (and re-file them after the audit is complete), which leads to less disruption in our office. In the past, staff have been required to pull supporting documentation from an original paper file. Scanned electronic invoices were not considered acceptable supporting documentation.

- **Fees**

- Below is the proposed fee schedule for all the proposing firms as well as the contract price with Holliday, Lemons & Cox for the most recent five (5) years. The schedule below includes only the agreed upon contract pricing and does not include any fees agreed to outside the scope of the audit.
- Texas Local Government Code 2254.003 gives guidance on the selection of professional services and the fees associated with that service.
- The code states:
 - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - (1) on the basis of demonstrated competence and qualifications to perform the services; and
 - (2) for a fair and reasonable price
- Because the fees proposed by BKD are in line with contracted amounts from the previous five years, the committee feels like the proposed fee by BKD is a fair and reasonable price.

City of Texarkana, Texas

Proposed Audit Pricing

	Gollob	BKD	HLC	McConnel	Pattillo
2017	152,500	135,000	125,000	115,000	92,000
2018	145,000	140,000	128,750	115,000	93,800
2019	145,000	146,000	135,000	115,000	96,175
2020	146,000	151,500	139,000	119,600	97,375
2021	146,000	158,000	143,000	124,400	99,375
Total	734,500	730,500	670,750	589,000	478,725
Average	146,900	146,100	134,150	117,800	95,745

Historical Audit Pricing - Previous 5 Years

		HLC		
2012		132,650		
2013		137,950		
2014		143,450		
2015		149,000		
2016		154,000		
Total		717,050		
Average	-	-	143,410	-

City of Texarkana, Texas

- **Large Knowledge Base and Experience in Governmental Accounting**

- BKD has locations in the states of Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Mississippi, Missouri, Nebraska, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, and Wisconsin.
- Four offices are located in Texas; specifically in Dallas, Houston, San Antonio, and Waco.
- The firm employs 27 partners that have a specific focus in Not-for-Profit and Governmental Accounting. The large number of partners who specialize in Not-for-Profit and Governmental Accounting offers the ability to switch between partners should the need arise.
- The lead partner that would be assigned to Texarkana, TX is responsible for providing audit services to approximately 12 municipalities in Texas and Arkansas. He has more than 23 years of experience providing audit and management consulting services to a client base that includes municipalities and their component units, counties, utilities, state agencies, and numerous service-related entities receiving government assistance. His team performs more than 75 single audits annually.
- BKD has the following municipal clients in Texas and Arkansas:
 - City of Balch Springs, TX
 - City of Bedford, TX – GFOA Award Recipient for 20 consecutive years
 - City of Bentonville, AR– GFOA Award Recipient for 4 consecutive years
 - City of El Paso, TX– GFOA Award Recipient for 18 consecutive years
 - City of Eureka Springs, AR
 - City of Fort Smith, AR– GFOA Award Recipient for 31 consecutive years
 - City of Greenville, TX– GFOA Award Recipient for 41 consecutive years
 - City of Kerrville, TX– GFOA Award Recipient for 32 consecutive years
 - City of Lancaster, TX– GFOA Award Recipient for 19 consecutive years
 - City of Little Rock, AR– GFOA Award Recipient for 34 consecutive years
 - City of Lubbock, TX– GFOA Award Recipient for 35 consecutive years
 - City of McKinney, TX– GFOA Award Recipient for 32 consecutive years
 - City of Mesquite, TX– GFOA Award Recipient for 41 consecutive years
 - City of North Richland Hills, TX– GFOA Award Recipient for 33 consecutive years
 - City of Roanoke, TX– GFOA Award Recipient for 11 consecutive years
 - City of Springdale, AR
 - City of Texarkana, AR – GFOA Award Recipient for 30 consecutive years
 - Town of Addison, TX– GFOA Award Recipient for 40 consecutive years
 - Town of Highland Park, TX– GFOA Award Recipient for 34 consecutive years

City of Texarkana, Texas

- BKD National Governmental Group works with approximately 500 governmental clients nationwide.
 - The audit review committee believes that multiple staff members with extensive knowledge in not-for-profit and governmental accounting offers a vast amount of resources for questions and guidance.
- **GFOA Certificate of Achievement for Excellence in Financial Reporting**
 - BKD has several team members, including Kevin Kemp, the proposed lead engagement partner, who serve on the GFOA's special review committee, so they are very familiar with the process involved in obtaining the annual GFOA award. The audit review committee views this as an important component of the audit process and feels that BKD is more than capable of continuing to assist with the successful completion of this process.
- **Continuing Professional Education**
 - In an effort to keep City staff up-to-date on emerging issues in our industry, BKD will provide BKD Thoughtware which includes webinars, seminars, and articles to enhance our continuing professional education. They have also offered to come on sight and do CPE training for City staff as needed/requested. This is a service that we do not currently have.
- **Other Local Municipalities**
 - The committee reached out to other local municipalities to find out who they are currently using and who had previously performed their audit. Below are the responses received.
 - **City of Nash, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **Bowie County**
 - Current auditor: Patillo, Brown, & Hill of Waco, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Texarkana, AR**
 - Current auditor: BKD of Little Rock, AR
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Atlanta, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Wake Village, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - **TexAmericas**
 - Current auditor: Knauth & Company of Frisco, TX
 - Current accounting support: Holliday, Lemons & Cox of Texarkana, TX

City of Texarkana, Texas

Executive Summary and Background Information:

In March of 2017, the City submitted a Request for Qualifications to both local and non-local qualified and experienced public accounting firms to obtain independent audit services for performance of the City's annual financial audits for the fiscal years ending September 30, 2017, 2018, and 2019, with the option of auditing financial statements for each of the two subsequent fiscal years, 2020 and 2021, based upon satisfactory performance. Notice of the Request for Qualifications was also posted to the City's website. Sealed proposals were opened on April 20, 2017. Proposals were received from BKD, LLP of Dallas, TX; Patillo, Brown & Hill, LLP of Waco, Texas; McConnell & Jones, LLP of Houston, Texas; Gollob, Morgan & Peddy of Tyler, Texas; and Holliday, Lemons & Cox, P.C. of Texarkana, Texas. Proposed pricing for all five years (2017 – 2021) ranged from a total of \$478,725 to \$734,500. A committee consisting of the City Manager, City Chief Financial Officer, City Assistant Chief Financial Officer, TWU Executive Director, and TWU Finance Director was established to review all of the proposals. After considerable review of all proposals, the committee selected BKD, LLP of Dallas, TX.

Potential Options:

- Approve
- Deny

Fiscal Implications:

To maintain fiscal responsibility and verify that financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

Audit proposals were reviewed by a committee consisting of the City Manager, City Chief Financial Officer, City Assistant Chief Financial Officer, TWU Executive Director, and TWU Finance Director.

Board/Committee Recommendation:

Committee recommends approval.

Advisory Board/Committee Meeting Date and Minutes:

The committee met on May 2, 2017 and May 18, 2017.

Attachments

- a. 2017-065 RES Authorizing CM to enter into contract for audit services (DOC)
- b. 2017-065 ATTH 01 Audit RFQ (DOCX)
- c. 2017-065 ATTH 02 GFOA Best Practice Audit Procurement (PDF)
- d. 2017-065 Goals & Perspectives (DOCX)
- e. 2017-065 ATTH 03 Gollob Morgan Peddy Proposal(PDF)
- f. 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (PDF)

City of Texarkana, Texas

- g. 2017-065 ATTH 05 McConnell and Jones Proposal (PDF)
- h. 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (PDF)
- i. 2017-065 ATTH 07 BKD Proposal (PDF)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	05/19/2017 3:44 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	05/19/2017
	3:44 PM			
Purchasing and Contracting		Sharon Moore	Purchasing Review	
	Completed	05/19/2017 4:09 PM		
Deputy City Manager - Shirley Jaster		Shirley Jaster	Deputy City Manager	
Review	Completed	05/22/2017 11:31 AM		
Deputy City Manager - Kyle Dooley		Kyle Dooley	Deputy City Manager	
Review	Completed	05/22/2017 1:19 PM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	05/22/2017 1:32 PM			
City Manager	John Whitson	City Manager Review	Completed	06/02/2017
	2:54 PM			
City Council	Jennifer Evans	Meeting	Completed	06/12/2017
	6:00 PM			
Finance Department	Kristin Peeples	Review	Completed	06/30/2017
	9:44 AM			
Deputy City Manager - Shirley Jaster		Shirley Jaster	Review	Completed
	06/30/2017 10:52 AM			
Public Information Officer		Lisa Thompson	Review	Completed
	07/06/2017 6:31 PM			
City Manager	John Whitson	Review	Completed	07/06/2017
	9:04 PM			
City Council		Review	Pending	

Meeting History

06/12/17 City Council MOVED FORWARD Next: 06/26/17
 Kristin Peeples briefed this item.

06/26/17 City Council MOVED FORWARD Next: 07/10/17
 Rhonda Jones, of Holliday Lemons & Cox, P.C., expressed concerns relating to a proposed contract for independent audit services with BKD, LLP.
 Ms. Jones asked council to reconsider continuing contracted independent audit services with Holliday, Lemons & Cox, P.C.

RESOLUTION NO. 2017-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH _____ TO PERFORM THE ANNUAL AUDIT FOR THE CITY OF TEXARKANA, TEXAS, AND TEXARKANA WATER UTILITIES (TWU) FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2017, 2018, AND 2019, WITH THE OPTION TO RENEW FOR THE TWO SUBSEQUENT FISCAL YEARS OF 2020 AND 2021; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is necessary to secure the professional services of an accounting firm to perform the annual audits for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU); and

WHEREAS, a Request for Qualifications was prepared and the City received a total of five (5) proposals from qualified firms that are capable of performing this service; and

WHEREAS, the City received a proposal from _____ to perform the above mentioned services for a total of three fiscal years with the option to renew for the two subsequent fiscal years; and

WHEREAS, the proposed cost per fiscal year is _____ for the fiscal year ending September 30, 2017, _____ for the fiscal year ending September 30, 2018, _____ for the fiscal year ending September 30, 2019, _____ for the fiscal year ending September 30, 2020, _____ for the fiscal year ending September 30, 2021; and

WHEREAS, the City Council has selected _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) for the fiscal years ending September 30, 2017, 2018, and 2019, with the option to renew for the two subsequent fiscal years of 2020 and 2021.

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

SECTION 1: That the City Manager be and is hereby authorized to execute a three-year agreement with the firm of _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) at a total cost not to exceed _____ for the fiscal year ending September 30, 2017, _____ for the fiscal year ending September 30, 2018, _____ for the fiscal year ending September 30, 2019.

SECTION 2: That the City Manager be and is hereby authorized to execute an additional two-year agreement with the firm of _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) at a total cost not to exceed _____ for the fiscal year ending September 30, 2020, and _____ for the

fiscal year ending September 30, 2021 if the City Council deems the firm to be an acceptable choice for the two subsequent fiscal years renewal.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501	 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS					
CONTACT PERSON: SHARON MOORE						
TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org						
TITLE: Audit Services Contract	NUMBER: 17-1601-01	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST				
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED				
Enter Respondent Name:						
Enter Respondent's Business Name:						
Enter Respondent Address:						
Enter the following information: Business Number: () _____ - _____ Cell Number: () _____ - _____ Email Address: _____						
Federal Tax ID Number or Social Security Number						

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

Authorized Signature

Title

Print/Type Name

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment: 2017-065 ATTH 01 Audit RFQ (1661 : 2017-065 RES approving audit contract)

The City of Texarkana, Texas ("City") is requesting a statement of qualifications and proposal (RFQ/RFP) for audit services (proposals) from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants, to obtain independent audit services for performance of the City's annual financial audits for the fiscal years ending September 30, 2017, 2018, and 2019 with the option of auditing its financial statements for each of the two subsequent fiscal years, 2020 and 2021, based upon satisfactory performance. Audits are to be performed in accordance with generally accepted auditing standards.

Your proposal shall be governed by the following schedule:

3/27/17	RFQ posted to City website and distributed
4/14/17	Deadline for inquiries, questions, or requests for information
4/20/17	Responses due at 2:00 pm
4/20/17	Sealed bid opening by Audit Committee
TBD	Presentations by prospective firms
6/12/17	First briefing of recommendation to City Council
6/26/17	Public hearing of recommendation to City Council
7/10/17	Second briefing of recommendation to City Council
7/24/17	Council vote
9/30/17	Fiscal Year End
2/28/18	Comprehensive Annual Financial Report Issued
TBD	Presentation of audit to City Council

Facsimile or electronically transmitted responses are not acceptable. Late responses will be returned to Responder unopened if return address is provided. To be considered for this engagement your firm must meet the qualifications and satisfy the requirements set forth in this RFQ.

Mailing Address and Hand Delivery Address: Sharon Moore
Purchasing Manager
220 Texas Boulevard
Texarkana, Texas 75501

All questions and correspondence should be directed to Sharon Moore at moores@txkusa.org or to the above address.

Attachment: 2017-065 ATTH 01 Audit RFQ (1661 : 2017-065 RES approving audit contract)

1. Description of the City

The City of Texarkana, Texas (the City), incorporated in 1874, is located on the Texas –Arkansas state line in the northeast corner of the State of Texas. The City is 28 miles south of Oklahoma and 25 miles north of the Louisiana boundary line and it currently occupies a land area of 29.5 square miles and serves a population estimated at 37,850. The City is empowered to levy a property tax on real and personal properties located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Council.

The City has operated under the council-manager form of government since 1960. Policy-making and legislative authority are vested in a governing council (Council) comprised of the mayor and six members, all elected on a non-partisan basis. Council members serve two-year staggered terms, with three members elected by ward every two years. The mayor is elected at large, and serves a two-year term. The Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager, City Attorney, and Municipal Judge. The City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments.

The City provides a full range of services, including police, fire, streets and infrastructure, traffic engineering, parks, recreation, library, community development (planning and zoning), public improvements, tourism activities, and general administrative services. Water and sewer distribution and collection activities are provided by Texarkana, Texas water department in conjunction with the Texarkana, Arkansas water department, dba Texarkana Water Utilities (TWU). The Texas activity of TWU functions as a department of the City, and therefore has been included as an integral part of the City's financial statements. The City also participates in joint ventures with Texarkana, Arkansas to operate the Texarkana Regional Airport and the Bi-State Justice Center, and with three other local cities to operate the Texarkana Urban Transit District (TUTD).

The financial reporting entity (the government) includes all funds of the primary government (i.e., the City of Texarkana as legally defined), as well as all of its component units. Component units are legally separate entities for which the primary government is financially accountable. Discretely presented component units are legally separate entities and not part of the primary government's operations. The Texarkana-Bowie County Family Health Center is included in the financial statements as a discretely presented component unit.

2. Financial Reports

- A. Budgets, Audits/CAFRs, and Single Audits are available for review in the Finance section of the City's website which can be found at ci.texarkana.tx.us

3. General Information

- A Purpose:** The City of Texarkana, Texas ("City") is requesting proposals to obtain independent audit services for performance of the City's annual financial audit for the fiscal years ending September 30, 2017, 2018, and 2019. Proposals must be from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants. The selected audit firm will have the opportunity to audit financials for each of the two subsequent fiscal years, based upon satisfactory performance, awarded by City Council in one year increments.
- B Standards:** The requested audits are to be performed in accordance with generally-accepted auditing standards; the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards; the provisions of the federal Single Audit Act of 1984 (as amended in 1996); and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.
- C Current Auditor:** The current audit firm, Holliday, Lemons, & Cox, P.C., completed the audit for the fiscal year ended September 30, 2016 and previous fiscal years.
- D Inquiries:** Deadline for inquiries is two weeks prior to deadline for proposals, as noted on the first page of the RFQ. Inquiries must be submitted in writing and a written response to inquiries will be

prepared and delivered to all known parties who have indicated an interest and intent in responding to the RFQ. All inquiries should be directed to Sharon Moore, Purchasing Manager for the City of Texarkana, Texas. Contact with personnel of the City of Texarkana, Texas other than the designated point of contact may be grounds for elimination from consideration in this selection process.

- E Acceptance:** All proposals must include a statement that they are valid for a minimum of 90 days subsequent to the closing of this RFQ.
 - F Cost of Proposal:** Costs related to preparation of response shall be the responsibility of the bidder.
 - G Right of Rejection:** The City reserves the right to reject any or all proposals submitted.
 - H Additional Information:** The City reserves the right during the evaluation process to request additional information or clarifications from bidders or to allow correction of errors or omissions. At the discretion of the City, firms may be invited to make presentations in-person as part of the final evaluation and selection process.
 - I Right of Retention:** The City reserves the right to retain all proposals submitted and to use any ideas contained in proposals even if not selected.
 - J Implied Acceptance:** Submission of a proposal implies acceptance of the terms and conditions of this RFQ unless specifically agreed-to in writing between the City and the selected firm. Proposed terms which differ from the requirements of the RFQ must be clearly identified and specifically noted in the proposal submitted and specifically agreed-to upon acceptance.
- 4. Proposal Content and Format:** One original and five copies shall be returned in a sealed envelope clearly bearing the name and address of the respondent. The proposal for services and the proposal for pricing should be placed in two separate sealed envelopes and labeled as follows:
- i. **"RFQ: Pricing Proposal for City of Texarkana, Texas Audit Services"**
 - ii. **"RFQ: Service Proposal for City of Texarkana, Texas Audit Services"**

The pricing proposal should include a table of proposed audit pricing which details the proposed audit bid prices for each of all five years requested (a clear price proposal for the first three years and proposed pricing for each of the two additional one-year terms).

The service proposal should contain the following information and format:

- A Title Page:** Title page showing the request for qualifications subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
- B Table of Contents**
- C Cover or Transmittal Letter** briefly stating the understanding of the audit service to be performed, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best firm to perform the engagement, a statement that the proposal is a firm, and irrevocable offer for ninety days. The transmittal letter must be signed by the appropriated authorized firm representative.
- D Firm Profile.** Include the following information about your firm:
The organization and size of your firm; whether it is local, regional, national, or international in operations.
 - 1. The names of person(s) authorized to represent your firm, their title(s), address, and telephone number(s).
 - 2. The location of the office from which the work is to be performed and the number of professional staff (by staff level) employed at that office.
 - 3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.
 - 4. A positive statement that the following mandatory criteria are satisfied: An affirmation that you are properly licensed for practice as a certified public accountant to practice in the State of Texas and an affirmation that your firm meets the independence requirements of Governmental Auditing Standards, published by the U.S. General Accounting Office.
 - 5. List and describe the Responder's (or proposed subcontractor's) professional relationships involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

6. An affirmation that your firm does not have a record of substandard audit work or on-going allegations or litigation.
7. An affirmation that your firm meets all specific requirements imposed by state or local law, rules, and regulations.

E. Firm Qualifications. Include the following information about your firm:

1. Please identify the audit managers and field supervisors and other staff who will work on the audit on a full-time basis and the number and nature of the staff to be employed on a part-time basis; including staff from other than the local office. For the office that will be assigned the audit, list the most significant and relevant engagements, up to a maximum of five, that have been performed within the last five years. Provide the name and telephone number of the principal client contact.
2. If the firm is a joint venture or a consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified and the firm that is to serve as the principal auditor shall be noted, if applicable.
3. A copy of the report on the firm's most recent external quality control review, with a statement whether that review includes review of specific government engagements.
4. The results of any peer reviews, federal or state desk reviews, or field reviews of its audits during the past three years. In addition, the Responder shall provide information on the circumstances and status of any disciplinary action taken or pending against the Responder during the past three years with state regulatory bodies or professional organizations. Responder shall provide a list of past and current litigation and pending claims against the firm, if any.

F Audit Team Qualifications

1. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a CPA in Texas and Arkansas, and performing government audits in particular.
2. The City recognizes that the engagement partners, managers, or other staff may change unforeseeably, but the City retains the right to approve, reject, or request partner and manager replacements.
3. Firms may subcontract portions of the engagement only if proposed subcontracting is clearly identified in the proposal. The City reserves the right to approve, disapprove, or request removal of subcontractors for any reason. The audit firm retains sole responsibility for execution of the terms and conditions of the services described in the scope of this RFQ.

G Completed Form W-9 (Federal request for Taxpayer ID No.)

H Completed Form CIQ (State Conflict of Interest Questionnaire) if there is a conflict of interest with respect to any of the elected officials named below or any other local government officer for the City of Texarkana, Texas.

- Mayor Bob Bruggeman
- Ward 1 Jean Matlock
- Ward 2 Willie Ray
- Ward 3 Betty Williams
- Ward 4 Dr. Brian Matthews
- Ward 5 Christy Paddock
- Ward 6 Josh Davis

5. Scope of Required Audit Services

- A The City desires the auditor to express an opinion on the financial statements of its governmental activities, business-type activities, each major fund and the aggregate remaining fund information in conformity with United States generally accepted accounting principles.
- B The auditor is required to audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise

the City's basic financial statements. However, the auditor is to provide an "in-relation-to" statement on the combining and individual fund financial statements and supplementary schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

- C The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by the United States generally accepted auditing standards.
- D The auditor is also required to audit the schedule of expenditures of Federal and State financial assistance. This information should be subject to the auditing procedures applied in the audit of the basic financial statements and in accordance with Governmental Auditing Standards, the Federal Single Audit Act and (OMB) Circular A-133. The auditor is to provide an opinion on the fair presentation of this schedule in relation to the basic financial statements taken as a whole.
- E. For the initial year of the audit engagement, the auditor is required to meet separately with the City and Texarkana Water Utility staff to discuss the specific level of work required by their respective personnel in preparation for the annual audit. This will necessarily include discussion of the year end workpapers the auditor will need prepared by staff, as well as those to be prepared by the auditor.

6. Auditing Standards to be Followed

- A The audit shall be made in accordance with:
 - 1 United States generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants,
 - 2 Standards for the financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards,
 - 3 Provisions of the Single Audit Act and the provisions of OMB Circular A-133, Audits of State and Local Government, and
 - 4 State and Federal laws or regulations.

7. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements the independent auditor will be required to issue the following reports for the City:

- A. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- B. A report on the internal control structure based on the independent auditor's understanding of the control structure and assessment of control risk.
- C. A report on compliance with applicable laws and regulations.
- D. A report on the schedule of expenditures of federal and state financial assistance.
- E. A report on the internal control structure used in administering federal and state financial assistance programs.
- F. A report on compliance with laws and regulations related to major and non-major federal programs. This report should include an opinion on compliance with specific requirements applicable to major federal and state financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.
- G. A report on component units.
- H. In the required reports on internal controls, the independent auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertion of management in the financial statements. Non-reportable conditions discovered by the independent auditor shall be reviewed with management. The reports on compliance shall include all material instances of non-compliance.

8. Other Considerations

- A. Each year, the City submits its CAFR to the Government Finance Officers Association of the United States and Canada (GFOA) for review in its Certificate of Achievement for Excellence in Financial Reporting Program. The City has received the Certificate of Achievement for 27 years, and it is

anticipated that the City will again receive the certificate for its fiscal year 2017 CAFR. Therefore, the successful audit firm will be required to provide special assistance to meet the requirements of this program.

9. Evaluation Criteria

- A. The audit committee will select the “best qualified” respondent. The respondent selected must have previous experience in performing audits of municipal governments. The evaluation criteria will include assessment of the following:
 - 1. Years of experience of the firm and audit team in performing audits of municipal governments.
 - 2. Qualifications of personnel to be assigned as engagement partner, manager, and other members of the audit team.
 - 3. Knowledge of the reporting requirements as well as the basic concepts and conventions underlying local government accounting and financial reporting principles.
 - 4. The overall satisfaction of other municipalities with the firm’s services.
- B. The committee will consists of:
 - 1. City Manager – City of Texarkana, Texas
 - 2. Executive Director – Texarkana Water Utilities
 - 3. Chief Financial Officer - City of Texarkana, Texas
 - 4. Finance Director - Texarkana Water Utilities
 - 5. Assistant Chief Financial Officer – City of Texarkana, Texas
- C. During the evaluation process, the committee may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the selection committee may have on a firm’s proposal.
- D. The City reserves the right to conduct personal interviews of any or all firms prior to selection. The City will not be liable for any cost incurred by the Responder in connection with oral presentations or interviews such as travel accommodations, etc.

10. Final Selection

- A. The committee will make a final selection and will recommend this selection to the City Council at the June 12, 2017 council meeting. The City Council will be scheduled to vote on the item at the July 24, 2017 council meeting.

11. Manner of Payment

- A. Progress payments may be requested with submission of appropriate invoices based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost estimate (not to exceed maximum total price without written city approval). Interim billing shall not cover a period of less than one calendar month.
- B. Progress payments cannot exceed 90% of the year’s contract price prior to completion.



BEST PRACTICE

Audit Procurement

BACKGROUND:

The Government Finance Officers Association (GFOA) has long recommended that state and local governmental entities obtain independent audits of their financial statements performed in accordance with the appropriate professional auditing standards. Properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens confidence in their elected leaders.

RECOMMENDATION:

GFOA makes the following recommendations regarding the selection of auditing services:

- The scope of the independent audit should encompass not only the fair presentation of the basic financial statements, but also the fair presentation of the financial statements of individual funds and component units. The cost of extending full audit coverage to the financial statements of individual funds and component units can be justified by the additional degree of assurance provided. Nevertheless, the selection of the appropriate scope of the independent audit ultimately remains a matter of professional judgment. Accordingly, those responsible for securing independent audits should make their decision concerning the appropriate scope of the audit engagement based upon their particular governments specific needs and circumstances, consistent with applicable legal requirements.
- Governmental entities should require in their audit contracts that the auditors of their financial statements conform to the independence standard promulgated in the General Accounting Offices *Government Auditing Standards* even for audit engagements that are not otherwise subject to generally accepted government auditing standards.
- Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.
- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements. Ideally, auditor independence would be enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract, as is often the case in the private sector. Unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek

- the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.
- Professional standards allow independent auditors to perform certain types of nonaudit services for their audit clients. Any significant nonaudit services should always be approved in advance by a governmental entity's audit committee. Furthermore, governmental entities should routinely explore the possibility of alternative service providers before making a decision to engage their independent auditors to perform significant nonaudit services.
 - The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit. In no case should price be allowed to serve as the sole criterion for the selection of an independent auditor.

References:

- *CPA Audit Quality: A Framework for Procuring Audit Services*, General Accounting Office, August 1987.
- *Audit Management Handbook*, Stephen J. Gauthier, GFOA, 1989.
- *An Elected Officials Guide to Auditing*, Stephen J. Gauthier, GFOA, 1992.
- *Governmental Accounting, Auditing and Financial Reporting (GAAFR)*, Stephen J. Gauthier, GFOA.

Applicable to Canadian Governments:

203 N. LaSalle Street - Suite 2700 | Chicago, IL 60601-1210 | Phone: (312) 977-9700 - Fax: (312) 977-4806

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☒ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: High

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

CITY OF TEXARKANA, TEXAS
REQUEST FOR QUALIFICATIONS
RFQ # 17-1601-03
AUDITING SERVICES FY 2017-2019

Submitted by:

Gollob Morgan Peddy PC
1001 ESE Loop 323, Suite 300
Tyler, TX 75701

Contact Person: Kevin R. Cashion

Gollob Morgan Peddy PC
CERTIFIED PUBLIC ACCOUNTANTS

1001 ESE Loop 323, Suite 300, Tyler, TX 75701
Tel 903-534-0088 Fax 903-581-3915 www.gmpcpa.com
Members American Institute of Certified Public Accountants and Private Companies Practice Section

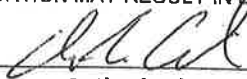
Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

CITY OF TEXARKANA, TEXAS
Request for Proposal #17-1601-03, Auditing Services
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SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: KEVIN R. CASHION			
Enter Respondent's Business Name: GOLLOB MORGAN PEDDY PC			
Enter Respondent Address: 			
Enter the following information: Business Number: (903) 534 - 0088 Cell Number: (903) 521 - 2177 Email Address: kevin@gmpcpa.com Federal Tax ID Number or Social Security Number			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	CPA, PARTNER _____ Title
KEVIN R. CASHION _____ Print/Type Name	04/17/2017 _____ Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)



April 17, 2017

City of Texarkana, Texas
Attn: Sharon Moore, Purchasing Manager
220 Texas Blvd.
Texarkana, TX 75501

Dear Sharon and Audit Committee:

Please accept this letter along with the attached documents and information as our response to RFQ #17-1601-03, Auditing Services for the City of Texarkana, Texas. This proposal is for the fiscal year ending September 30, 2015 and the subsequent two years. This submission is from the firm of Gollob Morgan Peddy PC, 1001 ESE Loop 323, Suite 300, Tyler, Texas 75701. The representative for the firm in this proposal is Kevin R. Cashion, CPA, Officer, and he can be reached at 903-534-0088 or by e-mail at kevin@gmpcpa.com.

The contents of this proposal are valid for a minimum of 90 days from the closing of your RFQ process.

First of all, let me say we appreciate the opportunity to submit this proposal and it would be our honor to be associated with the City of Texarkana, Texas ("the City").

Firm Profile

Gollob Morgan Peddy PC ("GMP") is a member of the Division of Firms Private Companies Practice Section of the AICPA and complies with all licensing and regulatory requirements including an external peer review every three years. We received our last peer review for the fiscal year ended June 30, 2015 and received the highest peer review rating of pass in that opinion. A copy of that opinion letter has been included with this RFQ. As part of our internal quality control procedures, we perform an annual internal review of audit and other engagements to ensure compliance with peer review standards. Our internal quality control reviews are done during the summer months and are completed in the same fashion as an external peer review so there is always at least one governmental audit that comes under the Uniform Guidance selected for inspection.

The firm is a local firm with one office located in Tyler, Texas and has eleven officers, an additional twenty-three Certified Public Accountants, and fourteen degreed, non-certified accountants on staff. GMP also has clerical, bookkeeping and computer technical support staff persons to assist in the audit services we provide if needed. GMP can specifically confirm that all shareholders of the firm are Certified Public Accountants and are engaged in the practice of public accountancy.

GMP is a member of CPAmerica International which is an association of independently owned and managed CPA and consulting firms. CPAmerica is one of the largest associations of accounting firms based on the total annual revenues of its member firms. This association gives us a great resource to additional knowledge outside that of our own partners and employees.

The firm is also a member of the AICPA's Governmental Audit Quality Center (GAQC) which provides us with excellent insight to changes in accounting pronouncements and auditing standards as well as quality continuing education.

The firm engages in tax preparation services, accounting and auditing services, other assurance services, and client accounting services. A significant portion of our audit practice consists of governmental audit services and a large portion of these audit services includes municipalities.

The firm has not had any business relationships with either the City of Texarkana, Texas or any of its agencies or council members during the past five years.

Neither the firm nor any member of the firm has ever been nor is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing board of another state.

Firm and Audit Team Qualifications

We have attached separate sheets for each member we anticipate to be part of the audit team, which lists at the minimum their position in the firm, their educational background and a list of continuing education courses attended during the last four years for governmental accounting and auditing. All staff that are CPA's are identified and are all licensed in the State Of Texas.

We view multiyear contracts as a plus because barring staff leaving, we will continue to use the same audit staff as part of team on your audit each year. We feel that this provides an even better benefit to the City in that you will get to know our staff and we take pride in establishing a solid working relationship with our audit clients.

We understand that time spent at your office to conduct field work is a disturbance to your daily work responsibilities and we will do everything we can to keep our time at your offices to as minimal as possible. GMP is a "paperless" environment in our audit work and documentation. All workpapers we keep are in some type of electronic format. With this we can obtain a lot of your information and support through electronic transfer of data through our portal system. This will allow you to upload files (word, excel, PDF) through a safe and secure means and for us to conduct a lot of our field work here at our offices to limit the amount of time we will spend at your offices in Texarkana.

Client References and Contacts

City of Tyler (2015 – present) (CAFR) – Keidric Trimble, CFO; 903-531-1142
ktrimble@tylertexas.com
 Smith County, Texas (2015 – present) (CAFR) – Ann Wilson, County Auditor,
 903-590-4700; awilson@smith-county.com
 Tyler Junior College District (1996 – present) (CAFR) – Carol Hutson, CFO;
 903-510-3225; chut@tjc.edu
 City of Lindale (2005 – present) – Carolyn Calswell, City Manager;
 903-882-3422; carolync@lindaletx.gov
 City of Whitehouse (1985 – present) – Jennifer Lusk, City Secretary,
 903-839-4914; jlusk@whitehousetx.org

W-9 Form

We have included a W-9 form as part of our proposal packet.

Scope of Audit Services

The objective of our audit is the expression of opinions as to whether the basic financial statements of the City are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions of your basic financial statements and on your compliance with provisions of grant agreements that could have a direct and material effect on your major programs.

We also understand that the FY 2016-2017 report will a Comprehensive Annual Financial Report ("CAFR") that will be filed with the Government Finance Officers Association ("GFOA") and part of our audit work will include preparing and reviewing the City's preparation of Letter of Transmittal, the Statistical Tables, and other schedules and forms necessary to comply with the GFOA's filing requirements. As listed above, we have had past experience with several clients and their CAFR submissions.

Our audit will be conducted under a risk based approach and will include analytical procedures and substantive work in order to minimize the risk that the financial statements are free of material misstatement. This approach will include obtaining documentation of the City's significant accounting controls and conducting walkthroughs of those controls to help us identify risks. The scope of audit work will include whatever tests of the accounting records and such other auditing procedures as we might consider necessary in the circumstances to express an unmodified opinion on the financial statements of the City reflecting its conformity with generally accepted accounting principles, to report on compliance with laws and regulations and internal controls as required by *Government Auditing Standards*, and to report on compliance and internal controls as required by the Uniform Guidance.

The administrative requirements and cost principles under the new Uniform Guidance, which supersedes OMB Circular A-133, are effective for all new Federal awards and to funding increments to existing awards made on or after December 26, 2014. We will also conduct management and employee interviews in accordance with SAS 99 concerning our consideration of fraud within the City. We will also conduct certain planning procedures in order to help identify any possible fraudulent activity that might ultimately have a material impact of the financial statements. We propose to conduct a strategic planning meeting at our expense to begin our services for the City. The purpose of this meeting will be to identify key concerns and priorities of management in an efficient manner so that those priorities can be built into our risk based approach from the beginning. The meeting will also serve to assist in developing a constructive working relationship and ensure the full involvement of our firm's in-charge personnel from the outset and to determine the audit workpapers that will need to be provided by City and Texarkana Water Utility staff.

We will begin our initial field work by obtaining a sufficient understanding of your internal controls to enable us to assess risk, plan the audit and determine the nature, timing, and extent of tests to be performed. We will obtain this understanding through inquiry of City management and personnel and observation of the relevant internal controls in place. Internal controls also extend to the administrative controls over federal and state grant programs. We will also obtain an understanding of these controls through inquiry of City personnel responsible for administering the various grant programs. The nature, timing, and extent of our substantive audit work to be performed will be planned once we have assessed risk and gained an understanding of your internal controls. Substantive work will include confirmation

Gollob Morgan Peddy PC

1001 ESE Loop 323, Suite 300, Tyler, TX 75701

Tel 903-534-0088 Fax 903-581-3915 www.gmpcpa.com

Members American Institute of Certified Public Accountants and Private Companies Practice Section

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

of certain items and examination of documentation to support the amounts in the financial statements. If deemed appropriate, sampling may be used to select items for testing. Also, we will test compliance with requirements in grant agreements and debt instruments. Prior to conducting field work, we will contact the predecessor audit firm to make certain inquiries and to review prior year workpapers in order to assist us in the planning process.

Our audit procedures will include analytical procedures and substantive work that is deemed necessary to support our opinion that the basic financial statements of the City are fairly presented, in all material respects, in accordance with U.S. generally accepted accounting principles.

Significant areas which are affected in a multi-year contract arrangement are staff continuity, familiarity with the client's operations, the documentation of internal controls and the building of permanent file information. During the initial audit, a considerable amount of time will be required to obtain an understanding of the City's operating procedures and internal controls and to build our permanent file. Once the understanding of internal controls is documented, subsequent years work would consist primarily of reviewing the system for changes or new items without having to recreate the entire permanent file. Subsequent years audits will include walk-throughs of control systems each year. The City would benefit from a multi-year contract by not having to retrain its auditors in these areas each year. Substantive fieldwork in subsequent years could also be expected to be accomplished more efficiently due to familiarity with your operations. Each year will involve a separate assessment of risk as prior years' risks may not be significant and could change over time.

The audit staff assigned to the City will be independent with respect to the City and its employees and its City Council.

Pricing

Per your RFQ request, we have submitted a separate pricing proposal for the services you have requested and that are outlined in this letter.

Once again we appreciate the opportunity to submit this RFP to you and we look forward to the opportunity to work with you and the employees of the City of Texarkana, Texas.

Sincerely,

GOLLOB MORGAN PEDDY PC



Kevin R. Cashion, CPA

Kevin R. Cashion, CPA
Partner in Charge

BUSINESS AND EDUCATION

Certified Public Accountant with Gollob Morgan Peddy PC (1992)

Partner – August 2009

University of Texas at Tyler – Bachelor of Business Administration – Accounting

EXPERIENCE

Kevin began his career with GMP in December 1988 working in an intern program while finishing college. He went on staff in August 1989 and became certified in 1992. He has twenty eight years experience in public accounting. Kevin's primary focus at GMP has been in our auditing practice and his auditing experience includes audits of numerous cities, a junior college district, nonprofit organizations, water districts, employee benefit plans and for profit businesses. Kevin was made partner in the firm in August 2009 and he works closely with Tommy Chambers to manage the audit practice. Kevin serves as the partner in charge of field work on most of our governmental audits.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
Accounting & Auditing Considerations	2/8/16	2.0
Auditing Govt. Pension Plans & Participating Employees	2/24/16	2.0
Sampling in a Single Audit Environment	10/14/15	2.0
2015 AICPA GAAC Conference East	8/12/15	15.0
Quarterly A&A Update & An Overview of Current Revenue Recognition Guidance	01-15-15	2.0
GASB Pensions – Are You Ready for June 30, 2015 Audit Implementation	03-04-15	2.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
FASB Update	05-11-15	4.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0
Performing Comp & Review Engagements	08-05-14	8.0

2014 Accounting & Auditing Conference	06-20-14	18
2014 Accounting & Audit Preconference	06-17-14	4.0
GAQC 2014 Annual Update	04-29-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0

Kevin R. Cashion
Page 2

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

**Tommy J. Chambers, CPA
Partner, Concurring Review**

BUSINESS AND EDUCATION

Partner with Gollob Morgan Peddy PC (1991-Present)

Staff Accountant with Gollob Morgan Peddy PC (1982-1991)

Staff Accountant with Squyres, Johnson, Squyres & Co. (1981-1982)

University of Texas at Tyler – Bachelor of Business Administration Degree, 1981

Tyler Junior College – Associates of Arts Degree, 1975

EXPERIENCE

Tommy began his career with Squyres, Johnson, Squyres & Company in 1981 as a staff accountant. He began his career with Gollob Morgan Peddy PC as a staff accountant in 1982 and was certified in the same year. In 1991 he became a partner/shareholder in the firm. Tommy's primary focus at GMP has been in our auditing practice and his auditing experience includes audits of numerous cities, a community college, nonprofit organizations, water supply companies, communication tower companies, manufacturing, construction, title companies, apartments and employee benefit plans. His primary role will be concurring review and engagement quality control.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
2016 A&A Conference	6/24/16	8.0
Auditing Govt Pension Plans & Participating Employees	2/24/16	2.0
AICPA Governmental A&A Update East	8/12/15	12.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
EPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-15	2.0
Understanding the SSARS 21 Clarification Revision	11-17-14	2.0
Performing Comp & Review Engagements	08-05-14	8.0

2014 A & A Conference	06-20-14	18.0
2014 A & A Pre-Conference	06-17-14	8.0
GAQC 2014 Annual Update	04-29-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0

Tommy J. Chambers
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**Dianne C. Johnston, CPA
Audit Manager**

BUSINESS AND EDUCATION

Certified Public Accountant with Gollob Morgan Peddy PC

Sam Houston State University – Bachelor of Business Administration – Accounting

EXPERIENCE

Dianne has twenty-three years of experience in public accounting. She began her career with a Waco firm in June 1992 and became certified in July 1994. For three years, Dianne worked in that firm's governmental audit practice until moving to East Texas and joining GMP in 1995. Dianne's primary focus at GMP has been in the firm's auditing practice, including audits of numerous cities, a junior college district, nonprofit organizations and for profit businesses. Dianne's area of specialization is in Single Audits, both federal and state, and the associated compliance work.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
The Schedule of Expenditures of Fed Awards and Major Prog Determination	01-12-2017	2.0
GASB 75 OPEB Implementation – Accounting & Auditing Considerations	02-08-2017	2.0
Applying The Uniform Guidance For Federal Awards In Your Single Audit	05-20-2016	7.5
Latest Developments in Government and Nonprofit A&A 2016	09-16-2016	8.0
Commonly Asked Questions About The Uniform Guidance And Yellowbook	11-16-2016	2.0
2015 A&A Conference	06-26-2015	4.0
2015 AICPA GAAC Conference East	08-12-2015	16.5
Sampling in a Single Audit Environment	10-14-2015	2.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

Course	Date	CPE Hours
AICPA Employee Benefit Plans 2015	05-20-15	3.0
FASB Update	05-11-15	4.0
New Revenue Recognition Standard	05-11-15	4.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
EBPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-15	2.0
GASB Pensions – Are You Ready for June 30, 2015 Audit Implementation	03-04-15	2.0
Tangible Property Reg	01-22-15	3.5
Making the Single Audit Transition	01-22-15	1.5
Occupational Fraud – Top 50 Tips	08-14-14	8.0
2014 National Governmental A & A Conference	08-13-14	15.5
Performing Comp & Review	08-05-14	8.0
Standards Update for Small Businesses	08-04-14	8.0
2014 OMB Compliance Supplement & New Uniform Grant Guidance Key Points	06-18-14	2.0
The Final Revenue Recognition	06-12-14	1.0
GAQC 2014 Annual Update	04-29-14	2.0
EBPAQC Managers & Supervisors 2014 EBP Audit Planning	04-25-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0
Testing & Documenting Internal Control in a Single Audit – Getting it Right	01-15-14	2.0

Dianne C. Johnston
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**Pamela Nash, CPA
Audit Supervisor**

BUSINESS AND EDUCATION

Accountant with Gollob Morgan Peddy PC (2012)

University of Texas at Tyler – Bachelor of Business Administration – Accounting

EXPERIENCE

Pamela began her career in industry, in the Internal Audit department, as an intern for seven months while completing her last two semesters of college. After graduation, wanting to join a public accounting firm and work more conveniently to her home, she joined GMP in January 2012. Over the last two years she has spent most of her time in the firm's auditing practice performing non-profit audits, employee benefit audits, a junior college district, and city audits. Pamela recently received her CPA license in June 2016.

CONTINUING PROFESSIONAL EDUCATION

The following CPE courses have been attended during the last three years:

Course	Date	CPE Hours
GASB 75 OPEB Implementation – Accounting & Auditing Considerations	02-08-2017	2.0
Commonly Asked Questions About the Uniform Guidance and Yellowbook	11-16-2016	2.0
The Schedule of Expenditures of Fed Awards and Major Prog Determination	01-12-2017	2.0
Focus on the Mission – NFP Accounting and Surgent Reporting Today & Tomorrow	09-06-2016	8.0
Audits Under the New Uniform Guidance for Federal Awards	07-27-2016	8.0
Latest Developments in Govt and Nonprofit A&A 2016	06-24-2016	8.0
Sampling in A Single Audit Environment	10-14-2015	2.0
2015 AICPA GAAC Conf East	08-12-2015	15.5
2015 A&A Conference	06-26-2015	4.0
AICPA Employee Benefit Plans 2015	05-20-2015	23.0

Course	Date	CPE Hours
New Revenue Standard	05-11-2015	4.0
Statement of Cash Flows	05-11-2015	4.0
EBPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-2015	2.0
Quarterly A & A Update & an Overview of Current Revenue Recognition Guidance	01-15-2015	2.0
2015 Midwest A & A Staff Boot Camp	01-13-2015	8.0
Advanced ESIO Strategies	09-22-2014	1.5
How ESOPS can benefit CPAs and Their Clients	09-11-2014	2.0
ESOP Fundamentals Tax & Financial Benefits	08-14-2014	1.5
AICPA National Governmental A & A Conference	08-13-2014	15.5
Audit Watch 4	08-07-2014	24.0
GAQC 2014 Annual Update	04-29-2014	2.0
EBPAQC Managers & Supervisors 2014 EBP Audit Planning	04-25-2014	2.0
Don't be the Last to Know Fraud in Government, NPO and Single Audits	03-12-2014	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-2014	2.0
Testing & Documenting Internal Control over Compliance in a Single Audit – Getting it Right	01-15-2014	2.0

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

GLASS & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, P.C.

System Review Report

November 13, 2015

To the Shareholders of Gollob Morgan Peddy PC
and the Peer Review Committee of the TSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Gollob Morgan Peddy PC (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Gollob Morgan Peddy PC in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Gollob Morgan Peddy PC has received a peer review rating of *pass*.



GLASS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

GOLLOB MORGAN PEDDY PC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

1001 ESE LOOP 323, STE 300

6 City, state, and ZIP code

TYLER, TEXAS 75701

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

7 5 - 2 1 4 7 2 9 6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Ruby J. J. J.

Date ▶

4-17-17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

City of Texarkana, Texas
 RFQ: Pricing Proposal for Audit Services
 Fiscal Years Ended September 30, 2017 thru September 30, 2021

<u>Fiscal Year Ended September 30,</u>	<u>Fee</u>
2017	\$152,500
2018	\$145,000
2019	\$145,000
2020	\$146,000
2021	\$146,000

The above fee estimate is based on the cooperation from City staff as outlined in your RFQ request. With our office being in Tyler, Texas, we will be required to stay in Texarkana during our field work and this cost has been included in the amounts listed above.

The fee estimate for 9/30/17 includes additional cost we will incur with initial year, including communications with the City's predecessor audit firm as well as examination of 9/30/16 workpapers and necessary work under the standards on significant beginning balances.

Statement of Qualifications and Proposal for

CITY OF TEXARKANA, TEXAS

September 30, 2017, 2018 and 2019 Audits

Submitted by:

*Holliday, Lemons & Cox, P.C.
2001 Moores Lane
Texarkana, Texas 75503*

Person to contact:

*Rhonda Easley Jones, CPA
(903) 823-2727
April 20, 2017*

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

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HOLLIDAY, LEMONS & COX, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Transmittal Letter

Honorable Mayor and
Members of the City Council
City of Texarkana, Texas
P. O. Box 1967
Texarkana, TX 75504

Holliday, Lemons & Cox, P. C., Certified Public Accountants, is pleased to present the following proposal to provide audit services for the City of Texarkana, Texas for the fiscal years ending September 30, 2017, 2018 and 2019.

We have reviewed your request for proposal thoroughly and we believe we have obtained an understanding of the audit requirements for the City of Texarkana, Texas. We understand the proposal includes the Comprehensive Annual Financial Report for the City as well as separately issued Basic Financial Statements of the Texarkana Water Utilities. We have audited the City of Texarkana for over twenty years and believe our knowledge and experience to be of highest value to the City. Our firm is committed to providing the desired services outlined in the request for proposal. This proposal is a firm, irrevocable offer valid for ninety days subsequent to the closing of the City's request for proposal.

We are confident we have the ideal mix of experience, resources and knowledge needed to continue to deliver the proactive, industry-specific service that you deserve. The City will enjoy several distinct advantages to having Holliday, Lemons & Cox, P. C. continue to provide your professional auditing services, including:

- We have the resources, specialized knowledge and expertise to serve complex entities such as the City.
- Our partner-to-staff ratio is small, allowing our senior level professionals to be involved throughout the entire planning and audit process.
- Our governmental auditing team has conducted more than 150 governmental audits.
- We have had a long-term relationship with the City of Texarkana, Texas with satisfying results for over twenty-five years.
- We are a locally owned firm who contributes to the City's economy.

We believe our commitment to quality and timely service, our locally available range of services, and our depth of the governmental industry experience will serve you well. We do whatever is required to get the job done, on time, without compromising quality. Our clients deserve only the best, and we deliver nothing less. We place a premium on client relationships, building a high level of trust and commitment to your success. Our clients look on us, as you have, as a valued resource for advice, ideas, and solutions. If we are chosen to partner with you, we will use all of our resources to help you succeed. We want to assure you that the City will receive great service from us. We want your business. If you have questions about this proposal, please call. We would be honored to continue to have your organization as a client, and are excited about the opportunity to be a partner in your success.

2001 MOORES LANE • TEXARKANA, TEXAS 75503 • (903) 823-2727 • FAX (903) 823-2734

WWW.HLCCPAS.COM

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

AICPA'S PRIVATE COMPANIES PRACTICE SECTION

TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

ARKANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

The enclosed information is organized specifically to stress our firm's expertise in accounting for governmental entities. We appreciate the opportunity to present our qualifications to you and would be pleased to provide any other information desired. If you have any questions, please do not hesitate to contact Rhonda Easley Jones, CPA, Audit Partner, at (903) 823-2727.

Sincerely,



Rhonda Easley Jones
Certified Public Accountant

April 20, 2017

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

FIRM PROFILE

Holliday, Lemons, & Cox, P. C. is a local Texarkana, Texas certified public accounting firm engaged in a wide range of services in the practice of public accountancy. Our services include accounting and auditing, taxes, payroll, management advisory, and client monthly accounting. The firm is comprised of four partners, who are certified public accountants, as well as three other certified public accountants, four degreed accountants and one support staff.

Rhonda Easley Jones, CPA, is authorized to represent the firm and will be extensively involved in your audit. Rhonda's contact information is Holliday, Lemons & Cox, P. C., Certified Public Accountant, 2001 Moores Lane, Texarkana, TX 75503, rjones@hlccpas.com, telephone 903-823-2727.

Licensing

We are properly licensed for practice as certified public accountants in the State of Texas and in the State of Arkansas. We are in good standing with the Texas State Board of Public Accountancy, as well as the Arkansas State Board of Public Accountancy. We are also in good standing with the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountancy.

Independence

Holliday, Lemons & Cox, P. C. is independent of the City of Texarkana, Texas, as defined by generally accepted auditing standards and the U. S. General Accounting Office's *Government Auditing Standards*.

We have performed the audits for the City of Texarkana, Texas for the past five years (in addition to prior years). The performance of the prior years' audits does not constitute a conflict of interest relative to performing the proposed audit under generally accepted auditing standards and the U. S. General Accounting Office's *Government Accounting Standards*.

Commitment to Quality

We constantly strive to bring our clients the highest quality professional audit services in this area. Our governmental staff receives a minimum of 40 hours continuing professional education (CPE) annually or 120 hours CPE over three years of which at least 24 hours every two years qualifies as governmental CPE (in accordance with *Government Auditing Standards*).

We do not have a record of substandard audit work or any on-going allegations or litigation involving the quality of our audit, accounting, or tax services performed.

Our firm meets all specific requirements imposed by state and local laws, rules, and regulations.

FIRM QUALIFICATIONS

We are committed to providing you quality audit services in a timely manner. To ensure the quality of our services, we voluntarily participate in the AICPA private section peer review program. As such, we are required to have a peer review performed on our firm every three years. We have always received an "unqualified opinion" for previous peer reviews. Our peer reviews include specific government engagements and single audit engagements. Our last peer review conducted in December 2015 resulted in a Pass rating and is enclosed for your review as Exhibit A – Peer Review Letter.

CPA firms do not all produce the same quality work. Our emphasis is on quality and our philosophy is represented through a coordination of factors that is an integral part of the Holliday, Lemons & Cox, P. C. approach to ensure that all work produced or performed by our office is of the highest quality. These factors include:

- A proper attitude toward quality
- Formal planning before starting the engagement
- Properly trained personnel to provide accurate and creative thinking
- Technical review of the work
- Timely communication of ideas

Our firm does more than just talk about quality. We plan ahead, we keep informed, we are involved, and most importantly, we deliver. This is our commitment to you. We strive to do more just a financial audit.

We adopt a team approach to handling the needs of our clients. Our partners share expertise and knowledge about you and your industry. All clients are assigned a partner who is knowledgeable of your unique needs. We know that availability is important and we are committed to responsive and timely service. This means that we have to be selective in developing our practice to ensure that we maintain a close familiarity with each of our clients.

Our firm is structured to be able to continue to provide the City of Texarkana, Texas with the most qualified, experienced professionals for your engagement. We have not had any complaints against us by the state board of accountancy or other regulatory authority. Therefore, no corrective actions have been necessary. Complete biographical information for each engagement team member has been included in Audit Team Qualifications.

Rhonda Easley Jones, CPA, Audit Partner, will head your audit team. Rhonda has 30 years of experience in governmental auditing. The remainder of the team will consist of Faith Phillips, CPA, manager, Ron Brown, CPA, supervising senior accountant, Toni Sexton, senior accountant, and Nate McWilliams, staff accountant. The entire team is experienced in governmental audits.

We make a commitment to staff continuity by providing the City of Texarkana, Texas with responsive, quality services by assigning the most qualified individuals to the engagement and maintaining continuity of staff on engagements year-after-year. Our focus is to attract and to retain the best people and to provide them with superior development opportunities. We strive to retain the best people and provide project team stability and we focus on our people – the individuals who make our business what it is today and what it will be in the future. If a situation should arise where there is a key personnel change, we will notify appropriate management as soon as possible. We reserve the right to substitute personnel (other than partners) as our prior commitments may dictate. However, we would utilize replacements with substantially similar audit experience and qualifications.

Our staff is knowledgeable regarding the City's accounting software, Springbrook Software, and the Texarkana Water Utilities accounting software, Harris Accounting Software

Governmental Expertise

Audits conducted by our firm have been awarded Certificates of Achievement by the Government Finance Officer Association (GFOA). A certificate of achievement by GFOA is the highest award a government entity can achieve for preparation of an audit report. We have assisted our clients, including the City of Texarkana, Texas for the past 26 consecutive years, in obtaining Certificates of Achievement.

CLIENT REFERENCES

We have selected four engagements performed that we believe are similar to this engagement. We have ranked these engagements on the basis of total staff hours. Following is a list of the governmental clients we have selected to highlight:

Client: City of Atlanta, Texas
 Scope of work: Basic Financial Statements/Single Audit
 Date: Fiscal years ended September 30, 1993 through 2015
 Engagement Partner: Rhonda Easley Jones
 Client Contact: David Cockrell, City Manager (903)796-2192

Client: Hope Water and Light
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended December 31, 1990 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Charlotte Bradley, Finance Director (870)777-3000

Client: Riverbend Water Resources District
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended September 30, 2014 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Elizabeth Fazio Hale, Executive Director/CEO (903)831-0091

Client: Texarkana Public Library
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended September 30, 1987 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Jennifer Strayhorn, Librarian, (903)794-2149

AUDIT TEAM QUALIFICATIONS

Below are the resumes of the audit team we plan to assign to the City audit:

RHONDA EASLEY JONES, CPA

Certification: Certified Public Accountant licensed by the states of Texas and Arkansas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants.

Experience: Holliday, Lemons & Cox, P. C. Audit Partner.

Years of Experience: 30 years

Rhonda has served on the City of Texarkana, Texas's audit team with the firm from 1987 through 2016. Rhonda is recognized as a leading governmental expert in the Northeast Texas area. She has been the partner/manager on numerous audits that have received GFOA recognition. Rhonda has been the partner and/or "in charge" accountant on numerous governmental audits including approximately 40 audits that received recognition by GFOA through their Certificate of Achievement program. Rhonda's areas of expertise include governmental, not-for-profit, construction, utilities, and single audits. Rhonda has served as the president of the Texarkana Chapter of Certified Public Accountants, is a graduate of Leadership Texarkana and serves on the Board of Directors for TEXAR Federal Credit Union.

Education: Bachelor of Business Administration, Texas A&M University - Texarkana.

FAITH PHILLIPS, CPA

Certification: Certified Public Accountant licensed by the state of Arkansas, pending in the state of Texas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants.

Experience: Holliday, Lemons & Cox, P. C. Manager.

Years of Experience: 15 years

Faith has been with the firm for over six years. Faith has served on the City of Texarkana, Texas's audit team since 2013. Faith has over six years of experience in public accounting and over nine years in industry. Faith has almost nine years of experience in governmental auditing and accounting.

Education: Bachelor of Science in Business Administration, University of Arkansas.

RON BROWN

Certification: Certified Public Accountant licensed by the state of Texas and Arkansas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants

Experience: Holliday, Lemons & Cox, P. C. Supervising Senior Accountant.

Years of Experience: 31 years

Ron has been with the firm since 2012. Ron has served on the City of Texarkana, Texas's audit team since joining the firm. Ron has 25 years of experience in public accounting and over 6 years in industry. Ron has 24 years of experience in governmental and nonprofit auditing and accounting.

Education: Bachelor of Business Administration, Texas A&M University – Texarkana.

TONI SEXTON

Experience: Holliday, Lemons & Cox, P. C. Senior Accountant.

Years of Experience: 14 years

Toni has been with the firm since 2014 as a senior accountant. Toni has served on the City of Texarkana, Texas's audit team since joining the firm. Toni has nine years of experience in public accounting and over six years in industry. Toni has almost seven years of experience in governmental auditing and accounting.

Education: Bachelor of Business Administration, Texas A&M University – Texarkana.

NATE McWILLIAMS

Experience: Holliday, Lemons & Cox, P. C. Staff Accountant.

Years of Experience: 1 1/2 Years

Nate has been with the firm since January 2016 as a staff accountant. Nate has worked on a variety of governmental and for-profit audits since he joined the firm. Nate has worked on the City's audit for the previous two years. Previously, Nate had six years of experience working as a supervisor for a private maintenance manufacturing company.

Education: Bachelor of Business Administration, Texas A&M University - Texarkana.

AUDIT APPROACH

Holliday, Lemons, & Cox, P. C. is very knowledgeable regarding the auditing requirements of governmental entities. We have extensive experience in the governmental sector and have performed financial, compliance, and fraud audits for many of the governmental entities in the Texarkana metropolitan area, as well as the surrounding areas.

Holliday, Lemons & Cox, P. C. intends that all services required by the City of Texarkana, Texas for audits for the fiscal years ending September 30, 2017, 2018, and 2019 will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and as applicable, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). All such services are as specified in the Request for Proposal without exception. The purpose of our audit will be of forming opinions on the financial statements that collectively comprise the City of Texarkana, Texas's basic financial statements.

To provide you with an overview of our audit process, the following outline is provided:

PLANNING STAGE

- Prepare/obtain Engagement Letter
- Review prior year workpapers, as necessary
- Determine audit scope/compute materiality
- Obtain an understanding of the operations of the City
- Prepare a client assistance list
- Establish the audit approach/team
- Obtain an understanding of internal controls/assess risk
- Ascertain federal grant programs
- Determine if Uniform Guidance applies and to which grants
- Prepare time budget
- Perform preliminary analytical review
- Consider any other relevant planning procedures

The planning stage normally constitutes approximately 15-25 % of the audit. This area will be addressed at the partner/manager level. We will communicate with the City Manager and Chief Financial Officer during this stage of the audit on an as needed basis.

FIELDWORK STAGE

- Prepare confirmations
- Assign audit tasks
- Perform substantive audit procedures
- Perform compliance testing (internal control, compliance with Uniform Guidance, Regulations, Laws, etc.)
- Review accounting estimates
- Final analytical procedures performed

The fieldwork stage is primarily conducted at the City. To facilitate the audit process your staff will be requested to provide accounting and clerical assistance (preparing schedules and gathering supporting documents, typing confirmations, locating requested invoices, providing copies of contracts and other relevant data, etc.). This stage normally represents 40-60% of the audit budget. All members of the audit

team will participate in this stage. We will communicate with the Chief Financial Officer during this stage of the audit on an almost daily basis.

CONCLUDING STAGE

- Work papers/audit programs are reviewed and finalized
- Overall audit coverage is evaluated
- Attorney letters are mailed
- Draft of Audit Report is prepared including audit findings
- Management Letter drafted
- Management Representation Letter prepared
- Drafts are reviewed with appropriate clientele representative(s)
- Attorney Letter returned and, if applicable, incorporated into report
- Audit Report and Management letter finalized
- Audit Staff evaluated
- Required number of copies prepared
- Report presented to Council

Typically this stage requires 15-35% of the audit budget. All members of the audit team are involved in this area. We will communicate with the City Manager and the Chief Financial Officer during this stage of the audit on an as needed basis.

SCOPE OF SERVICES

This proposal covers the following basic services we will provide to the City of Texarkana, Texas.

- To express opinions on the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America.
- To perform an audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- To conduct an audit in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as applicable.
- To provide copies of adjusted trial balances and adjusting entries for all audited funds.
- Prepare prescribed number of copies of the financial statements of the City.
- Issue a management letter commenting on the effectiveness of internal control procedures that offers suggestions for improvements in areas as deemed necessary.
- Issue a report on the follow-up review of the findings and recommendations of the prior year's fiscal audit report.
- Be readily available for meetings as necessary, with City management and finance staff for the performance and completion of the audit.

EXHIBIT A – PEER REVIEW LETTER

TAYLOR, POWELL, WILSON & HARTFORD, P.A.
 CERTIFIED PUBLIC ACCOUNTANTS
 POST OFFICE BOX 9369
 GREENWOOD, MISSISSIPPI 38930-9369
 662-453-6432

System Review Report

To the Owners of
 Holliday, Lemons & Cox, P.C.
 and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Holliday, Lemons & Cox, P.C. (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Holliday, Lemons & Cox, P.C. in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Holliday, Lemons & Cox, P.C. has received a peer review rating of *pass*.

Taylor, Powell, Wilson & Hartford, P.A.

December 9, 2015

EXHIBIT B – COMPLETED W-9 FORM

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HOLLIDAY, LEMONS & COX, P.C.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification; check only one of the following seven boxes:		
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate		
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.		
☐ Other (see instructions) ▶ _____		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)		5 Address (number, street, and apt. or suite no.) 2001 MOORES LANE 6 City, state, and ZIP code TEXARKANA, TX 75503 7 List account number(s) here (optional)
8 Requester's name and address (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.		
Social security number or Employer identification number 7 5 - 2 2 4 0 3 9 4		
Part II Certification Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.		
Sign Here	Signature of U.S. person ▶	Date ▶ <u>1-23-17</u>
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:		
• Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions)		
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.		

CONFLICTS OF INTEREST

There are no known conflicts of interest that should be disclosed in accordance with the State of Texas Local Government Code Chapter 176 on the State Conflict of Interest Questionnaire Form CIQ in connection with this proposal for audit services for the City of Texarkana, Texas.

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

Statement of Audit Pricing for

CITY OF TEXARKANA, TEXAS

September 30, 2017, 2018 and 2019 Audits

Submitted by:

*Holliday, Lemons & Cox, P.C.
2001 Moores Lane
Texarkana, Texas 75503*

Person to contact:

*Rhonda Easley Jones, CPA
(903) 823-2727
April 20, 2017*

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

PROPOSAL PRICING

Holliday, Lemons & Cox, P. C., Certified Public Accountants is pleased to submit this proposal for the City of Texarkana, Texas audit for the years ended September 30, 2017, 2018 and 2019. We are sensitive to both your responsibility and our responsibility for control of costs, and we would cooperate fully to minimize fees, consistent with maintaining quality professional standards.

Our fee commitment would be based on the following schedule for each of the audit years ending September 30, 2017, 2018 and 2019.

<u><i>Fiscal year ending September 30</i></u>	<u><i>Audit Fee</i></u>
2017	\$125,000
2018	\$128,750
2019	\$135,000

We estimate our fee for the two additional one year terms would be as follows. Factors that may affect the proposed fee, such as new GASB accounting pronouncements, changes in auditing standards, the number of funds, grants, new bonds, etc., may be considered and renegotiated at that time as applicable.

<u><i>Fiscal year ending September 30</i></u>	<u><i>Proposed Audit Fee</i></u>
2020	\$139,000
2021	\$143,000



SEALED SERVICE BID PROPOSAL

Proposal to Provide

AUDIT SERVICES CONTRACT

Request for Qualifications No.: **17-1601-03**

Submitted To:

Ms. Sharon Moore

CITY OF TEXARKANA, TEXAS

Purchasing Manager

220 Texas Blvd., Texarkana, Texas 75501

Submitted On:

Thursday, April 20, 2017 @ 2:00PM

Firm Contact:

Mr. Marlon Williams, CPA

Engagement Partner

Tel: 713.968.1633, Email: mwilliams@mjlm.com



McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS

4828 Loop Central Drive, Suite 1000

Houston, TX 77081

PH: 713.968.1600

FAX: 713.968.1601

www.micconnelljones.com

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

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McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS

April 20, 2017

Attn: Sharon Moore
Purchasing Manager
City of Texarkana
220 Texas Boulevard
Texarkana, Texas 75501

RE: Request for Qualifications No.: 17-1601-03, Audit Services Contract

Dear Ms. Moore:

On behalf of McConnell & Jones LLP (MJ), we are pleased to respond to your request for qualifications (RFQ) to provide independent, professional auditing services for the City of Texarkana, Texas (the "City").

It is our understanding that the City desires to contract with a firm to perform audits of the City's financial statements for fiscal year ending September 30, 2017 through 2021. The audit would include the reporting entity of the City, as defined by generally accepted accounting principles and would be performed in accordance with generally accepted auditing standards, *Government Auditing Standards* and additional provisions required under federal, state and local laws.

MJ is a diverse firm with diverse ideas and experiences. Within our audit department there are at least 15 languages spoken. This diversity makes our firm extremely unique. We also pride ourselves on serving our clients by staffing engagements with management and professionals that will meet all your need. MJ provides high standard professional services that are similar to those typically associated with large multinational firms. We have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. **Our uniqueness as a regionally-focused firm offers several advantages. Your key personnel receive direct attention from partners and managers** and benefit from their several decades of experience, resulting in a long lasting relationship built on trust. We are offering our expertise at competitive rates that would enable you to fulfill your audit requirements at the lowest possible cost.

The selection of an auditor is an important decision for the City. **The City will benefit from MJ's ability to seamlessly transition the audit services from the predecessor auditor with minimal disruption to your staff.** We understand that the transition from one audit firm to another not only requires an effective relationship building process between the client and the successor auditor, but also entails an efficient process for gaining an understanding of the entity's internal control environment. In addition to ensuring compliance with the requirements set forth in your RFQ, is the need to select an audit firm that, within the limits of professional ethics and independence requirements, can become an extension of the City's financial operations, available year round to assist the City in the accounting and financial reporting implications of decisions you must make – more than just numbers crunchers. We believe our team, led by Mr. Marlon Williams, Engagement Partner, would meet such requirements for the City. Accordingly, we are extremely pleased to submit our proposal to provide independent auditing services.

As you review our proposal, we are confident you will discover the long-term commitment we have to the public sector through the local and state governments we have served in Houston, Dallas, and Austin, Texas, such as City of Houston, Town of Prosper, City of Glenn Heights, Houston Downtown Management District, Dallas County Community College District, Coastal Water Authority, Houston Housing Finance Corporation, Cedar Bayou Navigation District, Cancer

4828 Loop Central, Suite 1000
Houston, TX 77081
Phone: 713.968.1600
Fax: 713.968.1601

WWW.MCCONNELLJONES.COM

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Prevention and Research Institute of Texas, Prepaid Higher Education Tuition Board, and Lone Star College System, to mention a few. Our collective experience in the public sector dates back three decades serving numerous major local, state and quasi governments throughout the State of Texas. A more detailed listing of our public sector experience appears later in this proposal.

Our team will be led by Mr. Marlon Williams, the practice leader for our Governmental practice. He has over 21 years of audit experience and has partnered with many municipalities and governmental entities on their audit engagements and consulting projects. Having performed numerous financial statement audits for local governments in Texas, such as for the City of Houston, Town of Prosper, City of Glen Heights, Town of Addison, City of Duncanville, City of Cedar Hill, City of Greenville, City of McKinney, City of Rockwall and City of Lancaster, who all have received GFOA's Certification for Achievement in Financial Excellence, he is an expert in this field. His experience as well as his intimate knowledge of the operations and financial reporting process of typically associated with a municipal organization will provide assurance that the work is adequately planned, conducted and reported on to ensure that the needs and expectations of management and those charged with governance group are met.

Critical to the City in the selection of its next auditor will be the need for the auditor to assist the City in the implementation of numerous new accounting and auditing standards over the next several years. As a testament of our commitment to client assistance, MJ opened the doors to its Training Center in 2008 and periodically provides continuing education to clients and associates looking to enhance their knowledge of business and **keep them up-to-date on important industry changes and stay in compliance with regulatory developments.** As such, MJ is prepared to work with the City in assessing the impact of new accounting and auditing standards.

Our commitment is to make ourselves available year round to address issues that you encounter. Our year-round commitment will provide an additional resource to the City as you confront the on-going challenges facing local governments, and as you implement new regulatory requirements, pronouncements, and standards that may impact the City's financial accountability system and internal controls. It will also add to the efficiency of the annual audit process by keeping us informed of on-going issues facing the City, while being able to assess audit implications early on. Additionally, **this resource will be provided to the City at no additional cost, unlike the philosophy of other firms to bill clients for this additional time.**

In the remaining sections of this document, we have set forth, as stipulated in your RFQ, our approach and project management plan for the audit; the history and qualifications of MJ and of the individuals that would make up our engagement team; and, our commitment to the City and desire to develop a relationship with the City. We have emphasized:

- ✓ **A proven audit approach** to meet the time schedule set forth in your RFQ. Our approach to your audit will represent concepts **developed from 30 years of providing similar audit services in the public sector.**
- ✓ A professional service team assigned to serve the City. We will have **a team of professionals that have proven experience** in auditing local governments. In particular, the engagement partner has over 21 years of audit experience specifically in serving municipal organizations. This experienced team is committed in getting the job done timely and efficiently as we ensure **the continuity of MJ team members throughout the engagement** and over the course of the contract.
- ✓ A one-team concept with the City officials and personnel. Through the cooperative efforts of the City's personnel working with our staff, we are confident of **a timely and efficient audit process.** Under such a team approach, we will be able to complete the audit within the deadlines specified in your RFQ while keeping our fees very competitive and **with minimal disruption and inefficiencies caused by the transition to new auditors.**

MJ

In summary, we believe that we are the firm best suited for your needs because we understand the importance of communication and building a relationship that is founded on trust, expertise and experience. We have a proven track record of providing excellent client service to our governmental clients and look forward to establish a strong relationship with the City of Texarkana, Texas.

The undersigned is authorized to make representations on behalf of MJ regarding this proposal, which is valid and irrevocable for 90 days subsequent to the RFQ date of submittal. Should you have any questions, please contact directly at 713-968-1633 / mwilliams@mjlm.com.

Respectfully submitted,



Marlon Williams, CPA
Engagement Partner

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

REQUEST FOR QUALIFICATIONS FORM

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@ttxkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: Marlon Williams, CPA			
Enter Respondent's Business Name: McConnell & Jones LLP			
Enter Respondent Address: 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081			
Enter the following information:			
Business Number: (713) 968 - 1633 Cell Number: (214) 293 - 2321			
Email Address: mwilliams@mjlj.com			
Federal Tax ID Number or Social Security Number 76-0488832			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.


Authorized Signature

Marlon Williams

Print/Type Name

Partner

Title

April 20, 2017

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

McCONNELL & JONES LLP

FIRM PROFILE

Our Identity

McConnell & Jones LLP (MJ) is a limited liability partnership with locations in Houston, Dallas, and Austin, Texas as well as Washington DC. The firm is a **medium-sized, regional firm** offering full-service public accounting and business consulting services since 1987, and is registered with the State of Texas Board of Public Accountancy as a Certified Public Accounting firm.

MJ is also a member of several external quality control bodies including the following American Institute of Certified Public Accountants (AICPA), AICPA Governmental Audit Quality Center (GAQC), AICPA Center for Public Company Audit Firms, Public Company Accounting Oversight Board (PCAOB), Private Company Practice Section (PCPS), and AICPA Tax Practice Section.

MJ provides comprehensive professional assurance, tax and accounting services. We specialize in audits of financial statements, single audits under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under Title 2 CFR 200 (previously OMB Circular A-133) and the State of Texas Uniform Grant Management Standards that includes the State of Texas Single Audit Circular, compliance audits under Federal Acquisition Regulations (FAR), employee benefit plan audits, internal control reviews, tax return preparation, tax planning and compliance, and business strategy consulting for governmental, not-for-profits, and private sector clients as well as individuals across the USA.

MJ offers a proven track record and almost 30 years' experience of exemplary performance in support of auditing and accounting functions for governmental clients. This experience includes performing annual financial and compliance audit services for the City of Houston, Town of Prosper, City of Glenn Heights, Dallas County Community College District, Houston Downtown Management District, Houston Housing Finance Corporation, South Post Redevelopment Authority, Coastal Water Authority, and Cancer Prevention and Research Institute of Texas, to name a few. In the course of these engagements, MJ have performed audit work on every major aspect of the clients' activities and Comprehensive Annual Financial Report (CAFR); including capital assets, investments, bonds and other debt, revenues, procurement, disbursements, payroll, operating expenses, receivables, and accounts payable; as well as the audits of the Federal and State grants in accordance with Office and Management and Budget's (OMB) Circular A-133 and the State of Texas Single Audit Circular. MJ team members also performed audit work on compliance with the State of Texas Public Funds Investments Act.

Brief Profile of Proposed Subcontractor

Samuel W. Stevens III CPA is a sole practitioner located in Shreveport, Louisiana. The firm has been in practice since 1999, is a minority owned business and has satisfied the requirements for certification as a Disadvantaged Business Enterprise by the City of Shreveport and Caddo Parish. The firm's auditors are ethnically diverse and well-credentialed. Most of the firm's professional workforce is either a certified public accountant or has a Master's of Business Administration (MBA).

Firm and Governmental Audit Staff Size

MJ is organized by areas of specialization whereby professional employees are dedicated to serving only a specific business sector, and become specialist in their field. **With more than 90 employees, of which more than 25 are in governmental sector**, our government sector auditors are dedicated to this one sector and are experts in their field, meaning that we are able to understand and meet your needs and expectations through the audit process and in

maintaining communications with you throughout the period covered by our engagement. MJ is committed to providing the highest level of service possible, and looks forward to the opportunity to serve the City of Texarkana, Texas ("City").

In addition to our practice of ensuring staff continuity on each engagement, we have a stable compliment of experienced and competent professionals who are able, in unforeseen circumstances, to step in and fill any void in our client service delivery plan. In addition, many of our governmental sector audit professionals have many years of experience serving a variety of governmental organizations, and have demonstrated competence in client satisfaction and in meeting engagement objectives and timelines. We also have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. In addition, we ensure that our staff meets the CPE requirements of both the AICPA and the *Government Auditing Standards*.

Staffing for the professional auditing services for the City is presented on page 16, and will consist of full-time employees of MJ as well as personnel from our subcontracting firm, Samuel W. Stevens III CPA (whose detailed qualifications are provided in their resume in **Appendix "C"**).

MJ's staffing will come from our Houston and Dallas office locations as below:

Location	Number of Professional Staff
Houston Office 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081 Office number: (713) 968-1600; Fax number: (713) 968-1601	Six (6) Partners Three (3) Directors Ten (10) Managers Eighteen (18) Supervisors / Seniors Fifteen (15) Staff
Dallas Office 15305 Dallas Parkway, Suite 300 Addison, Texas 75001 Office number: (972) 715-2008; Fax number: (972) 715-2099	One (1) Partner One (1) Manager One (1) Supervisor One (1) Staff

Subcontractor's firm, Samuel W. Stevens III, CPA, will be from the location below:

Location
Shreveport Office P. O. Box 52631 Shreveport, LA 71135 Office number: (318) 450-0930; Fax number: (866) 531-9558

License to Practice in State of Texas and Arkansas

We are duly licensed by the Texas State Board of Accountancy to practice public accounting in the State of Texas. Furthermore, our firm is an active member of the American Institute of Certified Public Accountants. A copy of our license to practice, which includes our license number, can be found in **Appendix "A"** to our proposal.

MJ has met all licensing requirements to practice public accounting in the State of Arkansas and has recently applied with the Arkansas State Board of Public Accountancy for a CPA license. MJ is expecting the process to complete shortly.

Independence

MJ (and its subcontractor) have no existing or potential conflicts of interests with the City, and any of its agencies or component units in accordance with the AICPA professional standards as well as Government Auditing Standards issued by the Comptroller General of the United

States of America. Additionally, we have not had any engagements or professional relationships with the City, any of its agencies or component units within the past five (5) years.

It is our firm's policy that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, Government Accountability Office (as described in the *Government Auditing Standards* issued by the Comptroller General of the United States of America), and other regulatory agencies. All professional personnel are required to review the respective firm's client list and certify, at the time of hire and on an annual basis, an acknowledgement of their independence with respect to the firms' clients. As part of the client acceptance process, the names of potential new clients are also provided to the partners and staff of the firm to ensure that there are no potential independence or conflicts of interest matters that exist.

MJ is also committed to notify the City through a written communication, should a conflict of interest or independence related issues arise during the contracted year(s).

Affirmative Statement on Compliance with Laws and Regulations, Quality of Work and Pending Litigations

MJ meets all specific requirements imposed by state or local law, rules and regulations and do not have any record of substandard audit work. Further, we do not have any existing allegations or litigations involving MJ.

Our Unique Audit Methodology and Approach to Audit Engagements

MJ's overall audit methodology is built on the risk-based audit model. Our risk-based audit model is an audit approach that focuses more on areas of greatest risks by analyzing audit risks, setting materiality thresholds based on audit risk analysis, and developing audit programs that allocate a larger portion of audit resources to high-risk areas. Because organizations vary from each other in terms of their internal control systems, their business models, their industries, their regulatory environments, their operational policies and procedures, and their accounting systems, there is no prototypical audit plan that "fits" all. Additionally, because of the need to complete every audit in an efficient and timely manner, the auditor does not test every single transaction; instead, the auditor designs audit programs and applies procedures on areas earlier identified as major risks that could result in the financial statements being materially misstated, or areas of material deviation from the requirements of grant agreements, laws, and regulations. Risks of material misstatement of the financial statements and related footnote disclosures, or of material noncompliance with grant agreements and laws and regulations, arise from errors, fraud, internal control deficiencies, inherent risks in transactions, systems' failures, human failures, and incompetence of personnel. Accordingly, our risk-based audit model makes it possible to design the audit work plan that is tailored to the needs, requirements, risks, and objectives of each audit engagement.

Our audit approach is tailored to match the unique organizational structure of our local government clients. This allows us to match audit procedures to the client's major funds, accounts and classes of transactions which optimize audit efficiency and maintain strict adherence to professional standards. ***This approach will enable us to provide all deliverables and to meet all reporting deadlines specified in your RFQ.***

Our audit approach focuses on gaining an understanding of the City, its environment and the related internal controls in assessing audit risks and developing a tailored audit approach to minimize such risks. ***MJ's extensive experience with governments and an understanding of economic challenges facing local governments gives us a foundation to use in identifying***

current audit risks of the City. The key audit team members will initiate our audit plan to develop our audit risk assessment as soon as we are appointed as your auditors.

Our audit approach **includes the assignment of personnel to engagements who have the prerequisite skills and experience** and the establishment of time-phased and risk-based plans for the timely completion of engagements. Such an approach requires close communication and cooperation between our personnel and designated key City personnel, forming a successful team that makes the critical difference in completing the audit engagement.

To supplement our knowledge and ensure compliance with industry and firm standards, MJ utilizes official publications of the AICPA, Thomson Reuters' "Audits of Local Governments" resource material and practice aids, GASB pronouncements and publications as major reference sources.

At MJ, we recognize that the most important aspect of an engagement is demonstrating to management that we have a proven track record of meeting the objectives of the engagement. With the involvement of upper level management of the firm in the overall planning of the audit on the front end of the engagement, MJ establishes performance-monitoring systems that are tailored to the objectives of the engagement to ensure that the audit objectives and timelines are met each year.

WHAT SETS US APART

Our uniqueness as a public accounting firm with a culture of excellence offers several advantages. Our clients receive attention from our designated team members that are familiar with the client organization and are current on changes in the industry. Our governmental audit services are consistently cost effective and of the highest quality. The result is long lasting client relationships that are built on trust. The following is a list of some of the factors that set us apart from our competition:

- We invest thousands of hours annually in providing audit services for numerous governmental clients. Having worked with numerous clients in the governmental sector, the personnel assigned to this engagement have significant experience with the audits of these entities. This lowers the learning curve of our team, allowing us to quickly commence work on the engagement.
- We enjoy a comparatively low turnover rate, meaning there will be little need to retrain our staff on your engagement year after year. In addition, we have a solid record of ensuring team leadership continuity on engagements.
- We provide services that are similar in quality to multi-national firms at affordable costs.
- We use a team of highly trained auditors who focus extensively on auditing governmental organizations. Our professionals receive training on new developments and auditing, reporting, compliance and administrative issues involved with these entities. When you work with MJ, you will not get our best guess – you will get the right answer.
- We approach the engagement with the objective to provide the client with solutions to financial accountability, compliance, and audit matters in addition to producing the required deliverables. Solutions to real problems add value to clients.
- Our partners and managers work very closely with the senior management team of our clients all year round for routine inquiries on accounting, internal control, and auditing matters. Our leadership team members are involved in all stages of the audit process, ensuring that the audit accomplishes the desired objectives.

MJ

Proposal to Provide **Audit Services Contract** – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

- MJ provides high standard professional services. We have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. In addition, we ensure that our staff meets the CPE requirements of the AICPA as well as prescribed by *Government Auditing Standards*.
- Our performance monitoring system allows us to manage our engagements so that each is completed effectively and within the required deadlines.
- We have consistently received an unqualified opinion in our external peer review by the AICPA. In addition, we have an internal annual quality control and inspection program that provides assurance that MJ's systems are well established and adhere to stringent professional standards.
- Our use of highly automated processes and systems streamlines the audit process, adding to our efficiency.

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

FIRM QUALIFICATIONS

ASSIGNED ENGAGEMENT PERSONNEL

Proposed audit team members have been identified under Section “Audit Team Qualifications” on page 16.

FIRM EXPERIENCE AND QUALIFICATIONS

MJ has established a strong practice as a certified public accounting and consulting firm, having acquired many years of diverse experience in performing financial and compliance audits and providing related services to our governmental clients. We spend thousands of hours annually in providing financial statement and compliance audits and other professional services for governmental organizations in the State of Texas. We are looking forward to applying this wealth of experience in serving the City.

Some of the our governmental clients similar in type and scope of services to the City for which we currently provide independent financial and compliance audit services and who have contributed to our experience and qualifications to perform your engagement include:

REFERENCE	SCOPE OF WORK PERFORMED
City of Houston, Texas Principal Contact: Mr. Arif Rasheed Deputy Director Financial Reporting and Operations Division Tel: (832) 393-9013 Email: Arif.Rasheed@houston.tx.gov Type of Services: • Audit of Annual Financial Statements • Single Audit of Federal and State Awards • Debt Issuance Due Diligence • AUP to comply with TCEQ requirements • Performance Audits Dates of Services: • 2014-Present	The City of Houston is a seat of a burgeoning metropolitan area encompassing six counties with a total population approaching 6 million. The City operates under a Home Rule Charter with the Mayor-Council form of government and provides services such as public safety (police and fire), highways and streets, sanitation, water, airports, health services, culture-recreation, storm drainage, solid waste disposal, planning and inspection, civil defense, public improvements, and general administrative services. MJ personnel have performed annual financial and compliance audits of the City since fiscal year 2014 to the present day under a joint venture partnership with Banks, Finley White & Co. MJ's collaboration and effort under the joint venture partnership is approximately 50% and MJ's engagement partner jointly signs the independent auditor's report for the City's audit. Our audits were performed in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States. The City of Houston, Texas has total assets of more than \$20 billion, as well as significant bond activities, property tax revenues, investments, construction activities, component units, indirect cost allocations, and federal and state grant programs. MJ also performed procedures and issued relevant reports on compliance and internal control over compliance with the requirements of OMB Circular A-133 and the State of Texas Single Audit Circular. The City of Houston receives Government Finance Officers Association's annual award of Certificate of Achievement for Excellence in Financial Reporting for their Comprehensive Annual Financial Reports.

REFERENCE	SCOPE OF WORK PERFORMED
	In addition to performing annual financial and compliance audits, MJ also provided due diligence services for bond issuances, and performed an agreed-upon procedure engagement to assist the City to comply with the financial assurance requirements of the Texas Commission of Environmental Quality. Lastly, MJ participated under the joint venture participation with BFW, and recently completed a performance audit under Government Auditing Standards related to the operations of the Houston Forensic Science Center, a component unit of the City of Houston. Another performance audit related to activities of Tax Increment Reinvestment Zones is under way.
Town of Prosper Principal Contact: Ms. Kelly Neal Finance Director Tel: (972) 569-1019 E-mail: Kelly_Neal@prospertx.gov Type of Services: Audit of Annual Financial Statements Dates of Services: • 2016 through present	Town of Prosper (the "Town") is located in North Central Texas and covers approx. 27 square miles of the Dallas/Fort Worth Metroplex. The Town is a political subdivision and a home rule municipality under the laws of the State of Texas. The Town operates as a Council-Manager form of government. Services the Town provides include public safety, municipal court, public streets, water/waste water and storm drainage utilities, parks and recreation, library, public improvements, engineering, planning, and zoning, building inspections and code compliance, information technology and general administrative services. MJ was appointed as the Town's new external auditor for fiscal year 2016 and MJ successfully completed its first audit with the Town recently. Our audit was performed in accordance with generally accepted auditing standards. The City prepares a CAFR and annually obtains Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association.
City of Glenn Heights, Texas (Glenn Heights) Principal Contact: Ms. Lakeita J. Sutton Director of Finance Tel: (972) 223-1690 Ext. 130 E-mail: lakeita.sutton@glennheightstx.gov Type of Services: Audit of Annual Financial Statements Dates of Services: • 2016– present	The City of Glenn Heights, Texas (the "City") is located in Dallas and Ellis Counties with a total area of approx. 7.2 square miles. The City operates under a council-manager form of government. General government services provided by the City include police and fire protection, street maintenance, building inspection and code enforcement services, planning and zoning, parks maintenance, and maintenance of City-owned facilities. The City's treated water and waste water treatment is purchased from Dallas Water Utilities. MJ was appointed as the City's new external auditor for fiscal year 2016 and MJ successfully completed its first audit with the City recently. Our audit was performed in accordance with generally accepted auditing standards. The City prepares a CAFR and annually obtains Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association.
Coastal Water Authority (CWA) Principal Contact: Mr. John Baldwin Chief Financial Officer	CWA is a conservation and reclamation district and political subdivision of the State of Texas covering a part of southwest Liberty County, southwest Chambers County, and most of Harris County. CWA builds and maintains water conveyance and distribution systems to transport

REFERENCE	SCOPE OF WORK PERFORMED
Tel: (713) 658-9020 E-mail: jbaldwin@Coastalwaterauthority.org Type of Services: Audit of Annual Financial Statements Dates of Services: • 2007 – present	surface water from lakes and rivers into the above mentioned counties. MJ has performed the annual financial, and compliance audits of CWA's financial statements since 2007 through the present. We conducted the audits in accordance with auditing standards generally accepted in the United States of America, the AICPA Industry Audit Guide for governmental entities, as well as applicable annual audit report requirements of Texas Water Districts and Authorities as promulgated by the Texas Commission on Environment Quality (TCEQ), applicable audit and financial rules issued by the Texas Water Development Board (TWDB), and other auditing procedures as considered necessary in the circumstances.
Houston Housing Finance Corporation (HHFC) Principal Contact: Mr. Jeffery V. Smith Executive Director Tel: (713) 461-2749 (ext. 5) E-mail: jsmithhhfc@swbell.net Type of Services: • Audit of Annual Financial Statements • Single Audit of Federal Award (for component unit) Dates of Services: • 2005 – present	HHFC, a component unit of City of Houston, Texas, provide a means to finance the cost of residential ownership and development that provides decent, safe, and sanitary housing at affordable prices for residents of the City. MJ has performed consolidated financial statement audits of HHFC for fiscal years 2014 through present. Previously, MJ performed audits of HHFC's component units (Corporate Cash Fund, Hou-Tex Redevelopment Authority, and Houston Redevelopment Authority) since 2005. All audits were performed in accordance with generally accepted auditing standards (except for a component unit requiring a single audit, where the audit was also performed in accordance with <i>Government Auditing Standards</i>). Additionally, MJ has also performed single audits for Houston Redevelopment Authority, a component unit of HHFC for fiscal years 2014 and 2015 with the requirements of OMB Circular A-133. FY 2016 single audits for Hou-Tex Redevelopment Authority and Houston Redevelopment Authority are currently in progress.

In addition to the above governmental entities, the following table lists some of our other governmental clients that have also contributed to our experience and qualifications to perform your engagement:

Names of MJ's Governmental Entity Clients	Financial Statement Audit	Yellow Book Audits	Single Audits	Other Services (attest and non-attest)	Number of Years Served
Austin Community College District	✓	✓	✓	✓	5
Cancer Prevention and Research Institute of Texas	✓	✓			4
Cedar Bayou Navigation District	✓	✓			12

Names of MJ's Governmental Entity Clients	Financial Statement Audit	Yellow Book Audits	Single Audits	Other Services (attest and non-attest)	Number of Years Served
City of Houston's Housing & Community Development Department (sub-recipient monitoring for federal grants recipient)				✓	3
City of Houston's Public Works & Engineering Department (agreed-upon procedure engagements)				✓	7
Dallas County Community College District	✓	✓	✓	✓	5
Harris County Sports Authority (subcontract to a national firm)	✓				2
Houston Area Water Corporation	✓				5
Houston Community College System	✓	✓	✓		6
Harris County's Corporate Cash Fund	✓				9
Harris County's County Clerk Registry of the Court Accounts	✓				4
Harris County's District Clerk Court Registry Funds	✓				4
Houston Downtown Management District	✓				4
Houston Firefighters' Retirement Fund	✓				4
Houston-Galveston Area Council (subcontract to a regional firm)	✓	✓	✓		7
Houston-Galveston Area Council (sub-recipient monitoring for federal grant recipients)				✓	1
Houston Municipal Employees Pension System	✓				3
Lone Star College System	✓	✓	✓		10
Metropolitan Transit Authority's Non-Union Pension Plan and Trust	✓				10
Metropolitan Transit Authority's Union Pension Plan and Trust	✓				8
Metropolitan Transit Authority Transport Workers Union Health and Welfare Trust	✓				10
Mental Health and Mental Retardation Authority of Harris County	✓	✓	✓		5
Port of Houston Authority (subcontract to a national firm)	✓	✓	✓		14
South Post Oak Redevelopment Authority	✓				15
Tarrant County, Texas (subcontract to a national firm)	✓	✓	✓		2
Texas Lottery Commission	✓	✓			3
Texas Prepaid Higher Education Tuition Board	✓	✓			10
Texas Tuition Promise Fund	✓				6
The Gulf Coast Center	✓	✓	✓		1
Tri-county MHMR Services	✓	✓	✓		3

EXPERIENCE WITH GFOA CERTIFICATION

Over the years, the City has submitted its CAFR to the Government Finance Officers Association of the United States of America and Canada, "Certificate of Achievement for Excellence in Financial Reporting" program. *The City has successfully received the award for excellence in reporting.* Our intent is to assist the City in maintaining this level of quality.

We recognize that the key to meeting the City's reporting deadline is to integrate the report process into earlier phases of the audit process. As such, our audit approach is detailed and extensive so as to not lose site of the end product for the City - the CAFR.

Having Marlon Williams, your engagement partner, leading the audit team, who is also a member of the GFOA's Special Review Committee, we are committed to assist you in achieving your goal to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting. This goal establishes the minimum reporting standards. Our philosophy in approaching the review of the CAFR is to ensure that all disclosures pursuant to generally accepting accounting principles are made; ensure that the presentation format meets the requirements of professional standards, new GASB standards and the GFOA; and ensure that information relevant for potential readers of the statements is fully disclosed. Inherent in our philosophy is working with the City to ensure full disclosure, while also making the CAFR as clean and concise as possible.

To ensure the City meets all reporting and disclosure standards,

- We obtain and review any comments received by management from GFOA in the prior year to ensure that those are addressed in the current year;
- We complete financial statement disclosure checklist included in our audit practice aid adopted by MJ as part our quality control requirements; and
- We utilize checklists provided by GFOA on its website <http://www.gfoa.org/coa>

Our core competencies include, but are not restricted to financial statement audits in accordance with U.S. generally accepted auditing standards, and Single Audits in accordance with OMB Circular A-133, and other compliance audits in accordance with *Government Auditing Standards*. Many large governmental organizations audited by MJ, which prepare a Comprehensive Annual Financial Report (CAFR), receive the Government Financial Officers Association for the United States of America and Canada's Certificate of Achievement for Excellence in Financial Reporting annually. We have extensive expertise in managing large-scale projects with complex requirements. Some of our current and former clients who prepared CAFR and consistently received GFOA Certificate of Achievement include:

- City of Houston, Texas
- Dallas County Community College District
- Lone Star College System
- Austin Community College District
- Metropolitan Transit Authority Non-Union Pension Plan and Trust
- Metropolitan Transit Authority Transport Workers Union Pension Plan
- Houston Firefighters Retirement Fund

Recently, we completed annual financial statement audits for The Town of Prosper and the City of Glenn Heights. This was the first year MJ audited these cities. Management of these cities plan to submit their CAFR's to obtain GFOA Certificate of Achievement and expect to obtain a Certificate of Excellence in Financial Reporting as has been done in past years.

PEER REVIEW INFORMATION

Being a member of AICPA, MJ and is subject to the AICPA's peer review process every three years. Our commitment to quality is underscored by the results of an independent peer review of our accounting and auditing practices. After a thorough study of our procedures and work practices, which include reviews of our governmental, not-for-profit, and commercial audits, the reviewers concluded that MJ complies with the stringent quality control standards established by the American Institute of Certified Public Accountants. To evidence this fact, **we received a "Pass" rating in our latest peer review letter** that is presented in **Appendix "B"** to our proposal.

LITIGATIONS

There have not been any legal judgments against MJ in the past. However, in the past we settled two matters through our insurance carrier with two of our past audit clients that we considered to be frivolous. Those settlements do not have any impact on our ability to perform audit services under a contract with the City. We do not have any existing litigations involving MJ. However, our related affiliate entity in Houston has one pending litigation matter. MJ is not a party to that litigation.

DESK AND FIELD REVIEWS

There has been no federal and state desk review or field reviews of our audit workpapers during the past three (3) years.

DISCIPLINARY ACTIONS

MJ and our employees maintain a high level of professionalism on all engagements. There have been no investigations, complaints or disciplinary action taken against the firm or its staff by the AICPA, the Texas State Board of Public Accountancy, or any other licensing board of another state or other regulatory bodies since inception of the firm in 1987. Additionally, all of the proposed audit team members are in good standing with the AICPA and other professional or regulatory bodies with no history of disciplinary action.

AUDIT TEAM QUALIFICATIONS

A cornerstone of MJ's client-service philosophy is the concept that the best resources must be brought to bear on our most important clients. The best audit is only as good as the personnel resources committed to the engagement and the standards to which they are held accountable. Accordingly, for this engagement, we have carefully selected the professionals to serve you in performing audit services for the City. The client service team proposed for this engagement brings a combined total of more than 50 years of audit experience, most of whom are certified public accountants. This experience will provide assurance that work is adequately planned, staff is properly supervised and the work is properly documented as promulgated by the U.S. generally accepted auditing standards and the *Government Auditing Standards*.

Assigned Professional Staff

A key ingredient of our audit philosophy is our belief that people are the primary ingredients of any successful endeavor and that interpersonal relationships are the key to a mutually beneficial client/auditor association. While we fully recognize the need for outstanding technical competence and devote substantial resources to that requirement, we know that the benefits of that competence will accrue to the City only through the efforts of the people assigned to your engagement and their ability to communicate successfully with you.

We are committing seasoned audit professionals with experience in providing audit and related services specific to the needs of the City. Our proposed team (including subcontracted personnel) consists of governmental financial statement and compliance audit **Subject Matter Experts** with relevant experience for key personnel ranging from 4 to over 25 years. They have a wealth of relevant experience having worked with clients similar in nature to the City.

Name of Principal, Supervisory & Management Staff	Professional Qualification	Area of Specialty	Role	Years of Experience
Marlon Williams	CPA (Texas)	Public Sector Audits	Audit Partner	21 Years
Samuel W. Stevens III *	CPA (Texas)	Public Sector Audits	Audit Manager	27 Years
Talmadge E. Mitchell *	CPA (Texas)	Public Sector Audits	Audit Senior	17 Years
Eric Wilson	CPA (Texas)	Public Sector Audits	Audit Senior	4 Years

* Subcontracted firm's staff (not employees of MJ)

Functional Responsibility Matrix of the Audit Team Members

Audit Team Member	Functional Responsibilities for the Audit
Marlon Williams, CPA <i>Audit Partner</i>	• Primary point of contact for the engagement • Oversee the overall audit throughout the duration of the engagement • Ensure proper planning and administration of the audit in accordance with relevant standards and guidelines • Quality review of audit workpapers and reports • Presentation of reports to the City Council
Samuel W. Stevens III, CPA <i>Audit Manager</i>	• Lead the fieldwork and supervise field staff • Ensure proper planning and administration of the audit in accordance with relevant standards and guidelines, and that all of the engagement objectives are met • Overall project administration, management and control • Coordinate audit team's interactions with the City • Provide periodic status reports to Management • Communication with Management on internal control matters • Ensure compliance with relevant standards • Perform relevant accounting and audit research • Quality review of audit workpapers and reports • Presentation of reports to the City Council
Talmadge E. Mitchell, CPA <i>Audit Senior</i>	• Perform audit procedures and evaluate controls • Document results of the audit procedures • Review staff auditor's workpapers • Assistance with audit reports development, development of management letter and other required correspondences.
Eric Wilson, CPA <i>Audit Senior</i>	• Perform audits of component units (both blended and discreetly-presented) • Perform single audit of the City • Document results of the audit procedures • Review staff auditor's workpapers • Assistance with audit reports development, development of management letter and other required correspondences.
<i>Experienced Staff Auditors</i>	• Perform audit tests and prescribed procedures • Analyze data • Document results of the audit procedures

Detailed resumes of your key assurance team members assigned on this engagement, including information related to the relevant professional education, are presented in **Appendix "C"**.

OUR COMMITMENT FOR STAFF CONTINUITY

MJ have a solid record of ensuring team leadership continuity on engagements and understands that consistency with client service teams is a key aspect to building relationships, providing good client service and developing a continuous understanding of your industry. Our policy is to maintain that consistency by returning service team professionals year after year. Ensuring continuity of your client service team provides advancement and career opportunity to the service team professionals, allowing them to be



MJ

promoted as their leadership and technical skills advance along with their thorough understanding of your business and operations. Additionally, it builds a rewarding, long-term relationship and minimizes the effect of learning curve on engagements.

In addition to our practice of ensuring continuity of key audit team members, we have a stable compliment of highly experienced and professionals with demonstrated competence in client satisfaction, who are able, in unforeseen circumstances, to step in and fill any void in our client service delivery plan. In those unforeseen circumstances, we recognize the right of the City to approve or deny any change to the assigned staff named in the proposal. We are committed to fully cooperate with the City and provide copies of requested resume for substitute staff and/or for interviewing the substitute staff.

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

COMPLETED FORM W-9

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
McConnell & Jones LLP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) **>**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from FATCA reporting code (if any)
 (Applies to nonexempt transferees outside the U.S.)

5 Address (number, street, and apt. or suite no.)
4828 Loop Central Drive, Suite 1000

6 City, state, and ZIP code
Houston, Texas 77081

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
 Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 or
 Employer identification number
 7 6 - 0 4 8 8 3 2

Part II Certification
Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **Traci D. Gholson**
 Digitally signed by Traci D. Gholson
 DN: cn=Traci D. Gholson, o=McConnell & Jones LLP, email=traci@mcconnellandjones.com, c=US

Date **April 20, 2017**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
 By signing the filled-out form, you:
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)

McCONNELL & JONES LLP

Packet Pg. 782

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

COMPLETED CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY Date Received
1 Name of vendor who has a business relationship with local governmental entity. McConnell & Jones LLP		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information in this section is being disclosed. None _____ Name of Officer This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more? ☐ Yes ☐ No D. Describe each employment or business and family relationship with the local government officer named in this section.		
4 <u>Maria Jones</u> Signature of vendor doing business with the governmental entity		<u>April 20, 2017</u> Date

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

OUR COMMITMENT

“To provide the highest level of service quality that our clients expect and deserve.”



McConnell & Jones LLP has a straight forward goal; to deliver quality, accurate professional audit services in a timely manner and with excellent customer service. We welcome the opportunity to share more about who we are, our value proposition to the City of Texarkana, Texas, as well as more in-depth discussion with you and key members of your leadership team. We want to earn the right to do business with you and to build a viable relationship as a trusted service provider you can count on to provide all of your assurance, compliance and consulting needs.

Warmest regards,

McConnell & Jones LLP

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

APPENDIX A: FIRM LICENSE TO PRACTICE



Texas State Board of Public Accountancy

333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

12/15/2016

MCCONNELL & JONES, LLP
OFFICE
4828 LOOP CENTRAL DR #1000
HOUSTON TX 77081

FOLD FORM
HERE AND
PULL CARD
BACK TO
RELEASE


Texas State Board of Public Accountancy
 333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900
 The office is licensed to practice in Texas

MCCONNELL & JONES, LLP
 OFFICE
 4828 LOOP CENTRAL DR #1000
 HOUSTON TX 77081

Firm License ID: P04698 Expires: 12/31/2017
 Office License ID: V06628 Form No: 17026699

By receipt of this license card, requirements for licensing by the Texas State Board of Public Accountancy have been met. The license card can be easily removed from the sheet and can be used as identification as a licensee in Texas. After removing your license card, retain this mailer as a FILE COPY of the license card.

As a licensed firm, a 7-digit number (*Firm Control Number*) has been assigned to your firm as an alternative method of unique identification, in addition to your *Firm License ID*. The *Firm License ID* and *Firm Control Number* are required to access information on the Board's website, and are shown below on the file copy of your license card. (Note that each office of your firm is assigned a unique *Office License ID*.)


Texas State Board of Public Accountancy
 333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900
 The office is licensed to practice in Texas

MCCONNELL & JONES, LLP
 OFFICE
 4828 LOOP CENTRAL DR #1000
 HOUSTON TX 77081

Firm License ID: P04698 Expires: 12/31/2017
 Firm Control Number: 0111817
 Office License ID: V06628 Form No: 17026699

212871

FILE COPY

McCONNELL & JONES LLP

MJ

APPENDIX B: PEER REVIEW LETTER

Your Vision Our Focus



System Review Report

February 20, 2016

To the Partners of
McConnell & Jones, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of **McConnell & Jones, LLP** (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended **June 30, 2014**. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits of employee benefit plans and audits performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of **McConnell & Jones, LLP** (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended **June 30, 2014**, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **McConnell & Jones, LLP** has received a peer review rating of *pass*.

Turner, Stone & Company, LLP

Turner, Stone & Company, L.L.P.
Accountants and Consultants
12700 Park Central Drive, Suite 1400
Dallas, Texas 75241
Telephone: 972-239-1660 / Facsimile: 972-239-1661
Toll Free: 877-853-4195
Web site: turnerstone.com

INAA
GROUP
INTERNATIONAL ASSOCIATION OF ACCOUNTANTS AND AUDITORS

McCONNELL & JONES LLP

APPENDIX C: RESUMES OF KEY PERSONNEL

MARLON WILLIAMS, CPA | Engagement Partner

Summary of Qualifications

Mr. Marlon Williams leads our governmental and nonprofit practice, and is also the Partner-in-charge of our Dallas-Office, and will serve as your engagement partner. He has more than 21 years of audit experience and has performed audit services for numerous municipalities.. In this role, he will perform quality assurance, planning and engagement administration, and final review of deliverables.

With extensive experience leading audit teams and training individuals, Mr. Williams brings specialized government industry knowledge to each of his clients. He is responsible for developing audit methodologies for financial auditing of government entities including cities, regional governments, public school districts and other governmental entities. He is also responsible for the development of our audit approach for addressing single audits to meet and exceed the requirements set by the U.S. Office of Management and Budget (OMB) A-133. As a result of his experience, he is well aware of the City's financial operations and report preparation processes.

As Partner-in-Charge of the firm's assurance practice, he has oversight responsibility of the audit division's quality control system; making sure that it adheres to the peer review and inspection requirements of the American Institute of Certified Public Accountants (AICPA). He also conducts engagement partner and technical reviews of audit reports and the related financial statements, ensuring that the engagements have been performed in accordance with generally accepted auditing standards and the financial statements are being presented in accordance with generally accepted accounting principles. Furthermore, he develops strong client relationships and maintains effective client communication to ensure efficient administration and completion of engagements.

- Certified Public Accountant - Texas
- Over 20 years of experience in public accounting
- Experienced in audits of state and local governments
- Engagement and technical partner for serving on major/large municipal and other governmental engagements
- Engagement audit partner serving multiple Nonprofit organizations
- Experience with a wide range of private sector clients

Education | Qualifications | Affiliations | Professional Accomplishments

- Abilene Christian University, Bachelor of Business Administration, Accounting
- Certified Public Accountant, Texas
- ACL Certified Data Analyst
- Member of American institute of Certified Public Accountants
- Member of Texas Society of Certified Public Accountants
- Member of Texas ACL User Group

**MARLON WILLIAMS, CPA | Engagement Partner**

- Associate Member of Government Finance Officers Association of Texas
- Member, Texas Association of School Business Officials (TASBO)
- Presenter at numerous conferences such as TASBO, Institute of Internal Auditors, National Association of Black Accountants, and National Association of State Boards of Education
- Member, Special Review Committee of GFOA

Representative Governmental Clients

- Cancer Prevention & Research Institute of Texas
- Cedar Bayou Navigation District
- City of Glenn Heights
- City of Houston, Texas
- Coastal Water Authority
- Gulf Coast Community Protection & Recovery District
- Houston Civic Events
- Houston Downtown Management District
- Houston Housing Finance Corporation
- Houston Redevelopment Authority
- South Post Oak Redevelopment Authority

With former employer:

- City of Cedar Hill, Texas
- City of Duncanville, Texas
- City of Farmers Branch, Texas
- City of Grand Prairie, Texas
- City of Greenville, Texas
- City of Lancaster, Texas
- City of Lewisville, Texas
- City of McKinney, Texas
- City of Rockwall, Texas
- City of Sachse, Texas
- Lake Cities Municipal Utility Authority
- North Texas Regional Water District
- The City of the Colony, Texas
- Town of Adison, Texas
- Town of Flower Mound, Texas
- Town of Highland Village, Texas

SAMUEL W. STEVENS, CPA | Engagement Manager

Summary of Qualifications

Mr. Samuel Stevens, sole proprietor of his CPA firm in Shreveport, Louisiana, provides audit and assurance, tax and consulting services to a variety of governmental and non-profit entities, small business sector clients and individuals since 1999.

In this proposed engagement with the City of Texarkana, he will primarily perform managerial function and lead the audit team members under the direct supervision of Marlon Williams, MJ's Audit Partner.

With over 21 years of experience performing audits, other assurance services for entities in the public sector, his responsibilities included managing audit and review engagements to include planning and engagement administration, approval of audit programs, evaluation of systems of internal control, compliance testing and providing final reports for his engagements.

- Certified Public Accountant
- Over 27 Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Entities
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Qualifications | Affiliations | Professional Accomplishments

- B.S. Accounting, 1979, *Louisiana State University*
- Certified Public Accountant - States of Texas and Louisiana
- Member, *American Institute of Certified Public Accountants*
- Member, *Texas Society of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants*
- Board Member and Treasurer, *Samaritan Counseling Center (2010-2016)*
- Member, *Center Louisiana Business League*
- Board Member, *Council on Drugs and Alcohol use (2001-2002)*

Representative Governmental Clients

- City of New Orleans
- City of New Orleans Employee Retirement System
- City of Shreveport
- New Orleans Affordable Housing, Inc.

SAMUEL W. STEVENS, CPA | Engagement Manager

- Office of the Indigent Defender First Judicial District, Caddo Parish
- Parish of Caddo
- Jefferson Parish Community Assessment Program
- Juvenile Court for Caddo Parish
- Southfair Community Development Corporation
- T. R. Hoover Community Development Corporation
- Town of Blanchard, Louisiana
- Town of Gibsland, Louisiana
- Town of Vivian, Louisiana
- Town of Waterproof, Louisiana
- Urban Housing of America, Inc.



TALMADGE E. MITCHELL, CPA | Engagement Senior

Summary of Qualifications

Mr. Talmadge Mitchell, an employee of Samuel Stevens III, CPA Firm and a manager there, has over 17 years of experience in auditing public sector clients and has performed their financial and compliance audits under AICPA Auditing Standards, Government Auditing Standards, and OMB Circular A-133 (now replaced with Uniform Guidance).

In this proposed engagement with the City of Texarkana, he will primarily be part of a fieldwork team to perform financial statement audit portion of the fieldwork (excluding work associated with component units and single audits) under the direct supervision of Samuel Stevens, the assigned Audit Manager.

As an experienced, industry-knowledgeable professional, he is primarily responsible for performing an independent review of the financial statements and tax returns to ensure that content and disclosures reflect the latest developments in professional standards.

- Certified Public Accountant
- Over 17 Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Entities
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Qualifications | Affiliations | Professional Accomplishments

- MBA, 2000, *University of New Orleans*
- BS, Accounting, *Southern University, New Orleans*
- Certified Public Accountant (Louisiana)
- Member, *American Institute of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants (Shreveport Chapter)*

Representative Clients

- City of New Orleans
- City of Shreveport
- Southern University at New Orleans
- U. S. Agency for International Development for its Caribbean Basin Initiative

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)



ERIC WILSON, CPA | Engagement Senior

Summary of Qualifications

Mr. Eric Wilson is responsible for planning, conducting and reporting on various audit engagements. He has led complex audit engagements in the public sector, including governmental and nonprofit organizations, and understands the importance of meeting engagement deadlines and clients' expectations and objectives. He also has experience performing compliance audits required under Government Auditing Standards, OMB Circular A-133 and State of Texas Single Audit Circular.

Mr. Wilson has approximately four (4) years of audit and accounting experience that encompasses developing and implementing procedures that assist clients with proper reporting of financial information, improvements in internal controls, enhancement of operating efficiency, compliance with regulations, and becoming more familiar with relevant accounting standards and regulatory requirements. Additionally, he has performed analytical review procedures to identify areas of audit risk and materiality and create adequate audit programs, reporting on audits, assessing business risks, evaluating internal controls required to plan the audit and preparation of various financial statements.

- Certified Public Accountant
- Masters In Accountancy
- Four (4) Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Business-Type Activities; Capital Assets; Investments; Revenues from a Variety of Sources; and Compliance with Internal Policies, Laws and Regulation, and Contract Agreements
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Professional Qualifications | Affiliations

- Rawls College of Business, Texas Tech University, Masters of Science Accounting
- Rawls College of Business, Texas Tech University, BBA, Accounting
- Certified Public Accountant-Texas
- Associate member of Government Finance Officers Association of Texas

Relevant Auditing Experience

- Association for the Advancement of Mexican Americans
- Avance, Inc. (National Office and Chapters in Houston, San Antonio, Dallas, Austin, El Paso and Waco)
- City of Glen Heights, Texas
- Coastal Water Authority
- Dallas County Community College District
- Houston Firefighters' Retirement Fund
- Town of Prosper



SEALED PRICING BID PROPOSAL

Proposal to Provide

AUDIT SERVICES CONTRACT

Request for Qualifications No.: **17-1601-03**

Submitted To:

Ms. Sharon Moore
CITY OF TEXARKANA, TEXAS
Purchasing Manager
220 Texas Blvd., Texarkana, Texas 75501

Submitted On:

Thursday, April 20, 2017 @ 2:00PM

Firm Contact:

Mr. Marlon Williams, CPA
Engagement Partner
Tel: 713.968.1633, Email: mwilliams@mjlm.com



McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS
4828 Loop Central Drive, Suite 1000
Houston, TX 77081
PH: 713.968.1600
FAX: 713.968.1601
www.mcconnelljones.com

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

PRICING PROPOSAL

The table below presents our proposed fee for annual professional audit services for the City of Texarkana, Texas (the "City") for fiscal year ending September 30, 2017 and for fiscal years 2019 through 2021 as follows:

Labor Category	Hours	Standard Billing Rates	Discounted Billing Rates	Total
Engagement Partner	80	\$ 335	\$ 270	\$ 21,600
Engagement Manager	200	190	150	30,000
Engagement Seniors	300	145	115	34,500
Experienced Staff Auditors	220	110	90	19,800
Professional Fees	800			\$ 105,900
Add: Out of Pocket Expenses				9,100
Total Fees - Fiscal year 2017				\$ 115,000
Total Fees - Fiscal year 2018				\$ 115,000
Total Fees - Fiscal year 2019				\$ 115,000
Total Fees - Fiscal year 2020				\$ 119,600
Total Fees - Fiscal year 2021				\$ 124,400

Although fees are not the sole factor in selecting independent auditors, we understand that you nonetheless expect your accounting firm to provide value and share your commitment to minimize external audit costs.

We considered the following factors in preparing our fee estimate for this engagement:

- The key personnel assigned to this engagement have extensive experience auditing governmental entities, including municipal entities similar to the City. Our partner, manager and seniors will have a larger role in the proposed engagement. By assigning more experienced personnel to an engagement of this nature, we are able to reduce the learning curve and start-up time required to effectively and efficiently perform the audit.
- FY 2017 will be an initial year examination for our firm and we are required, in accordance with generally accepted auditing standards, to communicate with the predecessor auditor, review their prior year working papers and perform audit procedures to test beginning balances. **Our above fee quote for audit services exclude time associated with an initial year examination since we see these costs as an investment that is realized over the life of a long-term business relationship.**
- We have assumed that the City's Finance Department will prepare Comprehensive Annual Financial Report (CAFR); hence, our above fee quote excludes performance of non-audit services. Our provision for assistance and technical expertise in our capacity as external auditors with respect to CAFR preparation, including related note disclosures, will be limited to the extent allowable so as to not impair our independence per the requirements of the *Government Auditing Standards*.
- Our audit services **include assistance to management in obtaining Government Finance Officer's Association's Certificate of Excellence in Financial Reporting at no cost to the City.**

MJ

- Our proposed audit fee estimates **assumes testing of no more than two (2) major federal programs or clusters** with respect to your single audits under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under Title 2 CFR 200.
- Our proposed audit fee estimates also assume **issuance of separate audit reports for the City's blended and discretely-presented component units**, namely The Texarkana Fireman Relief and Retirement Fund and The Texarkana-Bowie County Family Health Center, respectively.
- Our fees reflect approx. **20% discount from our standard billing rates** to establish a long-term relationship with the City. We are also **committing to keep our audit fee level the same for fiscal years 2017 through 2019 with a commitment for a 4% cost of living increase in each of the fiscal years 2020 and 2021** with an assumption that there will be no unanticipated changes in auditing and accounting standards, regulatory requirements, or significant changes in the activities of the City (including new component units and/or joint venture initiatives) that would significantly increase the scope or amount of work required for the audit.
- We recognize that the City may request that we perform any special or supplemental services as noted in the RFP. If this occurs, we will communicate with the County regarding the scope of such additional services arrive at a commensurate fee. Our billing rates for such additional services will reflect discounted hourly billing rates from our standard billing rates as reflected in the fee table above.
- We perceive our roles as advisors to our clients and encourage them to ask questions throughout the year that would affect their accounting and financial reporting practices, as well as internal policies and controls. We will be available as needed by the City during the contract year(s) for any routine inquiries for specific accounting and financial reporting matters, as well as performing critical research as questions may arise. Except for inquiries that would require extensive research or significant amounts to complete, MJ will not bill the City for routine inquiries during the contract year(s). For matters that will require extensive research or significant time, our billing rates will reflect discounted hourly billing rates from our standard billing rates as reflected in the fee table above.

In summary, we are proposing to provide **high quality services at affordable costs**. Our fees are sensitive to your need for great service at a fair price and say we really want your business. We are very excited about this opportunity to work with the City of Texarkana, Texas and take pride in our reputation for exceptionally high quality work and reliable client service. Thank you for the opportunity to present both our firm and our plans for your audit.

Sincerely,



Marlon Williams, CPA
Engagement Partner

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)



RFQ: Service Proposal for City of Texarkana, Texas Audit Services

Copy



4.11.2017

Presented to:
City of Texarkana, Texas

Partner Contact:
Chris Pruitt

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6
Waco, Texas 76710

254/772-4901

cpruitt@pbhcpa.com
www.pbhcpa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)

Commitment to the Present... Vision for the Future...

EXCELLENCE

At Pattillo, Brown & Hill, L.L.P., our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.



Contact Us

Phone: 254/772-4901

Email

Chris Pruitt, CPA ~ cpruitt@pbhcpa.com

Paula Lowe, CPA ~ plowe@pbhcpa.com

Todd Pruitt, CPA ~ tpruitt@pbhcpa.com

John K. Manning, CPA ~ jkmanning@pbhcpa.com

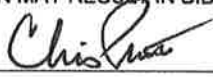
Mail

Physical Address: 401 West Highway 6, Waco, Texas 76710

Providing Quality Audit and Accounting Services

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org			
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: Chris Pruitt			
Enter Respondent's Business Name: Pattillo, Brown & Hill, L.L.P.			
Enter Respondent Address: 401 West Highway 6 Waco, Texas 76710			
Enter the following information: Business Number: (254) 772 - 4901 Cell Number: () - Email Address: cpruitt@pbhcpa.com Federal Tax ID Number or Social Security Number			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	Partner _____ Title
Chris Pruitt _____ Print/Type Name	April 19, 2017 _____ Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.



PATTILLO, BROWN & HILL, L.L.P.
 CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

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Required Forms

Peer Review Report



PATTILLO, BROWN & HILL, L.L.P.
 CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

April 11, 2017

Sharon Moore
 Purchasing Manager
 220 Texas Boulevard
 Texarkana, Texas 75501

RFQ: Service Proposal for City of Texarkana, Texas Audit Services

Pattillo, Brown and Hill, L.L.P. (PB&H) is pleased to have the opportunity to submit the accompanying proposal to provide professional audit services to the City of Texarkana, Texas ("City") for the year ending September 30, 2017, 2018, and 2019, with an option to renew the agreement for the two (2) subsequent fiscal years.

We believe that our Firm possesses certain unique characteristics that are well-matched to the City's needs.

- We are a regional accounting firm that has been in existence since **1923**.
- Our **primary** business is serving **local governments** in Texas and New Mexico. In addition to our experience with cities, we have extensive experience auditing other forms of local governments such as school districts, councils of government, counties and special districts.
- We are **committed to customer service** and developing client relationships. We offer support throughout the year as a part of this engagement and will not charge additional fees for informal consultations.
- Our proposed service team for the City consists of seasoned professionals who **work exclusively on local government engagements**.
- Our firm is known for providing **high quality services** while meeting our client's time constraints, as such, we are committed to performing the engagement within the time parameters mentioned in the proposal.

Outlined in this proposal are key factors that distinguish our Firm from other providers of government services. Among these are the experience level of our service team with audits of cities, our Firm's commitment to providing services to the public sector and our engagement approach. We bring the high level of experience and expertise as larger, national accounting firms, but with the value inherent in local firms.

As engagement partner, I am an authorized representative of the Firm and my signature binds PB&H to the terms and conditions specified in this proposal. This proposal is a firm and irrevocable offer for 90 days. I can be reached by phone at (254) 772-4901, by email at plowe@pbhpcpa.com, or by mail at 401 West Highway 6, Waco, Texas 76701.

I am excited about the opportunity to serve the City. Please feel free to contact me should you have any questions regarding this proposal.

Chris Pruitt, CPA
 PATTILLO, BROWN & HILL, L.L.P.

HOUSTON, TX
 8300 FM 1960 West, Suite 450
 Houston, Texas 77070
 281.671.6259
 www.pbhpcpa.com

RIO GRANDE VALLEY, TX
 956.544.7778

TEMPLE, TX
 254.791.3460

WACO, TX
 254.772.4901

ALBUQUERQUE, NM
 505.266.5904



Governmental Audit
 Quality Counts



FIRM PROFILE

SCOPE OF WORK TO BE PERFORMED

Pattillo, Brown & Hill, L.L.P. will perform the City's audit, in conformity with U.S. generally accepted auditing standards, of the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City.

We will express an opinion as to whether the basic financial statements present fairly, in all material respects, in conformity with U.S. generally accepted accounting principles.

We are not required to audit the introductory and statistical section of the report; these sections will remain unaudited but will be examined to the degree necessary for an opinion satisfactory for the City to apply to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting. Our firm will provide all reasonable assistance and advice to the City to ensure that the Certificate is retained.

Pattillo, Brown & Hill, L.L.P. will be responsible for performing certain limited procedures in accordance with generally accepted auditing standards involving the Management Discussion & Analysis and the Required Supplementary Information that are required by the Governmental Accounting Standards Board.

We will audit the information contained in the combining and individual fund financial statements and schedules and the schedule of expenditures of federal awards. This information should be subjected to the auditing procedures applied in the audit of the basic financial statements and in accordance to Governmental Auditing Standards, and the Single Audit Act as amended in 1996, as applicable. We will provide an opinion of the fair presentation of this schedule in relation to the basic financial statements taken as a whole.

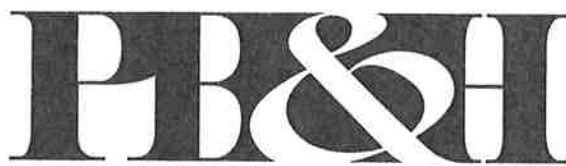
AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this RFP, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America as established by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1996, and the provisions of Uniform Guidance, Audits of State and Local Government, as well as the following additional requirements: examination for compliance with procedures established by the State of Texas Single Audit Circular (State Single Audit), City Charter, City Ordinance and, where applicable, State and Federal Laws or regulations, and any other requirements from regulatory agencies.

REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, we shall issue all reports required by State and Federal grantors and by the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board, the Government Finance Officers Association of the United States and Canada, and any other regulatory agencies. Our firm will likewise issue any other reports subsequently required by these or similar entities following completion of the financial or single audit.

The schedule of expenditures of federal and/or state awards and related auditor's reports, as well as the reports on the internal control structure and compliance are to be included in the CAFR. In the required reports on internal controls, we will communicate any reportable conditions found during the audit to the Director of Finance. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.



FIRM PROFILE

Non-reportable conditions discovered shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls. The report on compliance shall include all instances of noncompliance. A management letter detailing any improvements that can be made in internal controls, the accounting system and the financial reports, as observed during the audit, is required.

A written report of all irregularities and illegal acts or indications of which they become aware to the City Manager and/or Director of Finance.

Upon completion of the audit, Chris Pruitt, Partner will meet with the City Manager, City Finance staff, and the City Council to answer any concerns. Chris will present the CAFR at the March 2017 Council meeting, and inform the City of Texarkana's Mayor and Council of each of the following and any other item as required by the regulatory agencies as noted above:

1. The auditor's responsibility under generally accepted auditing standards and government auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

SPECIAL CONSIDERATIONS

The City will send its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. Pattillo, Brown & Hill, L.L.P. will provide special assistance to the City to meet the requirements of that program. The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. Pattillo, Brown & Hill, L.L.P. will, if requested by the City, issue a "consent and citation of expertise" and any necessary "comfort letters." The schedule of expenditures of federal and state awards and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the CAFR, but are to be issued separately. Financial statements, notes, and all required supplementary schedules of the CAFR, can be provided in electronic format, if requested.



FIRM PROFILE

QUALIFICATIONS

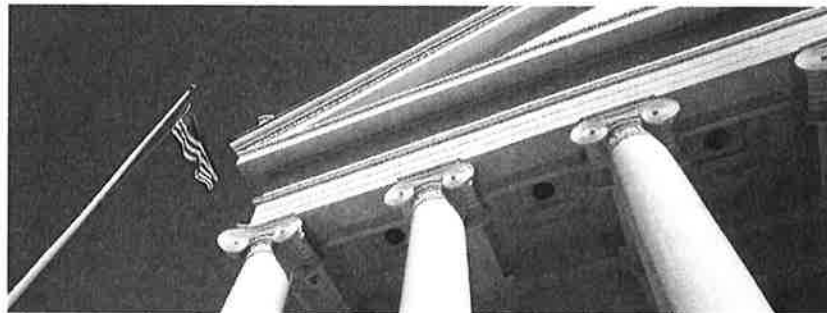
We believe we are best qualified to perform this engagement because of our extensive experience with local governments. Presently we are serving over 100 governmental entities. We believe that our proposed service team has experience auditing cities in the State of Texas that few other firms can offer. We understand cities with a depth of knowledge that can only be gained through years of experience in performing these audits. The engagement team is able to draw on past experiences and challenges with dozens of other cities in the State of Texas. The results are an efficient and effective audit with a minimum disruption to the City's staff.

IRREVOCABLE OFFER

The bid submitted by our firm is an irrevocable offer for 90 days subsequent to the RFP closing date.

INDEPENDENCE OF PROPOSER

We confirm that we are independent with respect to the City of Texarkana, Texas and its component unit as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. None of our partners, managers or staff has any direct or indirect financial interest in the City of Texarkana, Texas' contracts, and no one assigned to the audit is related within a prohibited degree (as defined by nepotism law) to any employee of the City or to any of the Council or Board Members.





FIRM QUALIFICATIONS

APPROPRIATE SIZE

Pattillo, Brown & Hill, L.L.P. was founded in Waco in 1923 and has been in continuous existence since that time. We are a regional certified public accounting firm with offices in Houston, Waco, Temple, Brownsville, and Hillsboro, Texas, and Albuquerque, New Mexico. Our governmental audit department consists of 4 partners, 2 managers, and over 30 other professional staff and 3 administrative staff. These professionals work almost exclusively on governmental and not-for-profit engagements. This approach has enabled our staff to focus on government and not-for-profit auditing and accounting services and develop a level of expertise that could not otherwise be achieved.

Our unyielding commitment to exceptional client service has resulted in the growth of our client base, positioning PB&H between the very large national accounting firms and smaller, local firms. We are large enough to have the resources to ensure high quality services will be provided according to our clients' timelines, but small enough to provide the personalized service that our clients deserve. We believe that we offer our clients a unique blend of technical expertise and responsiveness that is sometimes unavailable from larger national firms who may be focused on more sizeable engagements.

PB&H has received national recognition from the American Institute of Certified Public Accountants (AICPA) as an official member of the G400. This group recognizes our Firm as one of the 500 largest firms in the United States and provides us with direct access to industry leaders in order to stay informed and involved in the regulatory, legislative and standards-setting landscape

RANGE OF ACTIVITIES PERFORMED

Pattillo, Brown & Hill is a full service accounting firm and we offer a wide range of services to our clients. As a result of our continuous commitment to providing quality, timely and cost-effective professional services to a broad base of clients, we take pride in the fact that we have served many of the same clients for years. We enjoy an excellent reputation within the business and professional communities, and we work tirelessly to maintain it. We are a Firm of dedicated professionals who are totally committed to the long-standing tradition of Pattillo, Brown & Hill to deliver proficient and value-added professional services to each of our clients.

Below is an example of the services we provide to our clients:

- Taxation
- Accounting and business consulting
- Audit and assurance
- Business valuations
- Employee benefit plan administration
- Financial institution services
- Governmental auditing and consulting
- Not-for-profit auditing and consulting
- Employee benefit plan audits





FIRM QUALIFICATIONS

COMMITMENT TO OUR CLIENTS

At Pattillo, Brown & Hill, we value all of our clients and put a high priority on customer service. The City of Texarkana, Texas would not just be "another audit" for our firm. We understand that developing a strong and lasting relationship with your City will benefit our firm because we are in the business of performing audits of local governments, but we also understand that the benefits of this audit are limited if we do not provide you with a level of service that exceeds your expectations.

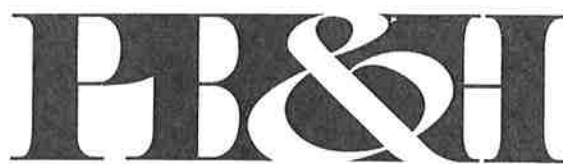
We also believe that this relationship has to be mutually beneficial. Because our client base per partner is much smaller than that of national accounting firms, our partners are much more actively involved with the performance of engagement procedures. Benefits to the City include having more experienced professionals performing the work and greater continuity from year to year. We believe our Firm's foundation is our partner relationships with our clients.

We believe it is essential to make our partners available to our clients at all times during the year. We have found that handling issues throughout the year; instead of only during the audit, makes for a cleaner audit and gives our clients peace of mind to know that the problem or situation has been resolved. Our Firm handles meetings, phone calls, in-house training and other requests from our clients at all times during the year. Our fee proposal is inclusive of all phone calls and conversations during the year. All that we ask is that some advance knowledge of large requests be given in order to accommodate your needs.

Our proposed service team has thorough knowledge of government auditing and extensive experience auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of Generally Accepted Government Auditing Standards, and Uniform Guidance. If awarded the engagement, Chris Pruitt and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms.

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.





FIRM QUALIFICATIONS

EXPERIENCE

We have in-depth experience, presently serving over 100 governmental clients, including many cities. Government audits continue to be the fastest growing segment of our client base. We are committed to serving this segment, and continue to expand our department and the scope of services offered to governmental organizations.

Our clients include many governmental organizations as is evidenced by the partial listing included in this proposal. For fiscal year 2013/2014, approximately 50 of these clients were required to have "Single Audits" performed in accordance with Uniform Guidance. It is noteworthy that our workpapers have been examined in connection with several of these "Single Audits" by representatives of grant and/or cognizant agencies. In all circumstances, our supporting workpapers have earned excellent reviews.

A REPUTATION FOR QUALITY

Pattillo, Brown & Hill, L.L.P. is one of the oldest and most well respected accounting firms in Texas. As an indication of our commitment to quality, we are a member firm of the Public Company Accounting Oversight Board (PCOAB), the National Peer Review Committee (formerly known as the Center for Public Company Audit Firms) Peer Review Program and the AICPA's Governmental Audit Quality Center (GAQC). The GAQC requires member firms to establish policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards and Center membership requirements. Additionally, member firms must have its governmental audits selected as part of the firm's peer review reviewed by a peer review team member who is employed by a GAQC member firm.



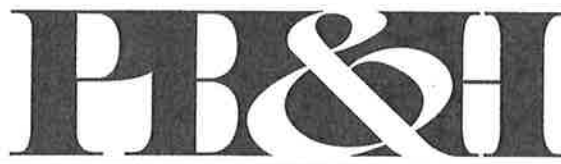
The firm received national recognition from the American Institute of Certified Public Accountants (AICPA) as an official member of the esteemed G400 group, as well as being identified as one of the 500 largest in the United States, out of 44,000 in the nation. As a member of G400, Pattillo, Brown & Hill, L.L.P. will partner with the AICPA to increase our expertise as well as provide feedback and support to the accounting industry as well as to our valued clients.

VALUE AND EFFICIENCY

We recognize that clients expect the services rendered by their professional accounting firm to go beyond the financial statements. We understand the expectations of our clients and welcome the opportunity to serve not only as auditors, but also as advisors. Our approach places substantial emphasis on the need to thoroughly understand your operations. This audit approach allows us to contribute constructive suggestions regarding your internal controls, operating and accounting procedures, and other matters worthy of management's attention.

CLAIMS AND SUITS

Pattillo, Brown & Hill has not failed to complete any work that was awarded to it, and there are not any judgments, claims, arbitration proceedings or suits pending or outstanding against PB&H or partners. Additionally, PB&H has not filed any lawsuits or requested arbitrations with regard to contracts within the last five years.



FIRM QUALIFICATIONS

Below is a sample of Texas city audits performed by our Firm similar to the City of Texarkana, Texas. Please feel free to contact any of the below mentioned references as you so desire.

City/ Engagement Partner	Scope of Work	Fiscal Years	Total Hours	Name/ Telephone	Office
* City of Denton John Manning Chris Pruitt	Audit and Federal and State Single Audit	2016	910	Charles Springer Finance Director charles.springer@cityofdenton.com 940/349-8260	Waco
*City of Grapevine Todd Pruitt Chris Pruitt	Audit and Federal and State Single Audit	2008-2016	850	Greg Jordan Chief Financial Officer gjordan@grapevintexas.gov 817/410-3113	Waco
* City of Huntsville Chris Pruitt Todd Pruitt	Audit and Federal Single Audit	2012-2016	600	Steve Ritter Finance Director sritter@huntsvilletx.gov	Waco
*Town of Flower Mound John Manning Paula Lowe	Audit and Federal Single Audit	2001 - 2016	600	Tammy Wilson Executive Director of Financial Services tammy.wilson@flower-mound.com 972/874-6021	Waco
*City of Weatherford Paula Lowe John Manning	Audit and Federal Single Audit	2010 - 2015	550	David Croff Weatherford, Texas 817/598-4223	Waco



FIRM QUALIFICATIONS

COMMITMENT TO GOVERNMENTS

Governmental audits continue to be the fastest growing segment of our client base. We are committed to achieve the highest standards in performing quality governmental audits. As evidence of this commitment, our proposed service team includes members of the following organizations:

- AICPA's Governmental Audit Quality Center
- Government Finance Officers Association (national)
- Government Finance Officers Association of Texas
- Special Review Committee of the GFOA
- Texas Association of Regional Councils
- Texas Association of Counties
- Texas Association of School Business Officials

Many of our clients have elected to pursue the GFOA's Certificate of Achievement for Excellence in Financial Reporting on a regular basis. In all instances where we have been associated with this pursuit, our client has been awarded the certificate. Additionally, three members of your proposed audit team are currently GFOA Special Review Committee members.

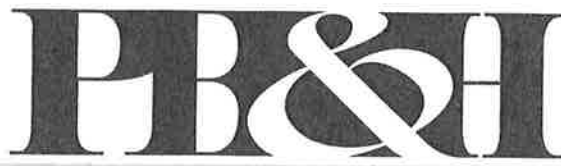
EXTERNAL QUALITY CONTROL REVIEW

As an indication of our commitment to quality, we are a member firm of the Public Company Accounting Oversight Board (PCOAB), the National Peer Review Committee (formerly known as the Center for Public Company Audit Firms) Peer Review Program and the AICPA's Governmental Audit Quality Center (GAQC). Our firm has been a member of the peer review program for well over 20 years. The GAQC requires member firms to establish policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards and Center membership requirements. Additionally, member firms must have its governmental audits selected as part of the Firm's peer review .

We are required to undergo peer reviews every three years. We completed our most recent review in 2013 and received a rating of pass. In addition, we also received no "letter of comments," and therefore achieved the highest possible rating, obtained by only a small percentage of accounting firms across the nation. A copy of our most recent peer review report is included in this proposal. The review included a number of specific government engagements.

DESK AND FIELD REVIEWS

Because of the level of audits that we perform that require federal and state single audits and the number of clients that we serve that receive federal and state grant assistance, many of our clients have field and desk reviews performed on their audits at least annually. We are not aware of the specific number of these reviews that have been performed on our audits in the last three years, but there are no unresolved questions or findings resulting from the desk reviews. No disciplinary action has ever been alleged and no action is pending or has been undertaken against the Firm by the SEC, AICPA, Texas State Board of Public Accountancy, other federal or state regulatory agencies, or other professional organizations.



AUDIT TEAM QUALIFICATIONS

STAFF RATIO

For our Governmental Auditing Department, the ratio of audit managers and audit staff to audit partners is 5:1 and for the Firm, as a whole, the ratio is 6:1.

PARTNER/MANAGER ROTATION

We do not have a formal internal policy on partner or manager rotation on engagements, but we can accommodate any of the City's requests if staff rotation is considered necessary for any reason. Our firm is large enough to change partners, managers, seniors or staff as requested by the City and maintain the same qualifications or experience.

COMPETENT, EXPERIENCED PERSONNEL

We consider well-trained and experienced professionals to be the single most important element necessary to providing the highest level of service to a client. We believe that we offer our clients a unique blend of technical expertise and responsiveness that is sometimes unavailable from larger firms who may be focused on more sizable engagements. We have identified for the City of Texarkana an experienced and proven service team. As you can see from the resumes included in this proposal, your audit team will have significant experience serving governmental clients, including cities, and are actively involved in professional organizations that allow us to keep abreast of issues facing governmental organizations.

Pattillo, Brown & Hill, L.L.P. includes members with excellent professional qualifications as evidenced by the following:

- One former member served on the Texas State Board of Public Accountancy.
- One former member is past president of the Texas Society of CPAs.
- Several members are past chairmen and several are current chairmen or members of Committees of the Texas Society of CPAs including the Society's Government Accounting Standards Committee.
- Members are heavily involved in continuing professional education programs sharpening technical skills.
- Our Firm includes members of the Association of Government Accountants and the Government Finance Officers Association of Texas.
- Five members of our Firm are active members of the Special Review Committee of the Government Finance Officers Association.

In keeping with our obligation for quality service, we require our professional employees to complete a minimum of qualifying continuing professional education credits annually. We also encourage our personnel to pursue their certification as accountants and then to become actively involved in local and state professional organization activities. Included, as supporting information, is a schedule of résumés covering the qualifications of proposed staff, including partners, and senior who are expected to be used in the performance of this engagement. Each of the résumés indicates the individual's position in our Firm including the education and type of experience.



AUDIT TEAM QUALIFICATIONS

QUALIFICATIONS OF ASSIGNED PERSONNEL

Our proposed service team has thorough knowledge of government auditing and extensive experience auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of Generally Accepted Government Auditing Standards, and Uniform Guidance. If awarded the engagement, Chris Pruitt and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms. The proposed personnel who will be working on the engagement are as follows:

Chris Pruitt, CPA, Engagement Partner

Paula Lowe, CPA, Concurring Partner

Nicole Bradshaw, CPA, Manager

Angela Verduzco, CPA, Senior Auditor

Don Abel, CISSP, MCP, IT Specialist

Staff auditors with experience working on local government audits.

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.

On the following pages is a summary of the proposed service team members' resumes. All of these professionals are employed on a full-time basis. All key audit professionals are certified to practice in the State of Texas. Furthermore, all of the proposed professionals have significant experience auditing local governments, including Texas cities.



AUDIT TEAM QUALIFICATIONS

Chris Pruitt, CPA, Engagement Partner

Chris will serve as the Engagement Partner on this engagement, and will supervise and direct all of our services to the City. He will serve as the primary client contact for the engagement and will ensure its overall quality. Chris will ensure appropriate staffing, performance and timely completion of the engagement.

Chris is a CPA with 18 years of experience auditing local governments in the State of Texas and concentrates exclusively on audits of local governments. He has extensive experience auditing municipalities, counties and school districts. Chris has conducted numerous training seminars within PB&H and for local government organizations across the state.

Sample of Governmental Experience

City of Waco	City of Friendswood
City of San Marcos	City of Beaumont
City of Rosenberg	City of Keller
City of Duncanville	City of Longview
City of Marble Falls	City of Del Rio
City of Cedar Park	City of Kennedale
City of Pearland	

Educational Background

BBA—Accounting	University of Texas at Austin
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Continuing Professional Education

- Accounting for Service Concession Arrangements
- The Auditor Independence Requirements in the 2011 Yellow Book
- Governmental Audit Quality Control Center Annual Webinar
- Single Audit/Uniform Guidance
- Texas Society of CPAs: Texas School District Accounting and Auditing Conference
- New GASB Pension Accounting
- PPC Audit Risk Assessment Conference
- Yellow Book Update—The General Accounting Standards
- GFOAT Spring Institute
- Performing Effective Analytics
- County Auditors Conference
- A Walk-through of the AICPA's Clarity Audit Standards
- Emerging Issues in Government Accounting and Auditing
- Implementation Issues of Recent GASB Standards

Professional Organizations

American Institute of Certified Public Accountants
 Texas Society of Certified Public Accountants
 Government Finance Officers Special Review Committee

AUDIT TEAM QUALIFICATIONS

Paula Lowe, CPA, Concurring Partner

Paula will serve as the Concurring Partner, and will supervise monitor and address accounting and compliance issues as they might arise. She will serve as an additional client contact for the engagement and will help to ensure its overall quality. Paula is a CPA with 19 years of experience auditing local governments in the State of Texas. She concentrates exclusively on audits of local governments. She has extensive experience auditing municipalities, counties and Texas school districts. Paula has conducted numerous training seminars within PB&H and for local government organizations across the state.

Sample of Governmental Experience

City of DeSoto	City of La Porte
City of North Richland Hills	Collin County
City of Friendswood	Williamson County
City of Westworth Village	City of Kyle
City of Weatherford	City of White Settlement
City of Bastrop	City of Glen Heights
Schertz-Cibolo Universal City I.S.D.	City of Columbus
Wharton County	City of Rosenberg

Educational Background

BBA Accounting	Texas A&M University
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Continuing Professional Education

Below is an example of some of the continuing education:

- Now is the time for Auditors to Get Ready for the Uniform Guidance Audit Requirements
- Revenue Recognition in a State and Local Government Environment
- Audits of State and Local Governments: Common Risk Factors and Related Audit Responses
- Technology in Government: An Award Winning Example
- Implementing GASB 68—Session I: Down and Dirty with the Numbers
- Implementing GASB 68—Playing Nice with Others for a Smooth Implementation and Audit
- Making Sense of Deferred Outflows and Inflows of Resources
- Don't be the Last to Know Fraud Considerations in Governmental Entities and Single Audit
- OMB Compliance Supplement and Single Audit Reform
- Governmental Audit Quality Control Center Annual Webinar
- New Pension Standards
- Texas Society of CPAs: Texas School District Accounting and Auditing Conference
- Group Audits a Look Back One Year Later and Lessons Learned
- Government Audit Quality Center (GAQC) - Annual Update
- Yellow Book Update—The General Accounting Standards
- GFOAT Spring Institute
- A Walk-through of the AICPAs Clarity Audit Standards
- Emerging Issues in Government Accounting and Auditing
- Integrating IT Audit Specialist on the Audit Team

Professional Organizations

American Institute of Certified Public Accountants
 Texas Society of Certified Public Accountants
 Government Finance Officers Special Review Committee
 Texas Association of School Business Officials



AUDIT TEAM QUALIFICATIONS

Nicole Bradshaw, CPA, CGMA, Manager

Nicole is a CPA with nine years of experience working solely in the areas of auditing and accounting for governmental entities. She will serve as the manager on the engagement. She is an active member of the Government Finance Officers Association Special Review Committee, member of the AICPA's Information Management and Technology Assurance section, and has had extensive training on the use and application of data extraction software. Nicole has also received the Advanced Single Audit Certification from the AICPA. Nicole will monitor and assist the senior auditor during the audit process, and will be involved with the day-to-day operations of the engagement.

Sample of Governmental Experience

City of Grapevine	City of Duncanville
City of Huntsville	City of DeSoto
Houston-Galveston Area Council	City of San Marcos
City of Rowlett	City of Bedford
Collin County	City of Midlothian
City of Richland Hills	Town of Flower Mound

Educational Background

BBA Accounting	University of Mary Hardin-Baylor
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Continuing Professional Education

Below is an example of some of the continuing education:

- AICPA—A Practitioner's guide to IT General Controls
- AICPA—Avoiding Common Audit Deficiencies in State and Local Government Financial Audits
- Annual Governmental Auditing Standards Update
- AICPA—Uniform Guidance for Federal Awards
- AICPA—IT Audits and What To Pay Attention To
- Governmental Audit Quality Center Annual Webcast Updates
- Annual Texas Society of CPAs—Texas School District Accounting and Auditing Conferences
- Preventing Common OMB A-133 and Yellow Book Deficiencies
- ACL (Audit Command Language) - Introduction through Intermediate Level
- GFOA—Pension Accounting: A Work in Progress
- GFOA—The Accounting and Auditing Year in Review
- Performing Efficient and Effective Single Audits
- Facing Up to Fraud in Challenging Times
- Financial Reporting for Local Governments
- Audit Watch—Level 4

Professional Organizations

Texas Society of Certified Public Accountants
 American Institute of Certified Public Accountants
 Government Finance Officers Special Review Committee
 Member AICPA's Information Management and Technology Assurance section



AUDIT TEAM QUALIFICATIONS

Angela Verduzco, CPA, Senior Auditor

A CPA with seven years of experience in auditing and accounting for governmental entities, Angela Verduzco will serve as the senior auditor on the engagement. She has conducted training seminars within our Firm on various government accounting and auditing topics. The advantages of having an experienced "in-charge" such as Angela, include the elimination of time spent by your personnel training our staff and a generally more efficient and cost effective audit.

Sample of Governmental Experience

City of DeSoto	Alamo Area Council of Governments
Schertz-Cibolo Universal City I.S.D.	Houston-Galveston Area Council
City of San Marcos	MHMRA of Harris County
City of Grapevine	City of Leander
City of La Porte	City of Rowlett
Williamson County	East Texas Council of Governments
Bastrop County	City of Marble Falls

Educational Background

BBA Accounting	University of Texas at Austin
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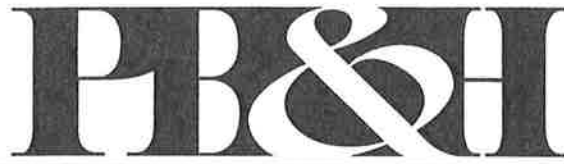
Continuing Professional Education

Below is an example of some of the continuing education:

- GFOAT—Changing the Rules of the Race: GASB Update
- AICPA—Testing and Documenting Internal Controls Over Compliance in a Single Audit
- Annual GASB Updates
- Internal Controls in a Financial Statement Audit and Single Audit
- Annual Texas Society of CPAs: Texas School District Accounting and Auditing Conferences
- PPC Audit Risk Assessment Conference
- PPC In-House Seminars: Audit Risk Assessment Suite
- Facing Up to Fraud in Challenging Times
- Governmental Audit Quality Center Annual Webcast Update

Professional Organizations

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants



AUDIT TEAM QUALIFICATIONS

Angela Verduzco, CPA, Senior Auditor

A CPA with seven years of experience in auditing and accounting for governmental entities, Angela Verduzco will serve as the senior auditor on the engagement. She has conducted training seminars within our Firm on various government accounting and auditing topics. The advantages of having an experienced "in-charge" such as Angela, include the elimination of time spent by your personnel training our staff and a generally more efficient and cost effective audit.

Sample of Governmental Experience

City of DeSoto	Alamo Area Council of Governments
Schertz-Cibolo Universal City I.S.D.	Houston-Galveston Area Council
City of San Marcos	MHMRA of Harris County
City of Grapevine	City of Leander
City of La Porte	City of Rowlett
Williamson County	East Texas Council of Governments
Bastrop County	City of Marble Falls

Educational Background

BBA Accounting	University of Texas at Austin
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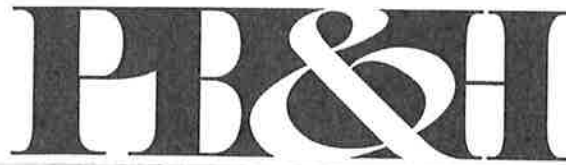
Continuing Professional Education

Below is an example of some of the continuing education:

- GFOAT—Changing the Rules of the Race: GASB Update
- AICPA—Testing and Documenting Internal Controls Over Compliance in a Single Audit
- Annual GASB Updates
- Internal Controls in a Financial Statement Audit and Single Audit
- Annual Texas Society of CPAs: Texas School District Accounting and Auditing Conferences
- PPC Audit Risk Assessment Conference
- PPC In-House Seminars: Audit Risk Assessment Suite
- Facing Up to Fraud in Challenging Times
- Governmental Audit Quality Center Annual Webcast Update

Professional Organizations

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants



AUDIT TEAM QUALIFICATIONS

Don Abel, CISSP, CISA, CRISC, MCP, IT Specialist

Don Abel is our Director of Information Systems. He has over 16 years of experience in the Information Systems Field – Project Manager for IT projects, Network Administrator, IT consultant specializing in network security and administration, internal auditing, a Programmer Analyst and auditor. Don will serve as part of the audit team to help determine the effect of information technology on the audit, understand the entity's controls, and design and perform tests of controls and substantive tests. He will assist in determining what we may need from IT staff and their role in the audit and how to leverage IT and risk-based audit procedures to drive audit efficiency.

Certified Information Systems Security Professional

The International Information Systems Security Certification Consortium, commonly known as (ISC), promotes the CISSP certification as the "international gold standard" against which other security certifications are measured.

Educational Background

Business Information Systems

University of Mary-Hardin Baylor

Form

W-9(Rev. December 2014)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**Give Form to the
requester. Do not
send to the IRS.Print or type
See Specific Instructions on page 2.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**PATTILLO, BROWN & HILL, L.L.P.****2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:☐ Individual/sole proprietor or
single-member LLC☐ C Corporation☐ S Corporation☒ Partnership☐ Trust/estate☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.☐ Other (see instructions) ▶**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting
code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)**P.O. BOX 20725****6** City, state, and ZIP code**WACO, TX 76702-0725**

Requester's name and address (optional)

7 List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-				
--	--	--	---	--	--	--	--

or

Employer identification number

7	4	-	1	1	3	0	5	9	9
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.**Sign
Here**Signature of
U.S. person ▶*Key Huggins*

Date ▶

*01/03/2017***General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/28/2007

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



CPAs & Advisors

SYSTEM REVIEW REPORT

October 21, 2016

To the Partners of
Pattillo, Brown & Hill, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Pattillo, Brown & Hill, LLP (the firm) in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Pattillo, Brown & Hill, LLP in effect for the year ended May 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pattillo, Brown & Hill, LLP has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

PB&H PATILLO, BROWN & HILL, L.L.P.

Certified Public Accountants—Business Consultants



*At Pattillo, Brown & Hill, L.L.P., our people
make the difference.*

With our extensive local government experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6, Waco, Texas 76701
Phone: 254.772-4901 • www.pbhcpa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



RFQ: Pricing Proposal for City of Texarkana, Texas Audit Services

Copy



4.11.2017

Presented to:

City of Texarkana, Texas

Partner Contact:
Chris Pruitt

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6
Waco, Texas 76710

254/772-4901

cpruitt@pbhepa.com
www.pbhepa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)

Commitment to the Present... Vision for the Future...

EXCELLENCE

At Pattillo, Brown & Hill, L.L.P., our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.



Contact Us

Phone: 254/772-4901

Email

Chris Pruitt, CPA ~ cpruitt@pbhcpa.com

Paula Lowe, CPA ~ plowe@pbhcpa.com

Todd Pruitt, CPA ~ tp Pruitt@pbhcpa.com

John K. Manning, CPA ~ jkmanning@pbhcpa.com

Mail

Physical Address: 401 West Highway 6, Waco, Texas 76710

Providing Quality Audit and Accounting Services



TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Name of Firm: Pattillo, Brown & Hill, L.L.P.

Certification that the person signing this proposal is entitled to represent the Firm and authorized to sign a contract with the City of Texarkana, Texas.

So Certified

Name: Chris Pruitt, CPA

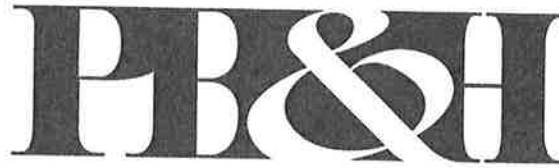
Title: Partner

Signature: Chris Pruitt

Date: April 19, 2017

Total all-inclusive maximum fee for:

<u>Fiscal Year</u>	<u>Total All-Inclusive Maximum Price</u>
2017	\$ 92,000
2018	93,800
2019	96,175
2020	97,375
2021	99,375



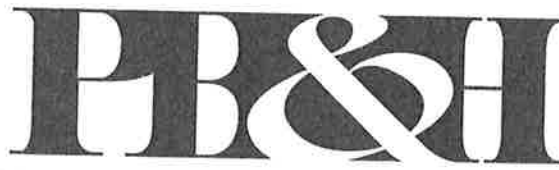
TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2017

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	120	14,400
Senior	240	95	22,800
Staff	<u>475</u>	80	<u>38,000</u>
	915		<u>92,000</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>92,000</u>

Proposed Price for Fiscal Year 2018

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	100	24,000
Staff	<u>475</u>	80	<u>38,000</u>
	915		<u>93,800</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>93,800</u>



TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2019

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	100	24,000
Staff	<u>475</u>	85	<u>40,375</u>
	915		<u>96,175</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>96,175</u>

Proposed Price for Fiscal Year 2020

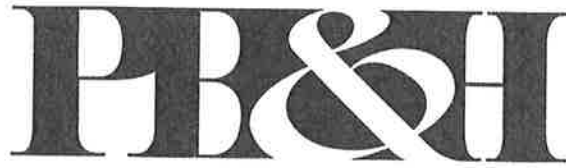
	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	105	25,200
Staff	<u>475</u>	85	<u>40,375</u>
	915		<u>97,375</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>97,375</u>



TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2021

	Hours	Hourly Rate	Total
Partner	80	\$ 220	\$ 17,600
Manager	120	125	15,000
Senior	240	110	26,400
Staff	475	85	40,375
	915		99,375
Out-of-pocket expenses			-
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ 99,375



PROFESSIONAL FEES AND EXPENSES FOR THE 2017 AUDIT FOR CITY OF TEXARKANA, TEXAS

RATES FOR ADDITIONAL SERVICES

Our stated fees include **all out-of-pocket expenses** and will not be exceeded unless significant, new and accounting or regulatory requirements are imposed. We would discuss those factors prior to any audit work being performed.

There will be no additional costs billed under this engagement. If it should become necessary for the City to request us to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued during the engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and PB&H and shall be performed at the same rates set forth below.

Partner	\$210
Manager	120
Senior	95
Staff	80

The rates are open for discussion and will depend upon the requested task. We would not start work or begin billing for work until we had agreed to the rates and terms with the City.

MANNER OF PAYMENT

Pattillo, Brown & Hill, L.L.P. accepts the preferred payment terms stated in the City's RFP.



PATTILLO, BROWN & HILL, L.L.P.

Certified Public Accountants—Business Consultants

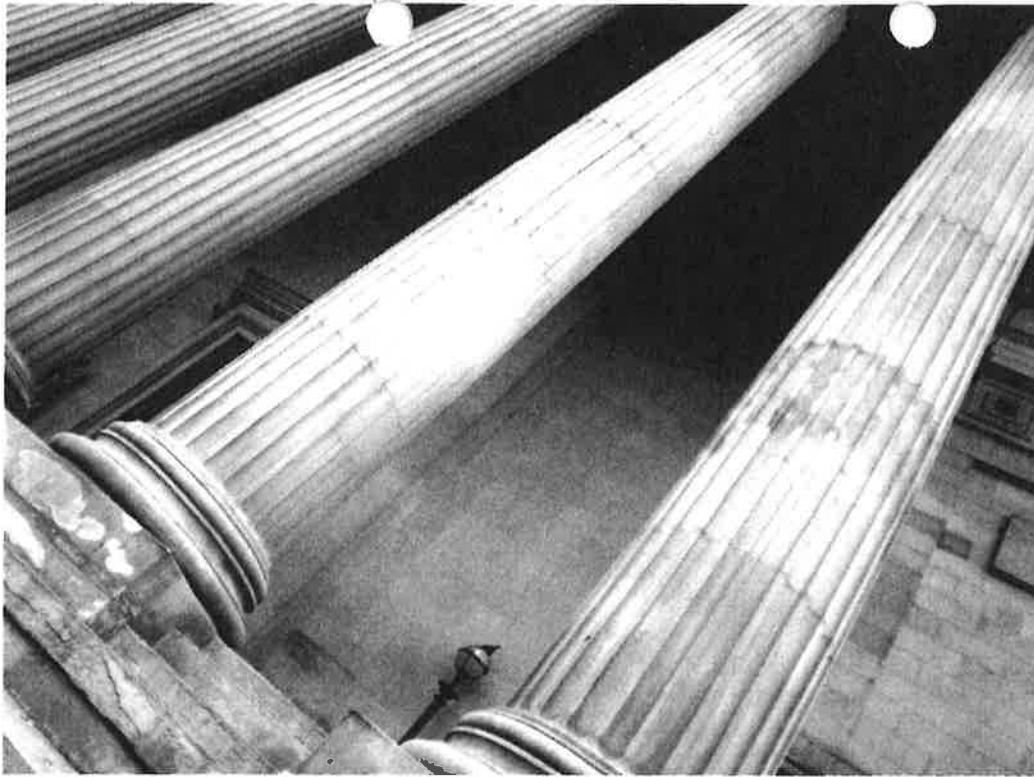


*At Pattillo, Brown & Hill, L.L.P., our people
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With our extensive local government experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6, Waco, Texas 76710
Phone: 281.671.6259 • www.pbhepa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



AUDIT SERVICES CONTRACT 17-1601-03

CITY OF TEXARKANA, TEXAS

Submitted by **BKD, LLP**
14241 Dallas Parkway // Suite 1100 // Dallas, TX 75254
Phone: 972.702.8262
Kevin Kemp, CPA // Partner
April 19, 2017

SERVICE PROPOSAL
COPY

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

BKD^{LLP}
CPAs & Advisors

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COVER LETTER

April 19, 2017

Ms. Sharon Moore
 Purchasing Manager
 City of Texarkana, Texas
 220 Texas Boulevard
 Texarkana, TX 75501

DEAR MS. MOORE:

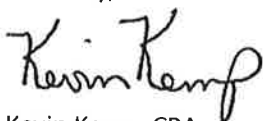
The City of Texarkana, Texas (the City) is mindful of those you serve—the thousands of residents who live, work and raise families in Texarkana. However, amid a rebounding economy, many cities still face a number of challenges—from delivering effective services with current resources, to engaging your citizens and keeping up with rapidly evolving technologies and socio-economic demographics. As you manage additional pressures and concerns, such as providing quality services to a growing population while working to maintain reporting compliance and properly implement new Governmental Accounting Standards Board (GASB) standards, you recognize the importance of demonstrating your fiscal responsibility through accountability of funds. You need the resources, guidance and expertise of a reputable CPA and advisory firm that can offer a fresh look at your financial statements, help facilitate a smooth audit process and ease the administrative burden on your staff. We believe **BKD, LLP** is that firm.

BKD National Governmental Group works with hundreds of governmental clients nationwide and approximately 20 municipalities in Texas and Arkansas. We believe BKD is the right choice because our industry experience, as well as our involvement with national and state associations, including the American Institute of CPAs Governmental Audit Quality Center, Government Finance Officers Association, Government Finance Officers Association of Texas and Association of Government Accountants, allows us to understand the specific issues the public sector faces. In addition to providing a quality audit, we can leverage our industry experience to share best practices and provide practical solutions related to fiscal accountability, legislative changes, compliance responsibilities and risk management duties to help the City have confidence in your financial statements and demonstrate your effectiveness at providing public services.

We understand the City is requesting a Financial Statement Audit in accordance with *Government Auditing Standards* and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for the years ending September 30, 2017, 2018 and 2019, with options for each of the two subsequent fiscal years. If engaged, we commit to perform the work within the time requested. As a partner of the firm, Kevin Kemp is authorized to represent the firm, and this proposal is a firm and irrevocable valid offer for 90 days subsequent to the closing of the City's request for a proposal.

We believe our proposal will help you select our firm for timely, efficient and objective services delivered by experienced professionals. I will call you soon to answer questions you may have about this proposal, or you may reach me at 972.702.8262 or by email at kkemp@bkd.com.

Sincerely,



Kevin Kemp, CPA
 Partner

RFP RESPONSE

For the City of Texarkana, Texas's (the City) convenience, **BKD, LLP** has structured our proposal according to the questions in your Request for Proposal (RFP). We believe our proposal will demonstrate our qualifications to serve the City.

D. FIRM PROFILE

Include the following information about your firm:

The organization and size of your firm; whether it is local, regional, national, or international in operations.

BKD is one of the largest national CPA and advisory firms in the United States. Our approximately 2,600 CPAs, advisors and dedicated staff* serve clients in all 50 states and clients with operations in more than 40 countries. BKD is ready to provide the City accounting and advisory services with the accessibility of a local firm and the focus and resources of a national firm.

** As of December 31, 2016*

1. The names of person(s) authorized to represent your firm, their title(s), address, and telephone number(s).

As a partner of the firm, Kevin Kemp is authorized to represent the firm.

Kevin Kemp, CPA
Partner
BKD, LLP
14241 Dallas Parkway // Suite 1100
Dallas, TX 75254
972.702.8262

2. The location of the office from which the work is to be performed and the number of professional staff (by staff level) employed at that office.

LOCATION

If BKD is engaged, the City's requested services would be primarily provided by our Dallas office.

BKD, LLP
14241 Dallas Parkway // Suite 1100
Dallas, TX 75254

PROFESSIONALS

Title	Number
Partner	11
Managing Director, Director	10
Senior Manager, Manager	19
Senior Associate, Senior Associate II	21
Associate	27
Other Professional Staff	11

3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

BKD's Dallas office offers clients a variety of services in accounting, audit and assurance, tax, risk management, technology, forensics and valuation and wealth management.

BKD

4. A positive statement that the following mandatory criteria are satisfied: An affirmation that you are properly licensed for practice as a certified public accountant to practice in the State of Texas and an affirmation that your firm meets the independence requirements of Governmental Auditing Standards, published by the U.S. General Accounting Office.

LICENSURE

BKD is properly licensed to practice public accounting in the state of Texas.

INDEPENDENCE

BKD is independent with respect to the City as defined by the Code of Professional Conduct of the American Institute of CPAs (AICPA) and the United States Government Accountability Office's *Government Auditing Standards*. We are not aware of any relationship that would impair our independence.

5. List and describe the Responder's (or proposed subcontractor's) professional relationships involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

BKD has not had any direct professional relationship with the City or related entities within the last five years. As part of our audit of the City of Texarkana, Arkansas, we audit the Bi-State Justice Center. However, no relationship exists that would constitute a conflict of interest relative to performing the proposed audit.

6. An affirmation that your firm does not have a record of substandard audit work or on-going allegations or litigation.

BKD does not have a past history of substandard work.

7. An affirmation that your firm meets all specific requirements imposed by state or local law, rules, and regulations.

BKD meets the specific requirements imposed by the state or local law, rules and regulations for a CPA and advisory firm.

E. FIRM QUALIFICATIONS

Include the following information about your firm:

1. Please identify the audit managers and field supervisors and other staff who will work on the audit on a full-time basis and the number and nature of the staff to be employed on a part-time basis; including staff from other than the local office. For the office that will be assigned the audit, list the most significant and relevant engagements, up to a maximum of five, that have been performed within the last five years. Provide the name and telephone number of the principal client contact.

NUMBER & NATURE OF STAFF

We anticipate providing one partner, one senior associate and one associate from our Dallas, Texas, office and one senior manager from our Rogers, Arkansas, office on a full-time basis and one director (concurring reviewer) from our Dallas, Texas, office on a part-time basis to complete the City's audit.

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

REFERENCES

Our clients are our best ambassadors, and we encourage you to contact them about their satisfaction with our services. The following clients have consented to discussing BKD's services and service delivery with you at your convenience.

City of Roanoke, Texas

Ms. Vicki Rodriguez
Director of Fiscal and Administrative Services
817.491.2411

City of Mesquite, Texas

Ms. Debbie Mol
Finance Director
972.216.6202

City of Lubbock, Texas

Mr. Brack Bullock
Accounting Supervisor
806.775.2147

City of Little Rock, Arkansas

Ms. Ember Strange
Assistant Director of Finance
501.371.4557

City of Texarkana, Arkansas

Ms. TyRhonda Henderson
Finance Director
870.779.4954

2. If the firm is a joint venture or a consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified and the firm that is to serve as the principal auditor shall be noted, if applicable.

BKD is not a joint venture or a consortium.

3. A copy of the report on the firm's most recent external quality control review, with a statement whether that review includes review of specific government engagements.

BKD is committed to providing quality audit services to our clients. We submit our work to external reviewers, who challenge our approach and findings. We are proud of the findings from these reviews, which indicate that our process works.

Our most recent AICPA peer review included, among others, engagements performed under *Government Auditing Standards*. A copy of our most recent peer review report is included in the Appendix.

experience commitment

"The BKD team is very personable, honest and transparent. BKD is willing to research the issues and talk to the client and has a solid working relationship. BKD is also willing to speak with the board of directors, ask them questions and listen to their concerns. Over the years, they have built a great relationship with the board as well and are willing to go the extra mile to listen to their concerns or issues."

Patrick Patton

ADFA - Arkansas Development
Finance Authority
Little Rock, Arkansas

"Having financial statements completed by the Authority's statutory deadline is crucial for us. BKD has met or exceeded our scheduled completion date every year with audit reports that are timely and professionally done."

Justin Noll

Controller
Colorado Water Resources &
Power Development Authority
Denver, Colorado

4. The results of any peer reviews, federal or state desk reviews, or field reviews of its audits during the past three years.

From time to time, selected BKD audit engagements are subject to desk review by federal or other regulators. All such reviews during the past three years have shown our work to be generally satisfactory, and no disciplinary or other administrative proceedings have resulted from those reviews.

In addition, the Responder shall provide information on the circumstances and status of any disciplinary action taken or pending against the Responder during the past three years with state regulatory bodies or professional organizations.

In December 2014, **BKD, LLP** consented, without admitting or denying the findings, to a U.S. Securities and Exchange Commission (SEC) Order Instituting Public Administrative and Cease-and-Desist Proceedings ("Order"). The Order was based upon the SEC's findings that BKD had violated the SEC's independence rules by participating in drafting client financial statements in connection with broker-dealer audits from 2010 through 2012. The remedies provided for in the Order included a small fine.

In November 2016, BKD reached a related settlement with the California Board of Accountancy. None of these proceedings affect BKD's ability to serve clients.

Responder shall provide a list of past and current litigation and pending claims against the firm, if any.

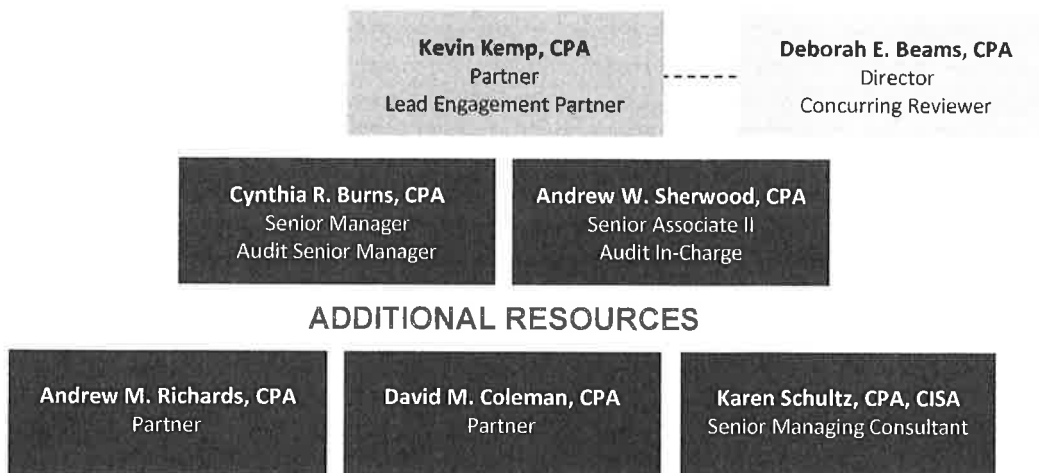
BKD's emphasis on quality has rewarded the firm with an excellent track record regarding claims related to professional services. Underwriters of professional liability insurance for accounting firms have informed us that we have one of the best litigation histories in the accounting profession. To avoid litigation, BKD maintains an extensive risk management program addressing a multitude of issues ranging from client acceptance to final working paper and financial statement review. However, as with any firm our size, the firm does experience litigation from time to time. Details of litigation cannot be disclosed pursuant to confidentiality agreements; however, the results of litigation have never been material to the firm. Currently, there is no substantial litigation outstanding.

F. AUDIT TEAM QUALIFICATIONS

1. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a CPA in Texas and Arkansas, and performing government audits in particular.

The most critical factor in providing high-quality service is choosing your engagement team. We take team selection seriously and have the appropriate team of advisors to meet your needs. All key professionals who would be assigned to your engagement are properly licensed to practice in the states of Texas and Arkansas or able to practice in both states due to mobility laws, without the requirement to obtain an individual Texas or Arkansas license.

ENGAGEMENT TEAM ORGANIZATIONAL CHART



ENGAGEMENT TEAM EXPERIENCE



Kevin Kemp, CPA
Partner

Kevin is a regional industry leader for BKD National Governmental Group and is a member of the firm's Not-for-Profit & Government Committee. He leads the Dallas office's governmental group, and his team is responsible for providing audit services to approximately 12 municipalities in Texas and Arkansas, including the cities of Mesquite, North Richland Hills and Roanoke, Texas, as well as Little Rock, Arkansas. In addition, Kevin serves utility clients, including Texas Municipal Power Agency and Brazos Electric Power Cooperative. Kevin also assists with other large governmental clients across the firm, including Cherokee Nation, Denver International Airport and the City of Indianapolis, Indiana.

He has more than 23 years of experience providing audit and management consulting services to a client base that includes municipalities and their component units, counties, utilities, state agencies and numerous service-related entities receiving government assistance. His team performs more than 75 Single Audits annually.

Kevin serves clients in obtaining tax-exempt financing, analyzing expansion opportunities and improving internal controls. He has served as primary contact for numerous clients, provided review services for Single Audit engagements and maintained contacts with regulatory agencies. In addition, he has recruitment and training responsibilities.

His professional affiliations include membership in the Government Finance Officers Association (GFOA), Government Finance Officers Association of Texas, American Institute of CPAs and Texas Society of Certified Public Accountants. He is a licensed CPA in Arkansas and Texas and serves on the Special Review Committee of the GFOA.

Kevin is a graduate of University of Central Arkansas, Conway, with a B.B.A. degree.



Deborah E. Beams, CPA
Director

Deborah, the current assistant accounting and auditing director for the firm's Dallas office, has more than 10 years of accounting and auditing experience working primarily in the not-for-profit and governmental industries. She also has extensive experience with Single Audits. Prior to her employment with BKD, Deborah was an auditor with an international firm. Her clients included public and private institutions of higher education, private schools, municipalities, religious organizations and health and welfare organizations. She now serves as accounting and auditing assistant director for BKD's Dallas office, performing quality control reviews and assisting audit teams with technical matters.

She spent three years as a practice fellow at the Governmental Accounting Standards Board. During that time, she worked on projects leading to the issuance of GASB Statements on nonexchange financial guarantees, fair value and external investments pools. She also originated and led the GASB project on leases, which involved collaboration with Financial Accounting Standards Board staff and presentations to the Federal Accounting Standards Advisory Board.

Deborah is a member of the American Institute of CPAs and Texas Society of Certified Public Accountants.

She is a *summa cum laude* graduate of University of North Texas, Denton, with a B.S. degree as well as a 2005 graduate with an M.S. degree, where she was named Outstanding Masters Student.



Cynthia R. Burns, CPA
Senior Manager

A member of BKD National Not-for-Profit Group and BKD National Governmental Group, Cynthia has more than 12 years of experience providing audit and accounting services primarily to governmental and not-for-profit entities that receive federal and state assistance. She has oversight and review responsibilities for numerous governmental and not-for-profit organizations subject to Single Audit requirements, including the cities of Texarkana, Fort Smith, Bentonville, Springdale and Siloam Springs, Arkansas.

Her continuing professional education during the past three years includes extensive training in various accounting and auditing technical areas, including governmental accounting issues, Single Audits and ethics. Cynthia's professional memberships include the American Institute of CPAs, Arkansas Society of Certified Public Accountants and Governmental Finance Officers Association. She is a licensed CPA in Arkansas and Texas. She also serves as treasurer of ASPIRE *Surviving Military Spouse Support*.

She is a 1984 *magna cum laude* graduate of Harding University, Searcy, Arkansas, with a B.B.A. degree in accounting.



Andrew W. Sherwood, CPA
Senior Associate II

Andrew has experience performing financial statement audits and other accounting services, including the preparation of basic financial statements and comprehensive annual financial reports.

He has worked with governmental entities, not-for-profits and for-profit and not-for-profit health care providers. In addition to financial statement audits, Andrew also performs Single Audits. Recently, he has worked as an in-charge for several cities across Texas and Louisiana, large health care systems and regional not-for-profit organizations. He currently serves as the audit in-charge for the cities of McKinney, Kerrville and Bedford, Texas.

Andrew is a member of the American Institute of CPAs and the Society of Louisiana Certified Public Accountants.

He is a graduate of Louisiana State University, Shreveport, with a B.S. degree in accounting and finance.

ADDITIONAL RESOURCES



Andrew M. Richards, CPA
Partner

Andy is a member of BKD National Governmental Group. With approximately 20 years of experience at BKD, he provides audit and advisory services to not-for-profit and governmental entities. He also assists BKD's National Office in providing technical support to BKD auditors, developing firm guidance on governmental accounting standards, reviewing governmental audit engagements, developing professional education on government-related topics and performing internal office inspections.

He is the audit partner on numerous state and local governments in Arkansas, including Fort Smith, Texarkana, Conway and Bentonville. He also is a firmwide resource and serves as concurring reviewer on some of BKD's larger governmental engagements, including City and County of Denver, Colorado, Mississippi Department of Employment Services and Arkansas Development Finance Authority.

From December 2007 through January 2010, Andy participated in the governmental accounting standards-setting process as a Practice Fellow with the Governmental Accounting Standards Board (GASB) in Norwalk, Connecticut. During that time, he acted as a GASB project manager working on the Codification of Pre-November 30, 1989, Financial Accounting Standards Board Pronouncements project, GASB Statement No. 14, *The Financial Reporting Entity*, Reexamination project, as well as the GASB Comprehensive Implementation Guide update. He also assisted the GASB technical research staff in responding to technical inquiries submitted by their constituency and performed several speaking engagements on behalf of GASB. He was a member of the GASB Comprehensive Implementation Guide Advisory Committee from 2012 to 2014.

He is a member of the American Institute of CPAs, where he served on the State and Local Government Expert Panel from 2010 through 2013 and Arkansas Society of Certified Public Accountants. He serves on the board of directors as president of Arkansas Literacy Councils, Inc. and has served as a local board member of the BKD Foundation. He also was named to the **Arkansas Business** "40 Under 40" list in 2015.

Andy is a 1996 graduate of University of Arkansas, Fayetteville, with a B.S. degree in business administration and accounting.



David M. Coleman, CPA
Partner

David is a member of BKD National Governmental Group. He has more than 14 years of experience providing audit and consulting services to a variety of governmental and not-for-profit organizations, including municipalities and their component units, utilities and other service-related entities that receive federal and state assistance. He has engagement oversight and review responsibilities for numerous governmental and not-for-profit organizations subject to Single Audit requirements.

He leads BKD's audit team on several Texas municipalities, including El Paso, Lubbock (and Lubbock Power and Light), Greenville, Lancaster, McKinney and Town of Highland Park, Texas. David also serves San Diego County Regional Airport Authority and West Texas Municipal Power Authority.

David is a member of the American Institute of CPAs, Texas Society of Certified Public Accountants and Government Finance Officers Association of Texas. He is a licensed CPA in Arkansas and Texas.

He is a graduate of Henderson State University, Arkadelphia, Arkansas, with a B.B.A. degree in accounting.



Karen Schultz, CPA, CISA
Senior Managing Consultant

Karen has 18 years of IT and financial statement audit experience. She has served as the in-charge accountant for financial and information systems audits at a national CPA and advisory firm and as the manager for information systems audits at an international financial services company. In addition, she has network and system administration experience.

She is a member of the American Institute of CPAs, Pennsylvania Society of Tax & Accounting Professionals and the Information Systems Audit and Control Association.

Karen is a graduate of Drexel University, Philadelphia, Pennsylvania, with a B.S. degree in business administration, and a 2012 graduate of Palm Beach State College, Lake Worth, Florida, with an A.S. degree in network administration.

CONTINUING PROFESSIONAL EDUCATION

Our audit professionals are required to receive at least 120 hours of continuing professional education (CPE) every three years. For auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. All individuals, including specialists involved in performing fieldwork on *Government Auditing Standards* audits, are required to obtain at least 24 hours of CPE every two years in subjects directly related to government auditing or the government environment. In addition, engagement team members responsible for planning, directing or reporting on *Government Auditing Standards* audits who spend more than 20 percent of their time performing *Government Auditing Standards* audits also are required to complete a minimum of 80 hours of CPE every two years that directly enhances their professional proficiency to perform audits.

BKD offers an internal industry update seminar for managers through partners, as well as a seminar for our in-charge level employees. These seminars include auditing and accounting issues that are specific to governmental clients, including *Government Auditing Standards*, Single Audits and accounting standards for government financial reporting. BKD professionals also receive additional training from external sources.

2. The City recognizes that the engagement partners, managers, or other staff may change unforeseeably, but the City retains the right to approve, reject, or request partner and manager replacements.

In the event we are required to make a change to any key personnel assigned to your engagement, we will discuss this with you to explain the circumstances and proposed change. Your lead engagement partner Kevin Kemp will be coordinating personnel changes. We generally do not remove key personnel from an audit once it has begun, but occasionally employee turnover or other events beyond our control require such a change. If a personnel change is required, we are confident we can provide a qualified replacement to complete your audit with limited interruption.

We understand engagement team partners and managers can only be changed with the City's approval.

BKD

3. Firms may subcontract portions of the engagement only if proposed subcontracting is clearly identified in the proposal. The City reserves the right to approve, disapprove, or request removal of subcontractors for any reason. The audit firm retains sole responsibility for execution of the terms and conditions of the services described in the scope of this RFQ.

We do not anticipate employing any other firm, affiliate or association member in completing the work for the City. We believe BKD possesses both the depth and breadth of experience to serve the City, as demonstrated throughout this proposal.

G. COMPLETED FORM W-9

(Federal request for Taxpayer ID No.)

Please see the Appendix for BKD's completed W-9.

H. COMPLETED FORM CIQ

(State Conflict of Interest Questionnaire) if there is a conflict of interest with respect to any of the elected officials named below or any other local government officer for the City of Texarkana, Texas.

Please see the Appendix for a completed Conflict of Interest Questionnaire.

experience support

"BKD has been a great resource for the City of Lincoln in accomplishing our financial reporting goals. They have provided us with prompt and sound technical and accounting guidance throughout our affiliation. The BKD audit teams have always been professional, friendly and accessible."

Peggy Tharnish

City Controller
City of Lincoln, Nebraska

"BKD, LLP demonstrated excellent customer service in meeting our needs. Their technical knowledge was excellent and extremely valuable to our organization. I highly recommend them to any governmental entity."

Clint Mercer

Chief Accountant
City of Norman, Oklahoma

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

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**Unmatched client service isn't
just a slogan at BKD; it's the
backbone of our culture.**

Theodore D. Dickman, CPA
Chief Executive Officer | BKD, LLP

APPENDIX

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

AUDIT SERVICES CONTRACT FORM

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: BKD, LLP			
Enter Respondent's Business Name: BKD, LLP			
Enter Respondent Address: 14241 Dallas Parkway // Suite 1100 // Dallas, TX 75254			
Enter the following information: Business Number: (972) 702 - 8262 Cell Number: (501) 231 - 8682 Email Address: kkemp@bkd.com Federal Tax ID Number or Social Security Number 44-0160260			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	Partner _____ Title
Kevin Kemp, CPA _____ Print/Type Name	April 19, 2017 _____ Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1 Name of vendor who has a business relationship with local governmental entity. N/A		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. N/A Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 Signature of vendor doing business with the governmental entity Date		

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

BKD

BKD, LLP W-9

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
BKD, LLP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
910 ST LOUIS STREET, SUITE 400

6 City, state, and ZIP code
SPRINGFIELD, MO 65806

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] [] [] - [] [] [] - [] [] []
 or
 Employer identification number
 4 4 - 0 1 6 0 2 6 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Scott A. Chittenden* Date ▶ *1-4-16*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irb.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1088 (home mortgage interest), 1088-E (student loan interest), 1088-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

AICPA PEER REVIEW LETTER



American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

November 10, 2014

Theodore D Dickman, CPA
BKD, LLP
910 E Saint Louis St Ste 400
Springfield, MO 65806

Dear Sir/Madam:

It is my pleasure to notify you that on October 31, 2014 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2017. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Larry Gray
Chair, National Peer Review Committee
nprc@aicpa.org 919 402.4502

cc: Candace E Wright; L Douglas Bennett

Firm Number: 10002800

Review Number 361333

Letter ID: 937515

T: 1.919.402.4502 | F: 1.919.402.4876 | nprc@aicpa.org

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

BKD PEER REVIEW REPORT



A Professional Accounting Corporation
Associated Offices in Principal Cities of the United States
www.pncpa.com

System Review Report

To the Partners of BKD, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BKD, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (SOC 1).

In our opinion, the system of quality control for the accounting and auditing practice of BKD, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BKD, LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
September 19, 2014

SERVICE DESCRIPTION

FINANCIAL STATEMENT AUDIT IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS & UNIFORM GUIDANCE SERVICE DESCRIPTION

BKD's audit approach focuses on areas of higher risk—the unique characteristics of the City's operating environment, the design effectiveness of your internal controls and your financial statement amounts and disclosures. The objective is to express an opinion on the conformity of your financial statements, in all material respects, with accounting principles generally accepted in the United States of America.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

These principles make up the foundation of BKD's audit approach:

- ▶▶ The team working on your engagement have been trained in the governmental industry. You will not have to train our people on net pension liabilities and related deferred inflows/outflows, net position and fund balance classifications, joint ventures and debt covenants and continuing disclosure requirements.
- ▶▶ We provide a significant level of engagement executive involvement so you receive high-quality service with little interruption. We recognize we have to be flexible because not all audits go as planned. Because our partners and managers are in the field, we can adapt quickly to circumstances that arise.
- ▶▶ Communicating the results of our audit procedures and sharing ideas to help your accounting processes are integral parts of your engagement. In addition, you will find communication does not end when the audit is completed. We strive to keep in contact with your management team throughout the year. Continued communication means you can receive an efficient and effective audit.

Using our five-phase approach, we will work with you to develop an audit plan tailored to your specific circumstances and risks.

PHASE 1: PLANNING

As required by auditing standards, we will communicate with your city council/audit committee/management team early in the audit process. Our communication with the audit committee and management team is a two-way process: we will be informing them of the scope and timing of the audit but in return we will ask that your audit committee and management team let us know about any risk issues they have identified, any areas where they would like us to perform additional procedures or anything else material to the audit.

BKD also will work closely with your management team to develop an audit timeline that meets your requirements. For any audit to be successful, teamwork between the auditors and the management team is required. Both parties must set a realistic timeline to meet required deadlines.

As part of the planning meeting, we will identify information you have readily available for the audit and what additional information we will need. We recognize the importance of compliance with professional standards, but we also emphasize the need to be practical. When possible, during our testing of year-end account balances, we will want to use your internal reports and information.

OUR FIVE-PHASE APPROACH TO FINANCIAL STATEMENT AUDITS

1 » Planning

2 » Risk Assessment

3 » Fieldwork, Testing &
Further Audit Procedures

4 » Report &
Communications Delivery

5 » Presentation

PHASE 2: RISK ASSESSMENT

BKD will follow standards established by the Auditing Standards Board of the AICPA. These auditing standards affect the amount and type of information BKD will gather to perform your audit.

We will:

- ▶ Obtain an understanding of your business and business environment, significant risks you face and how you mitigate those risks. This will include examining how you measure and manage financial performance, as well as your internal controls over financial reporting.
- ▶ Evaluate where your financial statements might be susceptible to material misstatement due to error or fraud.
- ▶ Consider whether internal controls have been implemented and assess the general controls around your IT systems.
- ▶ Assess risks of material misstatement for the most significant financial statement amounts and disclosures.

To help facilitate the testing of internal controls, we use questionnaires specific to the governmental industry, which expedite gathering your control information. Based on the documentation of your controls, we will test the key controls of your organization.

We expect to interview your personnel and review prior council meeting minutes as part of our information-gathering process.

PHASE 3: FIELDWORK, TESTING & FURTHER AUDIT PROCEDURES

Based on our assessment of risks of material misstatements and determination of further audit procedures to be performed, we will design audit tests that take advantage of strengths in your internal control system.

During fieldwork, we will:

- ▶ Perform substantive tests on material account balances
- ▶ Evaluate significant unusual transactions
- ▶ Ask management to further explore and clarify any identified potential misstatements
- ▶ Evaluate the materiality of those misstatements, if applicable
- ▶ Conclude whether all identified risks of material misstatement have been addressed
- ▶ Hold a formal exit conference with management to share findings and preliminary deliverables

BKD also will perform some tests from the following alternatives:

- ▶ Test key items – Some items within an account may be large enough by themselves to involve significant risk of material misstatement. These key items can be audited individually.
- ▶ Sampling – A detailed audit of representative individual items (a sample) selected from a population.
- ▶ Analytical procedures – Taking a closer look at a grouping of information by examining it as it relates to other accounts, historical trends or other measures.
- ▶ Computer-assisted auditing techniques (CAAT) – BKD uses ACL as one of the primary tools to apply CAAT. The use of ACL allows us to analyze data electronically, handle large amounts of data and increase the effectiveness and efficiency of audit procedures.

As needed, our partners across the firm serve as technical resources with expertise to deal with particularly challenging or unique situations that may arise in the course of your audit.

We know a great deal of audit information often comes from third parties. Sometimes information from those parties is not received on time. To keep your report on schedule, we will keep you informed of the status of outstanding items.

PHASE 4: REPORT & COMMUNICATIONS DELIVERY

A cornerstone of the quality of our audits is the use of a concurring reviewer before the issuance of any reports. Another member of our assurance team, who has otherwise not been involved in the engagement, reviews the financial statements and workpapers before issuing the report.

Generally accepted auditing standards establish requirements and provide guidance on our communication with those charged with governance. In addition, if applicable, we will issue a report to management and those charged with governance of any significant deficiencies or material weaknesses identified during the audit.

Our commitment to a smooth engagement also includes the timely delivery of our audit report. A draft of the audit report, management letter and any other deliverables will be provided to you for your review and comments. After completing our fieldwork, we generally deliver our audit report and other communications within four weeks.

PHASE 5: PRESENTATION TO THOSE CHARGED WITH GOVERNANCE

We welcome the opportunity to formally share your audit results with your council/audit committee/management team and answer their questions. We will be available as requested.

TIMING & YOUR BKD TEAM

Overall, we plan to spend about three to four weeks in your offices working, approximately one to two weeks on planning/gathering information to design our audit approach and performing Single Audit procedures and two to three weeks on final fieldwork after year-end. We will coordinate the scheduling of your audit to both accommodate your schedule and to allow for the timely completion of deliverables.

Your BKD team will include an experienced engagement in-charge and one associate, who will be on site performing further audit procedures and gathering the information we need to support our opinion. In addition, your team will be led by a partner and senior manager with experience in the governmental industry, who will direct our staff's audit approach, review their work and communicate audit results.

COMPLIANCE AUDIT IN ACCORDANCE WITH UNIFORM GUIDANCE

BKD performs hundreds of Single Audits annually, focusing on two objectives: first, an audit of your financial statements and reporting on the Schedule of Expenditures of Federal Awards in accordance with *Government Auditing Standards*, and second, a compliance audit for federal awards expended during the fiscal year.

At least one-third of our not-for-profit and governmental clients receive federal funding. Our extensive experience with compliance testing in accordance with OMB requirements can help provide the City with a Single Audit performed properly and submitted on time.

Our Uniform Guidance Audit Approach

During our audit procedures of federal award programs, we do not simply look for findings to report. We look for opportunities to advise you of more efficient ways to comply with federal regulations to reduce the risks of sanctions or reduced funding. BKD has developed contacts at federal agencies and has been able to work cooperatively with these agencies to help clients resolve or avoid issues.

Entities subject to the Uniform Guidance and *Government Auditing Standards* will benefit from BKD's specially designed audit programs, checklists and database of federal audit programs.

Identification and testing of your federal programs will be performed primarily during interim fieldwork, which will typically be performed before your fiscal year-end. We have found this to be the most efficient manner in which to perform our audit services when the additional Uniform Guidance requirements are present.

Training Requirements for Uniform Guidance Auditors

The City can have confidence in BKD auditors' experience in testing federal funding subject to the Uniform Guidance. Our audit professionals are required to receive at least 120 hours of CPE every three years, and for auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. Staff members attend a series of core audit and accounting courses over the first four years of their careers. Staff subsequently receive additional training on accounting and auditing for the not-for-profit and governmental environment.

AREAS OF HIGHER RISK/PRIMARY EMPHASIS

Based on our experience with similar municipal governments and a preliminary review of your financial statements, areas of higher risk for the City's audit, and BKD's audit approach to those areas, are outlined below. We may add additional areas to this list based on our review of the City's internal control environment or our preliminary analytical review procedures.

Cash & Cash Equivalents

We will verify the existence of significant cash accounts and bank account reconciliations and will perform cutoff procedures related to interbank transfers and test compliance with Governmental Accounting Standards Board Statement No. 40 (GASB 40), *Deposit and Investment Risk Disclosures*, disclosure requirements.

Investments

This is a significant audit area due to the risks associated with the proper and timely valuation of investments. We employ a variety of audit procedures in this area, including the use of third-party confirmations, obtaining an understanding of management's assessment of fair values and fair market value testing to published sources. In addition, we evaluate the disclosure requirements and help determine the adequacy of completeness and accuracy of the disclosures.

Accounts Receivable & Deferred Inflows & Unearned Revenue

These areas are often a significant risk due to the subjective nature of the City's estimate for the allowance for doubtful accounts and the proper recognition of revenue for funds that report using the modified accrual basis of accounting and the current financial resources measurement focus that is consistent with the City's policy. We will test the cutoff of various revenue sources, such as taxes, government grants and customer utility accounts, and review the revenue journal both before and after year-end. We may confirm significant accounts receivable, as well as a sample of others to test both existence and proper classification, if considered necessary. In addition, we will test deferred inflows of resources by reviewing subsequent collections and perform various analytical procedures to test both completeness and proper classification of the balances, consistent with the City's policy of recognizing revenue on the modified accrual basis of accounting.

Capital Assets

We will audit the capital asset rollforward activity of each opinion unit, focusing on significant additions and disposals during the year. Current-year additions will be tested to appropriate supporting documentation. A review of repair and maintenance accounts will be performed to help verify material additions have been capitalized. New lease agreements will be reviewed to determine whether they have been accounted for properly, as either capital or operating. Depreciation expense also will be tested for reasonableness, and certain analytical procedures will be performed on the capital outlay line items for governmental funds associated with the conversion to governmentwide reporting.

Accounts & Retainage Payable & Accrued Liabilities

Accounts payable cutoff will be tested by reviewing subsequent disbursements. Retainage payable will be recalculated on invoices as required by contracts between the City and your contractors. Accrued liabilities, such as compensated absences, will be detail tested, and analytical testing will be used to help determine that proper accruals have been made. Due to/from funds will be reviewed and evaluated for collection within the next operating cycle and the intent of the fund to help satisfy the obligation to determine proper classification.

Long-Term Debt

This is typically a risk due to the presence of one or more significant debt covenants. We review the associated debt documents to help gain an understanding of the flow of funds prescribed for any pledged revenues. We review the covenants and obtain evidence through inquiry and other means, including the recalculation of any financial covenants, to support the conclusion that all covenants have been met and all debt service payments have been made timely. We also will confirm the annual payment activity and ending balances of certain bonds, notes and leases payable with trustees. In the case of any refunded debt in the year being audited, we will recalculate the accounting gain or loss by reviewing trustee statements and bond documents to test for proper classification and footnote disclosures. We also will inquire about your policy on reviewing each bond and note for applicable IRS arbitrage requirements, prepare a list of bonds and notes subject to IRS arbitrage requirements and the most recent arbitrage calculation prepared for each bond and challenge the calculation performed to test for completeness and obligations of the City.

Net Position/Fund Balances

Procedures we perform in this area include vouching (or cross-indexing to work performed in other areas) of significant increases and decreases to net position, recalculation of net investment in capital assets for enterprise funds and governmentwide activities, review of documentation supporting the establishment and classifications of new accounts and testing of various nonspendable, restricted, committed and assigned fund balance accounts based on supporting documentation of donor and grantor agreements, enabling legislation, formal actions of city council, such as ordinances and resolutions, and other formal policies.

Significant Accounting Estimates

There are a number of significant accounting estimates used in preparing the financial statements, including estimates involving the discount rates to be applied to pension obligations, the fair value determination of investments, the estimated useful lives of property and equipment and the allowance for uncollectible receivables. These estimates are often significant and have a certain amount of inherent risk associated with them. We generally gather information supporting the City's rationale for significant estimates recorded, gain an understanding of how the estimates were prepared and document our understanding and conclusions regarding reasonableness. We also employ certain analytical procedures, including the review of relevant historical data.

Risk of Management Override of Controls

The Auditing Standards Board's AU-C 220, *Consideration of Fraud in a Financial Statement Audit*, requires that auditors consider this area to be a risk of material misstatement in every audit. Procedures include interviews of selected individuals in the City, an audit team brainstorming session and the selection and application of unpredictable audit procedures.

Uniform Guidance Testing

We will discuss with management and review the preliminary Schedule of Expenditures of Federal Awards (SEFA) as of an interim date to determine the likely major programs for testing. We will conduct the majority of our testing prior to year-end and will share our results with you prior to final fieldwork. During final fieldwork, we will assess whether there are any additional major programs that would require testing and conclude our compliance and internal control procedures related to OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200* (Uniform Guidance) expenditures in agreement with the conclusion of the audit of the financial statements.

Utility Receivables & Unbilled Revenues

We will use several methods to audit your receivables and the estimate of unbilled revenues, including using look-back reports, reviewing historical collection methods and assessing of the aging and payor mix of your accounts receivable detail. We will analytically review key ratios such as days in accounts receivable and charge-off rates compared to industry averages and prior year results to help us reach our audit conclusions. We will work with your team before year-end on the allowance to see that we are comfortable with your methodologies and conclusions. Finally, we use ACL to test subsequent billings and receipts and the accuracy of revenue cutoff to help validate the year-end accounts receivable balance and any unbilled revenue amounts.

Net Pension Liability & Other Post-Employment Benefit Obligations

Due to the subjective nature of the estimation processes associated with determining the estimated Net Pension Liability and Other Post-Employment Benefit (OPEB) obligations liability, we will obtain and test the specific actuarial calculations for these liabilities. First, we will evaluate the professional qualifications and reputation of the actuary. We will read the actuarial reports to obtain an understanding of the methods and assumptions employed and evaluate the cost method used and the significant assumptions underlying the actuarial calculations. Select testing of the underlying data used in the calculation will be performed. We will evaluate the valuation, cost and amortization methods for consistency. The other significant underlying assumptions such as discount rates, rates of return and medical cost trends will be compared with independent external studies of assumptions.

IT

We will use IT audit professionals and employ audit procedures to test the controls within your IT environment sufficient to allow us to rely on the information generated by your IT platform. These tests will include identification of critical internal controls, detailed walkthroughs of transactions, testing the functionality of the key IT controls identified and review of change management protocols, access controls and overall IT security.

WHY CHOOSE BKD

DELIVERING VALUE

It is important to monitor expenditures and receive exceptional value for your investments. However, informed consumers understand value is about more than just price. Value from a professional CPA and advisory firm is about the quality of the work and the merit of the advice. Expect BKD's work to be accurate and insightful. We stand behind it. Our Public Company Accounting Oversight Board inspections and AICPA peer reviews demonstrate the firm's record of excellence.

As evidenced by our inclusion in the **INSIDE Public Accounting** Best of the Best Firms list for the last six years, we also offer long-term consistency, exceptional performance and a national network of support and resources. BKD is large enough to help the City address a variety of financial issues. At the same time, we pride ourselves on hard work and low overhead, which keep our fees competitive. With our reputation, size, service and experience, you can consider us a good value.



GOVERNMENTAL ACCOUNTING EXPERTISE

BKD National Governmental Group works with approximately 500 governmental clients nationwide, including municipalities, counties, federal and state agencies, public utilities, airports and transportation authorities. Our advisors can help the City address the numerous financial considerations of governmental entities, including fiscal accountability and resource management, as well as performance management, budgeting and debt administration.

As part of our commitment to remaining at the forefront of the public sector, leaders across our national government practice created the BKD Center of Excellence for Government. This group of professionals meets regularly to discuss important developments, legislative updates and challenges affecting governmental entities similar to the City.

In addition, our public sector involvement has enabled us to establish connections with numerous regulatory and auditing organizations, including:

- ▶▶ AICPA Governmental Audit Quality Center, as a member
- ▶▶ Government Finance Officers Association
- ▶▶ Governmental Accounting Standards Board
- ▶▶ Office of Management and Budget
- ▶▶ U.S. Government Accountability Office



We look forward to communicating best practices and forward-looking strategies to help the City thoughtfully consider the areas important to fulfilling your fiduciary responsibilities.

WATER UTILITY INDUSTRY EXPERIENCE

The majority of our Texas municipalities (including Lubbock, Mesquite, McKinney, North Richland Hills and Greenville) have water utility funds that we audit as part of the overall engagement. As part of our City of Texarkana, Arkansas, audit engagement, we are aware of the working relationship between the two cities and the Texarkana Water Utilities, including the various water agreements currently in place. We also have experience auditing freestanding water utilities including the City of Springdale, Arkansas Water and Sewer Commission and Community Water Systems.

TEXAS GOVERNMENTAL EXPERIENCE

Services from BKD's Texas offices compose approximately 17 percent of our firmwide not-for-profit and governmental industry practice. Professionals in these offices provide audit or other professional services to approximately 15 municipalities and their component units as well as approximately 200 municipal utility districts. This experience, along with our involvement with the Government Finance Officers Association of Texas, means we understand Texas laws and other regulations to which our governmental clients must adhere, and we can offer the knowledge and resources the City deserves.

ARKANSAS GOVERNMENTAL EXPERIENCE

Professionals in BKD's Arkansas offices provide services to multiple cities, their component units and other local governmental units, including airports, public employee pension plans, public libraries, transit and port authorities and utilities, as well as multiple state agencies. Services to the not-for-profit and governmental industry constitute a large portion of our Arkansas practice.

REPRESENTATIVE LIST OF CLIENTS

BKD is proud to work with municipalities in Texas and Arkansas, including:

City of Balch Springs, Texas
 City of Bedford, Texas
 City of Bentonville, Arkansas
 City of El Paso, Texas
 City of Eureka Springs, Arkansas
 City of Fort Smith, Arkansas
 City of Greenville, Texas
 City of Kerrville, Texas
 City of Lancaster, Texas
 City of Little Rock, Arkansas
 City of Lubbock, Texas
 City of McKinney, Texas
 City of Mesquite, Texas
 City of North Richland Hills, Texas
 City of Roanoke, Texas
 City of Little Rock, Arkansas
 City of Springdale, Arkansas
 City of Texarkana, Arkansas
 Town of Addison, Texas
 Town of Highland Park, Texas

A FRESH LOOK FROM AN EXPERIENCED TEAM

Our experienced engagement team will work with the City to identify areas you believe may warrant a fresh look. An essential component of a successful transition is proper planning and communication during the information-gathering process. We will strive to get to know your financial team members as soon as possible with little disruption to your operations. As a result, we can help identify and resolve potential issues.

BKD

TIMELY SERVICES TO HELP RETAIN YOUR GFOA CERTIFICATE

We understand the City intends to issue a comprehensive annual financial report (CAFR) and apply for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program). BKD can help you. We have several team members, including Kevin Kemp, the City's proposed lead engagement partner, who serve on the GFOA's Special Review Committee, so we understand the process. We will work with you to help resolve identified discrepancies and reduce exceptions when your reports are returned.

As you know, GFOA certification increases transparency in financial reporting and can lend credibility to the City's stewardship of funds. The window for completing annual audits to meet the established GFOA deadlines make timely and accurate services vital. A core service philosophy at BKD is Responsive Reliability, which means you can count on our service process to follow the established timeline. You can expect timely delivery of reports to help you meet GFOA deadlines and retain your certificate, as well as timely communications with your councilors, audit committee and interested third parties.

KNOWLEDGE OF GASB REQUIREMENTS

BKD offers a team of professionals who can bring expertise to the City in the application of GASB accounting and reporting requirements relevant to your industry. Your proposed engagement team will include professionals who routinely work with clients who follow GASB standards.

We will work closely with you in evaluating the effect of pending GASB pronouncements on the City. We strive to address these matters well in advance so you have adequate time to prepare for and apply the pronouncements. Our audit approach is based on understanding the requirements of the standards, understanding your application of the requirements and evaluating the results. We commit to a continued dialogue with you on significant pronouncements both prior to and during the implementation process.

THOUGHT LEADERSHIP

BKD advisors are serious about reinforcing and strengthening their positions as thought leaders in the industries they serve. To help keep you informed about emerging issues in your industry, as well as changes in regulations and accounting and tax methods, we provide **BKD Thoughtware**® webinars, seminars and articles. Many of these are eligible for continuing professional education (CPE) credit. Topics include:

- ▶▶ GASB 68 Year Two – Lessons Learned
- ▶▶ Changes to Government Reporting of Fiduciary Activities
- ▶▶ Using Big Data to Make a Big Impact in Government
- ▶▶ Pursuing Operational Excellence in the Public Sector

experience
direction

"Let's face it. The process of changing audit firms and going through that first audit is not something people look forward to. However, BKD, LLP made our transition go better than our expectations. Their approach to the audit was very professional and efficient and made the process very smooth. They were very thorough and knowledgeable and were of great assistance with our implementation of the new GASB requirements."

Todd Simoneaux, CPA

Controller
City of Beaumont, Texas

"BKD just completed the first year audit engagement with the City. The transitional year went extremely smooth. BKD's staff did an excellent job working with our staff during the transition. During the engagement, BKD provided knowledgeable support and guidance. The audit was completed on schedule, and BKD always completed their deliverables on time."

Allen Herink

City Comptroller
City of Omaha, Nebraska

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

■ ADDITIONAL SERVICE IDEAS

INTEGRAREPORT™

Studies indicate that a typical organization loses 5 percent of its annual revenue to fraud and that the most common method of detecting fraud is through tips from employees. BKD offers a confidential way for the City's employees to report suspicious activity to help strengthen your anti-fraud program. BKD's IntegraReport hotline is accessed via an anonymous phone hotline or web-based portal and is monitored by BKD fraud professionals. The service would include providing your management with verbatim report transcriptions of tips reported to the hotline in a clean and easy to understand format. Assistance with hotline implementation, fraud awareness training for employees tailored to your industry, hotline promotional materials, investigative services and forensic data mining also are available.

FORENSIC DATA MINING – ACCOUNTS PAYABLE & PAYROLL

BKD's proprietary forensic data mining service is designed to use cutting-edge data analysis and mathematical algorithms to assist in identifying questionable relationships, *e.g.*, vendor/employee and other patterns indicative of fraud or questionable transactions. Forensic data mining may result in findings requiring additional follow-up or investigation. BKD can provide this service at your request or you can perform it internally. At the conclusion of the forensic data mining engagement, we would present our findings either orally or through a written report.

IT RISK ASSESSMENT

The City may benefit from a review of your information system and/or an audit of your system's security measures in the future. BKD's IT Risk Services team specializes in these services. As advisors to thousands of clients nationwide, we have a wealth of experience, expertise and best practices to draw on.



experience ideas

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

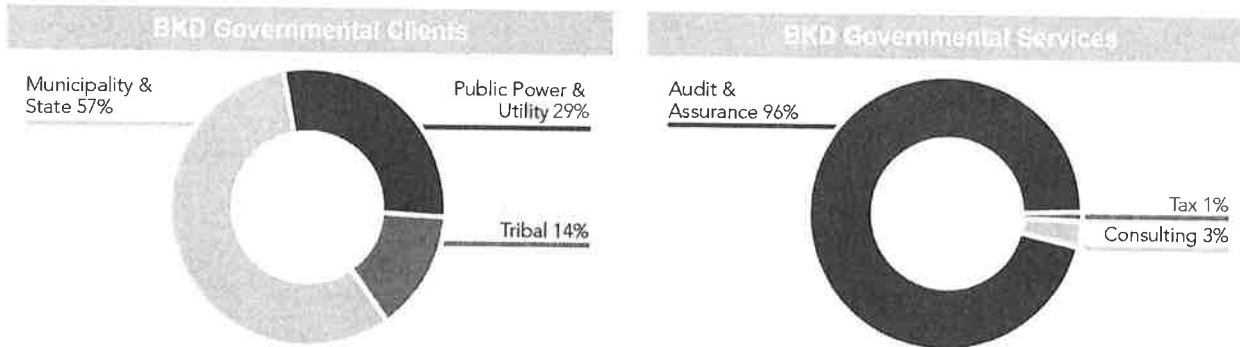
INDUSTRY COMMITMENT

BKD NATIONAL GOVERNMENTAL GROUP

Hundreds of governmental entities nationwide, including approximately 120 municipalities, depend on BKD as their CPA and advisory firm of choice. With dedicated advisors in BKD National Governmental Group, we have the experience and commitment you require as you look for help in identifying ways to effectively deliver services and meet fiduciary and regulatory requirements.

OUR CLIENTS & SERVICES

Geographically spread throughout the United States, our significant client base reflects the diversity of governmental entities, in both size and type of organization. The following graphs demonstrate the clients we serve and the services we provide.



INDUSTRY INVOLVEMENT

To reinforce our commitment to the governmental sector, our advisors routinely attend conferences focused on industry issues and trends. They also receive CPE to stay informed of industry regulatory updates and other general accounting issues, averaging approximately 70 hours of formal training annually.

This dedication also extends to involvement on national industry committees, such as the GASB and AICPA.

Mike Wolfe, the firm's chief risk officer, has been appointed to the AICPA Governmental Audit Quality Center Executive Committee. He previously served as BKD's liaison to the center, which helps raise awareness about the importance of improving governmental audit quality for entities receiving federal funding.

Chris Telli, a partner in our Colorado Springs office, has been appointed as an advisor to the Government Finance Officers Association's Committee on Accounting, Auditing, and Financial Reporting. This committee works closely with the GASB, the AICPA and other organizations and recommends best practices for effective government finance operations.

Amy Shreck, director in our Omaha office, accepted a Practice Fellowship with GASB. She is serving a two-year term at the GASB headquarters as a project manager to help formulate standards and assist with technical inquiries.

Andy Richards, partner in our Little Rock office and an additional resource for this engagement, was a member of the GASB's Comprehensive Implementation Guide Advisory Committee from 2012 to 2014. The 11-member committee advises GASB on its Comprehensive Implementation Guide, which helps financial statement preparers apply a number of GASB pronouncements. Andy also was involved with the governmental accounting standards-setting process as a Practice Fellow with the GASB in Norwalk, Connecticut. He was a member of the AICPA State & Local Government Expert Panel from October 2010 to October 2013, which identifies state and local government financial reporting and auditing issues and works to achieve resolutions benefiting the public interest.

BKD advisors also actively serve as participants, exhibitors, speakers and sponsors in regional and national associations for governmental organizations, including:

- ▶▶ Association of Government Accountants (AGA)
- ▶▶ Government Finance Officers Association
- ▶▶ National Council of State Housing Agencies
- ▶▶ National League of Cities
- ▶▶ Native American Finance Officers Association
- ▶▶ Texas Municipal League

RECENT PRESENTATION

Managing Director Shauna Woody-Coussens served as a panelist at the Government Finance Officers Association's 2016 Annual Conference. The session, *Dealing with Fraud in a High-Tech Age*, focused on how data mining and similar techniques can be used to effectively and efficiently combat fraud that previously was difficult, if not impossible, to detect.

In addition, we encourage you to discover the wide array of resources available on our website, bkd.com.

BKD FIRM PROFILE

experience insight // BKD, LLP, a national CPA and advisory firm, can help individuals and businesses realize their goals. Our dedicated professionals offer audit, tax and consulting services to clients in all 50 states and internationally. BKD and its subsidiaries combine the insight and ideas of multiple disciplines to provide solutions in a wide range of industries.

ABOUT BKD



CLIENT SERVICE

The BKD Experience is a commitment to unmatched client service that is shared by CPAs, advisors and dedicated staff members who take your business personally. We are so dedicated to the idea that we wrote a book—**The BKD Experience: Unmatched Client Service**.



INTERNATIONAL SOLUTIONS

BKD is the largest North American member of Praxity, AISBL*, a global alliance of independent firms serving clients in approximately 100 countries. We offer multinational clients a gateway to the global marketplace with services delivered by alliance firms committed to the highest standards required in international business.



PROFESSIONAL AFFILIATIONS

BKD is a member of the American Institute of CPAs and its three quality centers: Center for Audit Quality, Employee Benefit Plan Audit Quality Center and Governmental Audit Quality Center.

BKD is registered with the Public Company Accounting Oversight Board, which is required to serve as an independent auditor of public companies. BKD audits approximately 80 U.S. Securities and Exchange Commission registrants, including approximately 30 benefit plans.



MISSION STATEMENT

The mission of BKD is to always strive for excellence in providing services to clients, create rewarding career opportunities and maintain sound professional, business and financial standards.



QUICK FACTS

- **Clients:** Individuals and private and publicly traded businesses in the health care, manufacturing, distribution, financial services, construction and real estate industries, as well as not-for-profit and governmental entities
- **Total Personnel:** Approximately 2,600[^]
- **Partners & Principals:** Approximately 270[^]
- **Net Revenues:** \$550 million[^]
- **Fiscal Year-End:** May 31
- **Founded:** 1923
- **Locations:** 35 offices serving clients in all 50 states and internationally[^]

*Praxity, AISBL is a global alliance of independent firms. Organised as an international not-for-profit entity under Belgium law, Praxity has its executive office in Epsom. Praxity – Global Alliance Limited is a not-for-profit company registered in England and Wales, limited by guarantee, and has its registered office in England. As an Alliance, Praxity does not practice the profession of public accountancy or provide audit, tax, consulting or other professional services of any type to third parties. The Alliance does not constitute a joint venture, partnership or network between participating firms. Because the Alliance firms are independent, Praxity does not guarantee the services or the quality of services provided by participating firms.

[^]As of December 31, 2016

BKD SERVICES

Audit & Assurance

Tax

Business Succession Planning

Employee Benefit Plans

Forensics & Valuation Consulting

Information Technology

Risk Management

State, Local & International Tax

Wealth Management

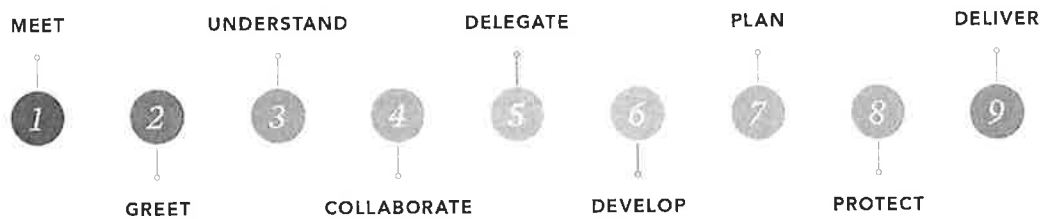
And more

BKD SMOOTH TRANSITION APPROACH

BKD SMOOTH TRANSITION™

Change is good; changing to BKD is even better.

Switching to a new firm that lacks a transparent, well-defined transition process can be challenging. We understand. That's why we developed BKD Smooth Transition™, a clear framework designed to make your move to BKD easy and efficient. Our simple nine-step approach emphasizes collaboration and centers on a tailored transition plan with distinct deadlines. If it's time for a change, make sure it's a smooth transition with BKD.



1 MEET – Our team sits down with your leadership. We get to know each other further and learn more about your business objectives.

2 GREET – We introduce our team to your staff and address their questions about transitioning to BKD.

3 UNDERSTAND – We review prior work and seek out your opinions and observations to better grasp your challenges.

4 COLLABORATE – We meet with your management team to gather the right information from the right people.

5 DELEGATE – Your staff members can be a great asset in terms of efficiency, and we work with you to help determine how they can assist.

6 DEVELOP – Using the information we gather, we devise a tailored approach focused on the needs you identified and prioritized.

7 PLAN – Together we build out a schedule and then communicate key dates tied to performance and delivery.

8 PROTECT – We train you on our secure systems to help safeguard your confidential information from start to finish.

9 DELIVER – We commit to provide the BKD experience of unmatched client service.

UNMATCHED CLIENT SERVICE



WHAT DO YOU VALUE MOST IN YOUR CPA OR ADVISOR? // Ethics? Intelligence? Sound advice? Consistent results? You deserve deep industry knowledge delivered with a highly interactive and attentive style. That's why we penned our service standards in a book, **The BKD Experience: Unmatched Client Service**. Experience what our unmatched client service can mean for you.



INTEGRITY FIRST

- Be honest and truthful
- Protect privacy and respect rights

Experience how our trustworthiness, our commitment to protect your privacy and confidentiality and our unwavering ethical standards can benefit your business. For more than 90 years BKD has been doing what's right and advising our clients accordingly.



TRUE EXPERTISE

- Commit to lifelong learning
- Learn to listen so you can listen to learn

Experience how our business savvy, credentials and experience can help you meet your goals. You can count on BKD to provide a broad base of skills and knowledge to evaluate, advise and deliver solutions for you.



PROFESSIONAL DEMEANOR

- Practice exemplary work habits
- Choose your attitude

Experience how our attitude, character, communication skills, appearance and behaviors can inspire confidence and respect.



RESPONSIVE RELIABILITY

- Under promise, over deliver
- There's no penalty for early delivery

Experience how our consistent delivery of results, ability to handle difficult tasks and knowledge of your business affairs can help your business management.



PRINCIPLED INNOVATION

- Connect client needs with resources
- Initiate solutions

Experience how our creativity, valuable advice and sound practices can bring ideas and alternative approaches to your business. You can count on BKD to be proactive and resourceful, even when it appears there are no immediate solutions.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

BKD is committed to creating rewarding careers and equipping our professionals with the tools they need to serve our clients. We take professional growth and development seriously and offer numerous programs and training so we are prepared to help meet your professional services needs.



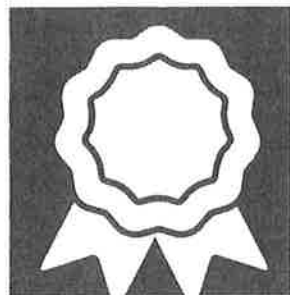
AWARD-WINNING TRAINING

BKD's commitment to lifelong learning and professional development is highlighted by our recognition as a top-tier training organization. BKD has earned the distinction of **Training** magazine's Training Top 125 for the past four years. In 2016 and 2014, BKD also earned the **Chief Learning Officer** magazine's LearningElite award.



PROGRESSIVE PROGRAMS & INITIATIVES

BKD is dedicated to creating and implementing programs and initiatives to help our professionals achieve their full potential. Programs include SKY, a firmwide initiative to emphasize and strengthen diversity in our firm. SKY focuses on recruiting, retaining and developing women for the sustainable growth of BKD. Through the collaboration of men and women, BKD aims to foster a culture that recognizes and supports maximizing the potential of all.



REWARDING CAREERS

As part of a recent employee engagement survey, BKD employees ranked us within the 90th percentile of professional services companies, indicating they find BKD to be an exemplary platform from which to serve clients.

BKD PRIDE VALUES

WHAT'S IMPORTANT TO YOU? // A commitment to excellence? Independence and objectivity? A broad skill set? Exceeding expectations? At BKD, these are all essential. That's why every day you can see our partners and employees "living the PRIDE." These values—passion, respect, integrity, discipline and excellence—are the hallmarks of BKD and guide us as we provide solutions for your business and financial needs. Experience what BKD PRIDE values can mean for you.



P

PASSION

- For service to others
- For making tomorrow better than today

Experience how our dedication and enthusiasm for making tomorrow better than today can help you make informed decisions to help improve business and financial outcomes.

R

RESPECT

- For the differences that make our team strong
- For our legacy and the benefits of change

Experience how our respect for diversity can provide a variety of skills and talents to meet your needs. Respecting the lessons of our legacy and yours, we can help you capitalize on the opportunities change inevitably offers.

I

INTEGRITY

- To do the right thing
- To be objective and independent

Experience how our integrity and objectivity can help you make smart business decisions. You want an advisor to tell you what you need to know, not just what you want to hear.

D

DISCIPLINE

- In process and innovation
- To balance professional and personal commitments

Experience how our well-established protocols and low-risk approaches can help resolve issues and advance your goals.

E

EXCELLENCE

- In skills and competencies
- In our quest to be the best

Experience how our ambition, knowledge, commitment to lifelong learning and drive to improve technical and analytical skills can work to consistently surpass your expectations.

YOUR INVESTMENT

The pricing proposal should include a table of proposed audit pricing which details the proposed audit bid prices for each of all five years requested (a clear price proposal for the first three years and proposed pricing for each of the two additional one-year terms).

BKD, LLP knows our clients do not like fee surprises. Our goal is to be candid and timely, and we want to answer City of Texarkana, Texas's questions about fees upfront. We determine our fees by evaluating a number of variables: the complexity of the work, the project's scope, the time we will spend and the level of professional staff needed.

PROPOSED FEES

City of Texarkana, Texas

For the Years Ending September 30	2017	2018	2019	2020	2021
Financial Statement Audit in Accordance with <i>Government Auditing Standards & Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i>	\$135,000	\$140,000	\$146,000	\$151,500	\$158,000

The above fees include travel costs and an administrative fee of 4 percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs, such as computer processing, software licensing, research and library databases, and similar expense items. Our fees may increase if our duties or responsibilities change because of new rules, regulations and accounting or auditing standards. We will consult with you should this happen.

Our estimate of fees does not include any time that may be required to address a restatement of the previously audited financial statements. Accordingly, any such work will be billed based on the following quoted hourly rates.

WORK OUTSIDE SCOPE OF ENGAGEMENT

Any work outside the scope of this engagement will be based upon a mutually agreed-upon blended rate before any work commences. This blended rate will usually range from \$175 to \$225 per hour, depending on the complexity of the engagement.

City of Texarkana, Texas

Briefing Sheet

Version: A

Update Date: 7/7/2017 9:25 AM

Lead Department:	<u>Planning and Community Development</u>	Action Officer:	<u>David Orr, Planning & Community Development Director</u>
Subject:	<u>Resolution No. 2017-068 authorizing the City Manager to enter into loan agreements with Grimm Lofts, LLC.</u>		
Briefing:	<u>7/10/2017</u>	Public Hearing:	<u>6/26/2017</u>
		Second Briefing:	<u>July 10, 2017</u>
		Council Vote:	<u>7/10/2017</u>

Item Schedule

Schedule 2: Brief once - vote once (two weeks)

Updates/History of Briefing:

Resolution 2015-080
 Resolution 2017-024
 Resolution 2017-025

Executive Summary and Background Information:

The project includes restoration and redevelopment of the historic Hotel Grim built in 1925 originally as an eight-story hotel. The building contains 103,200 square feet and when built, was the second tallest structure in Texarkana. The iconic building is strategically located on State Line Avenue on the Texas and Arkansas border. The proposed project will preserve the historic elements of the building while completely updating the property.

The goal is to redevelop the hotel with commercial space on the first level and residential apartment units throughout the remaining floors. The financing plan is to use 108 funds from HUD along with federal and state historic credits, an EPA cleanup loan, conventional debt, and any other eligible sources.

Recent developments over the past several years included a Phase 1 of an EPA Brownfield assessment completed in the Summer of 2014. The property was added to the National Historic Registry in May of 2015, making it eligible for historic tax credits, and Phase II of the Brownfields assessment was completed in June of the same year, making the project eligible for EPA Revolving Loan funds.

In June 2015, Texarkana was selected as one of four cities nationwide for a site visit from the Council of Development Finance Agencies (CDFA). A Project Response Team comprised of CDFA staff and technical assistance partners provided expert advice and recommended a redevelopment strategy detailed in the report titled Grim Hotel: Roadmap to Redevelopment. The visit was made possible through CDFA's Brownfields Technical Assistance Program, funded by the U.S. Environmental Protection Agency.

In July 2016, the Grim Lofts, LLC was officially formed by developer Jim Sari and an EPA Brownfields Revolving Loan Fund Application was submitted for cleanup funds.

City of Texarkana, Texas

In November 2016, the Hotel Grim Lofts project team presented at the Council of Development Finance Agencies National Development Finance Summit in New Orleans, Louisiana November 2-4th. The session was titled “Hotel Revitalization in the Heartland” and featured the Texarkana project along with another historic hotel project in Green Bay, Wisconsin.

On January 30th, 2017, the City of Texarkana, Texas recently received approval from the U.S. Department of Housing and Urban Development for Section 108 loan guarantee assistance in the amount of \$1,429,000 for the Hotel Grim Lofts Project.

On March 13th, 2017, after a 30 day public comment period, Texarkana, Texas City Council approved acceptance of HUD 108 Loan in the amount of \$1,429,000 for the Hotel Grim Lofts Project and approved substantial amendment to the City’s Consolidated Plan for the project.

On May 24th, 2017, the development team for the Hotel Grim Lofts announced plans to purchase additional properties for redevelopment in downtown Texarkana. The new properties will add additional market rate apartment units and office space. The plan includes purchasing property at 301 Pine St that will include approximately 20 market rate residential apartments and purchasing property at 317 North State Line Avenue for conversion to renovated office space.

Based on a recently completed market study and additional environmental costs, the Hotel Grim will convert to primarily affordable family units with commercial space on the ground floor. The plan will include approximately 98 residential apartments with efficiency, one bedroom and two bedroom units available.

The overall project cost is estimated at \$20 million with \$12 to \$13 million in construction costs. The overall project will add 118 residential units in downtown Texarkana and will include over 12,000 square feet in new retail and office space. The development team is currently completing the architectural design along with the environmental plans and anticipates closing the deal in Fall 2017.

To ensure prudent expenditures of public funds, the City will take the following actions and require the following assurances from the developer:

- 1.) Require an annual audit to verify compliance.
- 2.) Land use restriction for 10 year affordability period recorded in property records (attached)
- 3.) Default provisions and enforcement are referenced in all loan documents (attached)
- 4.) Guaranty for the payment and completion (attached)
- 5.) Collateral assignment of Note and Mortgage (attached)
- 6.) Promissory Note (attached)
- 7.) Execute a Custodial Agreement with the bank
- 8.) Initial prepayment of the HUD 108 Loan for \$512,265.05 and annual principal payments over the next 5 years of \$183,347 from the City’s existing HUD line of credit.
- 9.) Restart the downtown TIRZ for potential public improvements related to the project.

Potential Options:

- Approve
- Deny

City of Texarkana, Texas

Fiscal Implications:

\$1,429,000 HUD 108 Loan Guarantee
 \$ 650,000 EPA Revolving Cleanup Loan
\$ 260,000 City Housing Fund
\$2,339,000 Total Development Package

Staff Recommendation:

Staff recommends for approval.

Advisory Board/Committee Review:

Staff Economic Development Loan Committee
 EPA Revolving Loan Fund Committee

Board/Committee Recommendation:

Staff Economic Development Loan Committee recommended for approval.
 EPA Revolving Loan Fund Committee recommended for approval.

Advisory Board/Committee Meeting Date and Minutes:

Staff Economic Development Loan Committee recommended for approval of the HUD 108 Loan for \$1,429,000 for a 20-year term with the first 5 years as interest only, utilizing the 10-year Treasury Rate, currently at 1.7% adjustable every 5 years, as a non-assumable loan.

The RLF Loan Review Committee met on September 27, 2016 to review this application. The Committee approved an EPA RLF Loan for up to \$650,000.00 for a 20-year term with the first 5 years as interest only, utilizing the 10-year Treasury Rate, currently 1.7%, adjustable every 5 years, as a non-assumable loan.

Attachments

- a. 2017-068 RES Resolution Authorizing CM to Sign Loan Agreements with Grimm Lofts, LLC jcl re (DOCX)
- b. 2017-068 ATTH 01 Economic Development Agrmt v6 clean (DOCX)
- c. 2017-068 ATTH 02 HUD Loan Agrmt v3 (DOCX)
- d. 2017-068 ATTH 03 Schedule A HUD (DOCX)
- e. 2017-068 ATTH 04 Schedule B HUD (DOCX)
- f. 2017-068 ATTH 05 Guaranty for HUD loan (DOCX)
- g. 2017-068 ATTH 06 Collateral Assignment of Note and Mortgage (DOC)
- h. 2017-068 ATTH 07 Promissory Note(DOC)
- i. 2017-068 ATTH 08 Grimm Lofts EPA Loan v2 (DOCX)
- j. 2017-068 ATTH 09 HOME-CDBG LURA - City of Texarkana CDBG 108 DRAFT jt rvsd 170531 (DOC)
- k. 2017-068 ATTH 10 GrimHotel_Roadmap (PDF)
- l. 2017-068 ATTH 11Guaranty EPA Loan (DOCX)
- m. 2017-068 ATTH 12 EPA Promissory Note v1 (DOCX)
- n. 2017-068 ATTH 13 DOT Hud Loan (DOC)
- o. 2017-068 ATTH 14 DOT EPA Loan v2 (DOC)
- p. 2017-068 ATTH 15 Hotel Grim Redevelopment Timeline (PDF)
- q. 2017-068 ATTH 16 City Promissory Note v1 (DOCX)
- r. 2017-068 ATTH 17 DOT City Loan v1 (DOC)

City of Texarkana, Texas

- s. 2017-068 ATTH 18 CDFA Grim Hotel Roadmap to Redevelopment Report (PDF)
- t. 2017-068 ATTH 19 Development Agrmt v6 (DOCX)
- u. 2017-068 ATTH 20 Hotel Grim Presentation - City Council - version 2 - 06.06.17 (PDF)
- v. 2017-068 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review	
Completed	05/30/2017 5:32 PM		
Planning and Community Development	Daphnea Ryan	Review	Completed
06/01/2017 8:21 AM			
City Attorney	Jeffery C. Lewis	Review	Completed 06/01/2017
6:59 PM			
Finance Department	Kristin Peebles	Finance Review	Completed 06/02/2017
12:00 PM			
Purchasing and Contracting	Sharon Moore	Purchasing Review	
Completed	06/02/2017 12:45 PM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/02/2017 12:49 PM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	06/02/2017 1:46 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
06/05/2017 2:05 PM			
City Manager	John Whitson	City Manager Review	Completed 06/05/2017
2:02 PM			
City Council	Jennifer Evans	Meeting	Completed 06/12/2017
6:00 PM			

Meeting History

06/12/17 City Council MOVED FORWARD Next: 06/26/17
David Orr briefed this item. Jim Sari, Project Developer, updated council on project plans. George Johnson provided additional comments concerning anticipated rent rates dictated by the current Texarkana median housing income level.

06/26/17 City Council MOVED FORWARD Next: 07/10/17
Jeff Sandefur, Josh Morriss, Richard Reynolds, Mary Hart, and William Scurlock each addressed council stating reasons why they support the adoption of this resolution. Sheila Osborne Wagon addressed council stating reasons why she opposes the adoption of this resolution. Ms. Wagon also expressed commendation to David Orr for his long time efforts and challenging work done in behalf of the Grim project and seeing it through to possible development.

Jennifer Strayhorn, Texarkana Library Director, addressed council stating the reasons why she supports the adoption of this resolution. Ms Strayhorn also added that the library is open until 9:00 p.m. four nights a week and that she would not allow staff to leave work in the downtown area, at that time of night, if she didn't feel it was safe enough to do so.

City of Texarkana, Texas

Council Member Matlock made comments contrasting low income and Section 8 housing to affordable housing based on median income levels for individuals and families.

RESOLUTION NO. 2017 - 068**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO LOAN AGREEMENTS WITH GRIMM LOFTS, LLC FOR THE PURPOSE OF REDEVELOPING THE GRIM HOTEL; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Texarkana, Texas, (the “City”) has been apprised of the redevelopment plans for the Hotel Grim into a mixed use development in downtown Texarkana; and

WHEREAS, the project includes restoration and redevelopment of the historic Hotel Grim built in 1925 originally as an eight-story hotel. The building contains 103,200 square feet and when built, was the second tallest structure in Texarkana. The iconic building is strategically located on State Line Avenue on the Texas and Arkansas border. The proposed project will preserve the historic elements of the building while completely updating the property; and

WHEREAS, the City acknowledges the historical and economic significance of the Hotel Grim to the City, and is in support of the redevelopment of the property as residential apartments and commercial space; and

WHEREAS, in June 2015, Texarkana was selected as one of four cities nationwide for a site visit from the Council of Development Finance Agencies (CDFA). A Project Response Team comprised of CDFA staff and technical assistance partners provided expert advice and recommended a redevelopment strategy detailed in the report titled Grim Hotel: Roadmap to Redevelopment. The visit was made possible through CDFA’s Brownfields Technical Assistance Program, funded by the U.S. Environmental Protection Agency; and

WHEREAS, in July 2016, the Grimm Lofts, LLC was officially formed by Jim Sari, a developer of historic properties, and an EPA Brownfields Revolving Loan Fund Application was submitted for cleanup funds; and

WHEREAS, on January 30, 2017, the City received approval from the U.S. Department of Housing and Urban Development for Section 108 loan guarantee assistance in the amount of \$1,429,000 for the Hotel Grim Lofts Project; and

WHEREAS, on May 24, 2017, the development team for the Hotel Grim Lofts announced plans to purchase additional properties for redevelopment in downtown Texarkana. The new properties will add additional market rate apartment units and office space. The plan includes purchasing property at 301 Pine St. that will include approximately 20 market rate residential apartments and purchasing property at 317 North State Line Avenue for conversion to renovated office space; and

WHEREAS, Mr. Sari submitted applications for state and federal historic preservation tax credits to the Texas Historical Commission and the National Park Service to be used for the redevelopment of the Hotel Grim; and

WHEREAS, the City supported the applications for state and federal historic preservation tax credits and intends to commit project funding in the form of a CDBG Section 108 Loan, EPA Revolving Loan, and the City’s Housing Fund; and

WHEREAS, the City finds and determines that it is in the best interests of the City to authorize the City Manager to enter into loan agreements with the Grimm Lofts, LLC to be used for the redevelopment of the Hotel Grim into residential apartments and commercial space.

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

SECTION 1: That the City Manager is authorized to enter into loan agreements with the Grimm Lofts, LLC to be used for the redevelopment of the Hotel Grim into residential apartments and commercial space.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

ECONOMIC DEVELOPMENT PROGRAM AGREEMENT

This ECONOMIC DEVELOPMENT PROGRAM AGREEMENT ("Agreement") is entered into by and between the City of Texarkana, Texas (the "City"), a home-ruled municipal corporation organized under the laws of the State of Texas, and **Grimm Lofts, LLC**, and its assigns, (the "Company"), a Texas limited liability company, for the purposes and considerations stated below.

Section 1. RECITALS

City and Company hereby agree that the following constitute the basis upon which City and Company have entered into this Agreement:

- A. This Agreement is authorized by Chapter 380 of the Texas Local Government Code, Article III, Section 52(a) of the Texas Constitution and is authorized by Resolution No. _____, adopted by City Council on _____, attached hereto as **Exhibit "A"** and hereby made a part of this Agreement for all purposes.
- B. City has established an Economic Development Incentive Policy and program pursuant to which City may, on a case-by-case basis, offer economic incentive packages that include monetary loans and grants of public money, as well as the provision of personnel and services of City businesses and entities that City Council determines will promote local economic development and stimulate business and commercial activity in the City in return for verifiable commitments from such businesses or entities to cause specific infrastructure, employment and other public benefits to be made or invested in the City (the 380 Program").
- C. Company is the owner or has a purchase agreement for:
 - (1) an approximately .89 acre tract and building generally located in downtown Texarkana, Bowie County, Texas, upon which Developer intends to house commercial businesses and residential lofts (the "Development"), shown on **Exhibit "B"** attached hereto and which property is commonly known as and additionally referred to as the "Grim;"
 - (2) The building and real property located at 301 Pine Street, Texarkana, Texas 75501 upon which Developer intends to construct loft apartments, shown on **Exhibit ____** attached and made a part hereto and which property is commonly known as and referred to as the "Sears Building;" and

(3) The building and real property located 317 N State Line Avenue, Texarkana, Texas 75501 upon which Developer intends to construct commercial use space, shown on **Exhibit _____** attached and made a part hereto and which property is commonly referred to as the "Realto Building."

(4) The Sears Building and Realtor Building are collectively referred to as the "Future Development."

D. City has determined that the Development and Future Development proposed by Company will promote economic development, stimulate business and commercial activity consistent with the 380 Program, expand the local tax base, and enhance the local economy and provide positive growth and additional revenue to downtown Texarkana, Texas.

E. City has agreed to provide certain funding to Company for the Development of the Grim contingent upon the conditions of this Agreement and related documents being performed.

NOW, THEREFORE, in consideration of the mutual benefits and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 2. DEFINITIONS

In addition to terms defined in the body of this Agreement, the following terms shall have the definitions ascribed to them as follows:

Affiliate shall mean all entities, incorporated or otherwise, under common control with, controlled by or controlling the Company. For purposes of this definition, "control" means fifty percent (50%) or more of the ownership determined by either value or vote.

Company shall mean **Grimm Lofts, LLC** and/or its Affiliates.

Development shall have the meaning ascribed to it in Section 1. C.

Development Agreement shall be a separate agreement(s) as required by City as set out in various portions of this Economic Development Agreement, between City and the Company, enumerating various infrastructure, parking, and other costs to be borne by the Company and

establishing terms and conditions for this Agreement in substantially the form as set forth in **Exhibit C** attached hereto.

Development Documents means those documents entered into between the City and Company and those incorporated by reference including, but not limited to, this Economic Development Agreement, the Development Agreement, Loan Agreement, Deed of Trust, Guarantees, Restrictive Covenants or Use Agreements, and any other documents referenced herein and in the Development Documents.

Effective Date shall have meaning ascribed to it in Section 4 of this Agreement.

Future Development shall mean the future development of the Sears Building into loft apartments and the Realto Building into commercial use space.

Grim means the mixed use planned development depicted in **Exhibit B**, and described in Section 1. C, consisting of commercial uses on the lower floor and 97 residential units consisting of single family lofts with a combined estimated value of \$6,000,000.00.

Key Principal shall mean an individual(s) or entity owning or controlling twenty-five percent (25%) or greater interest in the project.

Loan has the meaning set forth in Paragraph 5.2.

Loft shall mean one of a group of housing units where each homeowner leases their individual unit space, and all the dwellings share ownership of areas of common use.

Minimum Tax Base shall mean that the Development shall have a minimum taxable value of \$6,000,000.00.

Site Plan shall mean a Planned Development Site Plan completed by Company in compliance with City's Code of Ordinances and adopted by City and applicable law.

Section 3. AGREEMENT – INCORPORATION OF RECITALS

City Council has found at a duly-called and legally-noticed public meeting through the adoption of **City Resolution No. _____**, attached hereto as **Exhibit "A"** and hereby made a part of this Agreement for all purposes, and City and Company and its Affiliates hereby agree that the recitals set forth above are incorporated herein and true and correct and form the basis upon which the Parties have entered into this Agreement.

Section 4. TERM

This Agreement shall be effective as of the last date of execution by the Parties (the "Effective Date") and, unless terminated earlier in accordance with this Agreement, shall be effective as long as there are outstanding obligations by either Party as contained in this Agreement.

Section 5. OBLIGATIONS AND COMMITMENTS

5.1 Company's Obligations

- (a) In order to increase and enhance the local tax base and local economy in the City, and specifically in the downtown area of the City, to provide public improvements, and to maximize the economic benefits of the Development, Company agrees to renovate, remediate and construct taxable, mixed use improvements resulting in increased assessed valuation of a minimum base of \$6,000,000.00 (the "Minimum Tax Base").
- (b) Company further agrees as additional consideration for the Loan for the Development, to providing the funding necessary and to construct, renovate and remediate the Sears Building and the Realto Building into loft apartments and commercial use space. Company acknowledges this Future Development is one of the considerations City has considered and is an incentive for City advancing funds for the Development.
- (b) The members of Company will sign personal guarantees for the Loan.
- (c) Company shall provide copies of all Lender letters of commitment to City.
- (d) Company agrees that 20% of the residential Lofts shall qualify for LMI Housing as defined by HUD for a period of ten years after completion of the Development, and shall record such Restrictive Covenants in the real property records of Bowie County, Texas. City shall have the right to conduct an annual on-site audit to verify compliance with this provision.
- (e) Company agrees to renovate, construct and remediate the Grim according to the approved Site Plan to create a minimum appraised value of \$6,000,000.00. Company agrees it shall not request a tax abatement or rebate for the \$6,000,000.00 tax base. This provision shall not apply to any appraised value greater than the Minimum Tax Base. Notwithstanding the foregoing, this shall not be implied to mean that any requested abatement or rebate for any appraised value greater than the Minimum Tax Base shall be guaranteed or granted.
- (f) As further consideration, Company agrees to allow City to use an approximate 750 square feet of commercial space in the Building

for City purposes as designated on **Exhibit E** attached and made a part hereof. Further, in the event the roof space is renovated for non-residential loft use, Company agrees to allow City use of roof space for City events as set forth in an agreed upon Use Agreement which shall allow no less than 12 annual uses by City. All such use shall be free of charge to City, and Company agrees that the agreement between the Parties for such use shall be memorized in the Restrictive Covenants and filed in the real property records of Bowie County, Texas.

- (g) Company agrees to comply with all requirements set forth in the U. S. Department of Housing (“HUD”) letter dated 1/4/17 and attached hereto as **Exhibit “F”**.
- (h) Company agrees to comply with all applicable CDBG requirements including, but not limited to, Environmental Review, Davis Bacon Act, URA, Omniscircular requirements as set forth in 2 CFR Part 200), Fair housing and Equal Opportunity requirements, requirements relating to Lead Based Paint, and the HUD Reform Act.
- (i) Company agrees to meet and abide by all requirements of the Environmental Protection Agency (“EPA”) relating to the Development, and to provide City copies of all documents and correspondence between Company and the EPA relating to the Development and compliance therewith.
- (j) Company agrees to meet and abide by all the requirements of The Historical Commission in the Development and follow all Historical Commission’s guidelines and requirements, and to provide City with copies of all documents relating to Historical Commission compliance and requirements.
- (k) In addition to this Economic Development Agreement, Company agrees to execute a Development Agreement, Loan Agreements, Deed of Trust between Company and City for the Loan, **Assignment of Rents**, Restrictive Covenants, **Use Agreement**, Guarantees and to execute any and all further documents mentioned in this Agreement or necessary to carry out the intent of this Agreement.
- (l) Company agrees it shall provide City copies of all loan or bank documents and draw requests, regardless of the source of said funds or draws.

- (m) Company agrees all Loan funds shall be used by Company for the construction or renovation of public improvements to the Grim.
- (o) Company or its agents or assigns approved by City shall perpetually maintain all irrigation, landscaping (and abide by all landscaping ordinances), lighting, medians, public and private open space, sidewalks, and all other public improvements within and bordering the Development which are depicted on the approved Site Plan(s) and/or required by the City's ordinances or standards.
- (p) Company shall reimburse City for actual costs of legal and/or consulting fees incurred by City related to the preparation and review of this Agreement and all other related documents deemed necessary by City related to the Development and such payments are due and payable by the Company upon receipt.

5.2 City Specific Obligations

Company: City agrees to enter into the following loan agreements (the "Loans") with

- (a) City shall fund One Million Four Hundred Ninety Two Thousand Dollars and No/Cents (\$1,429,000.00) of costs from a HUD grant (the "HUD Loan") for the Development of the Grim under certain terms and conditions set forth in the Development Documents. No funds shall be drawn by Company on the HUD loan, until such time as Company has drawn at least 80% of the funding from its primary Lender. Company shall provide evidence that 80% of available funds from other sources have been fully drawn prior to drawing on City's Loan. City's obligation to make the Loan shall not arise until such proof has been sufficiently provided to City.
- (b) City shall fund Six Hundred and Fifty Thousand Dollars and No/Cents (\$650,000.00) for remediation and cleanup from an EPA grant (the "EPA Loan") to be used in the remediation and environmental cleanup in the Grim Development.
- (c) City shall fund Two Hundred and Sixty-Thousand Dollars and No/Cents (\$260,000.00) from the City Housing Fund Account for environmental cleanup in the Grim Development in order to provide affordable housing in the Development.

Section 6 DEFAULT, TERMINATION AND FAILURE BY THE COMPANY TO MEET VARIOUS DEADLINES AND COMMITMENTS

6.1 Failure to Pay City Taxes or Fees

An event of default shall occur under this Agreement if any legally-imposed City taxes or fees owed on, or generated by the Development become delinquent and Company or the Affiliate does not either pay such taxes or follow the legal procedures for protest and/or contest of any such taxes. In this event, City shall notify Company in writing and Company shall have sixty (60) calendar days to cure such default. If the default has not been fully cured by such time, City shall have the right to terminate this Agreement immediately by providing written notice to Company and shall have all other rights and remedies that may be available to it under the law or in equity.

6.2 Violations of City Code, State or Federal Law

- (a) An event of default shall occur under this Agreement if any written citation is issued to Company or an Affiliate due to the occurrence of a violation or a material provision of the City Code in the Development (including, without limitation, any violation of the City's Building or Fire Codes, and any other City Code violations related to the environmental condition of the Development, or to matters concerning public health, safety or welfare) and such citation is not paid and the violation remedied, or the recipient of such citation does not properly follow the legal procedures for protest and/or contest of any such citation.
- (b) An event of default shall occur under this Agreement if City is notified by a governmental agency or unit with appropriate jurisdiction that Company or Affiliate, or any successor in interest thereto or any third party with access to the Development pursuant to express or implied permission of the Company or Affiliate, or any successor in interest thereto, is in violation of any material state or federal law, rule or regulation on account of the Development, improvements in the Development or any operations thereon (including, without limitation, any violations related to the environmental condition of the Development; the environmental condition on other land or waters which are attributable to operations of the Development; or to matters concerning the public health, safety or welfare). Upon the occurrence of such default, City shall notify Company in writing and Company shall have:
 - (i) Thirty (30) calendar days to cure such default; or

- (ii) If Company has diligently pursued cure of the default but such default is not reasonably curable within thirty (30) calendar days, then such amount of time that City reasonably agrees is necessary to cure such default. If the default has not been fully cured by such time, City shall have the right to terminate this Agreement immediately by providing written notice to Company and shall have all other rights and remedies that may be available under the law or in equity.

6.3 General Breach

Unless stated elsewhere in this Agreement, Company shall be in default under this Agreement if Company breaches any term or condition of this Agreement. In the event that such breach remains uncured after thirty (30) calendar days following receipt of written notice from City referencing this Agreement (or, if Company has diligently and continuously attempted to cure following receipt of such written notice but reasonably requires more than thirty [30] calendar days to cure, then such additional amount of time as is reasonably necessary to effect cure, as determined by both Parties mutually and in good faith), City shall have the right to terminate this Agreement immediately by providing written notice to Company.

Section 7. NO INDEPENDENT CONTRACTOR OR AGENCY RELATIONSHIP

It is expressly understood and agreed that Company shall not operate as an independent contractor or as an agent, representative or employee of City. Company shall have the exclusive right to control all details and day-to-day operations relative to its operations and obligations that are required to be performed under the Agreement and shall be solely responsible for the acts and omissions of its officers, agents, servants, employees, contractors, subcontractors, licensees and invitees. Company acknowledges that the doctrine of *respondeat superior* will not apply as between City and Company, its officers, agents, servants, employees, contractors, subcontractors, licensees and invitees. Company further agrees that nothing in this Agreement will be construed as the creation of a partnership or joint enterprise between City and Company.

Section 8. INDEMNIFICATION

COMPANY, AT NO COST OR LIABILITY TO CITY, AGREES TO DEFEND, INDEMNIFY AND HOLD CITY, ITS OFFICERS, ELECTED AND APPOINTED OFFICIALS, AGENTS,

ATTORNEYS, SERVANTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO THE COMPANY'S BUSINESS AND ANY RESULTING LOST PROFITS) AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO, ARISE OUT OF OR BE OCCASIONED BY:

- (i) COMPANY'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT; OR**
- (ii) ANY ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF COMPANY, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS DUE OR RELATED TO, FROM, OR ARISING FROM OPERATION AND CONDUCT OF ITS OPERATIONS AND OBLIGATIONS OR OTHERWISE TO THE PERFORMANCE OF THIS AGREEMENT.**

Section 9. NOTICES.

All written notices called for or required by this Agreement shall be addressed to the following, or such other party or address as either party designates in writing, by US Certified Mail, postage prepaid, or by hand delivery:

CITY:

City of Texarkana, Texas
Attn: City Manager
220 Texas Blvd
P. O. Box 1967
Texarkana, Texas 75504-1967

With Copies to (which *shall NOT* constitute notice):

Jo Thomason, Esquire
Atchley, Russell, Waldrop & Hlavinka, LLP
1710 Moores Lane (P O. Box 5517)
Texarkana, Texas 75503 (75505-5517)

COMPANY:

Grimm Lofts, LLC
Attn: _____
Address:
Address:

Section 10. ASSIGNMENT AND SUCCESSORS

Company may assign, transfer or otherwise convey its rights or obligations under this Agreement to an Affiliate so long as Company, Affiliate and City first execute an agreement approved by the City Council of the City under which the Affiliate agrees to assume and be bound by all covenants and obligations of Company under this Agreement, and has sufficiently shown that it has an equivalent or greater financial ability to perform as Company.

Any attempted assignment without the City Council's prior consent shall constitute a breach and be grounds for termination of this Agreement. Any lawful assignee or successor in interest of Company of all rights under this Agreement shall be deemed "The Company" for all purposes under this Agreement.

Section 11. COMPLIANCE WITH LAWS, ORDINANCES, RULES AND REGULATIONS

This Agreement will be subject to all applicable Federal, State and local laws, ordinances, rules and regulations, including, but not limited to, all provisions of City's codes and ordinances, as amended.

Section 12. GOVERNMENTAL POWERS

It is understood that by execution of this Agreement, City does not waive or surrender any of its governmental powers or immunities that are outside of the terms, obligations and conditions of this Agreement.

Section 13. INFORMATION SUBMITTED BY COMPANY. Company acknowledges that the City is subject to Chapter 552 of the Texas Government Code, otherwise known as the "Texas Public Information Act" or "Texas Open Records Act" ("the Act"). Company acknowledges City has made no representation as to whether any information submitted by Company is excepted from required disclosure under the Act.

Section 14. NO WAIVER

The failure of either party to insist upon the performance of any term or provision of this Agreement or to exercise any right granted hereunder shall not constitute waiver of that party's right to insist upon appropriate performance or to assert any such right on any future occasion.

Section 15. VENUE AND JURISDICTION

If any action, whether real or asserted, at law or in equity, arises on the basis of any provision of this Agreement, venue for such action shall lie in state courts located in Bowie County, Texas. This Agreement shall be construed in accordance with the laws of the State of Texas.

Section 16. NO THIRD PARTY RIGHTS

The provisions and conditions of this Agreement are solely for the benefit of City and Company, and any lawful assign or successor of Company, and are not intended to create any rights, contractual or otherwise, to any other person or entity.

Section 17. FORCE MAJEURE

It is expressly understood and agreed by the Parties to this Agreement that if the performance of any obligation under this Agreement, is delayed by reason of war, civil commotion, acts of God, inclement weather that prohibits compliance with any portion of this Agreement, or other circumstances which are reasonably beyond the control or knowledge of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated or not, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the time period applicable to such requirement shall be extended for a period of time equal to the period such party was delayed.

Section 18. INTERPRETATION

In the event of any dispute over the meaning or application of any provision of this Agreement, this Agreement shall be interpreted fairly and reasonably, and neither more strongly for or against any party, regardless of the actual drafter of this Agreement.

Section 19. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the Parties that sections, paragraphs, clauses and phrases of this Agreement are severable, and if any phrase, clause, sentence, paragraph or section of this Agreement shall be declared unconstitutional or illegal by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Agreement since the same would have been executed by the Parties without the incorporation of this Agreement of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 20. CAPTIONS

Captions and headings used in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.

Section 21. ENTIRETY OF AGREEMENT

This Agreement, including any exhibits attached hereto and any documents incorporated herein by reference, contains the entire understanding and agreement between City and Company, and any lawful assign and successor of Company, as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent in conflict with any provision of this Agreement. Notwithstanding anything to the contrary herein, this Agreement shall not be amended unless executed in writing by both parties and approved by the City Council of the City of Texarkana, Texas, in an open meeting held in accordance with Chapter 551 of the Texas Government Code.

Section 22. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

EXECUTED as of the last date indicated below:

CITY OF TEXARKANA, TEXAS:

GRIMM LOFTS, LLC:

By: _____

John Whitson
City Manager

By: _____

Its: _____

Date: _____

Date: _____

EXHIBIT "A"
RESOLUTION NO: _____
(Authorization of Agreement)

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "B"
Site Plan

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "C"
DEVELOPMENT AGREEMENT

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "D"
Restrictive Covenants Running With Land

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "E"
City Designated Use

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "F"
HUD Letter

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

EXHIBIT "G"

Attachment: 2017-068 ATTH 01 Economic Development Agrmt v6 clean (1664 : 2017-068 RES Authorizing City Manager to enter into loan

**THE CITY OF TEXARKANA, TEXAS
LOAN AGREEMENT WITH
GRIMM LOFTS, LLC
FOR ASSISTANCE WITH THE REMEDIATION AND RENOVATION OF THE GRIM PROJECT UNDER
SECTION 108 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS
AMENDED, 42 U.S.C. § 5308**

This Loan Agreement ("Agreement") is made this ____ day of _____, 2017, between The City of Texarkana, Texas ("Lender") or ("City"), a Texas home-ruled municipality having its principal place of business at 220 Texas Blvd, Texarkana, Texas 75501, and **Grimm Lofts, LLC** ("Borrower") or ("Developer"), a Texas limited liability company in good standing with the State of Texas, having its principal place of business at _____.

Definitions. Unless specifically provided otherwise or the context otherwise requires, when used in this Loan Agreement the following terms shall have the meaning ascribed. Capitalized terms that are not defined below shall have the meaning as defined in the Act or Regulations:

1. "Act" means the House and Community Development Act of 1974 and regulations promulgated there under.
2. "HUD" means the United States Department of Housing and Urban Development.
3. "Regulation(s)" or CDBG Regulation(s)" means the Community Development Block Grant Rules at 24 CFR Part 570 with guidance as provided, and or other federal regulations as specified.
4. "CDBG" or "CDBG Program" means the Community Development Block Grant Program.
5. "CDBG Funds" means funds provided to the City by HUD through the CDBG program pursuant to the Act.
6. "City" means the City of Texarkana, Bowie County, Texas.
7. "Section 108" or "Section 108 Program" means Section 108 of the Act conforming to CDBG Regulations at 24 CFR Part 570 Subpart M.
8. "Funds" or "Loan Funds" means the loan funds guaranteed by HUD in the maximum amount of \$1,429,000.00, loaned by HUD to the CITY then re-loaned by the CITY to Borrower in accordance with requirements of the Section 108 Program.

9. "Loan Amount" or "Loan" means the Section 108 Loan to Borrower in an amount not to exceed One Million Four Hundred Twenty-Nine Thousand and 00/100 dollars (\$1,429,000.00).
10. "Project" means the Grim Hotel redevelopment, remediation and renovation into commercial and residential use.
11. "Property" means the Project building, improvements to the building and all Project furnishings, fixtures, operating supplies and equipment, as well as the land consisting of the Project Site.
12. "Project Site" means where the Project is located as identified by legal description attached in **Schedule "_____"** to this Agreement.
13. "Project Activities" means the construction, renovation and procurement of equipment and other components of the Project applied for by Borrower and tentatively approved by staff of the Lender in the form incorporated herein by reference and attached to this Agreement as **Schedule "A-1."** The Lender and Borrower acknowledge the items and associated costs listed on Schedule A-1 are estimates and are subject to change upon approval by staff of Lender, however, the value of all equipment and components purchased for the Project shall not change in any material manner as required by this Agreement.
14. "Appropriate Draw Request" means a complete and accurate invoice submitted to Lender by the appropriate representative of the Borrower as described in **Schedule "B"** of this Agreement, as applicable.
15. "Plans and Specifications" refers to those plans and specifications for the Project submitted to the City's Planning Department on _____, in written and digital form, together with such additional plans and specifications and all amendments and modifications thereof approved in accordance with the terms of this Agreement.
16. "Low-and-Moderate" refers the beneficiary or household income categories established by the CDBG program, which categories correspond to 50% or less of area median income (AMI) for "Low" income beneficiaries or households, and 51-80% of AMI for Moderate income beneficiaries.
17. "Low-and-Moderate Income Persons" ("L/M Income Persons") means the National Objective to be met by the Project as required by the CDBG Program. The Act provides in Section 104(b)(3) that the National Objective is to be achieved in the CDBG program by ensuring that each funded activity meets one of three named national objectives. Those three objectives are identified as: Benefiting Low-and-Moderate Income Persons;

Preventing or Eliminating Slums or Blight; and Meeting Urgent Needs. Section 102(a)(20) of the Act defines the term “low-and-moderate income persons” as families and individuals whose incomes are no more than 80 percent of the median income of the area involved. The “area involved” is determined for the CDBG program the same way it is determined for the Section 8 Housing program. The 80% of median income figure is determined by HUD based on a four-person family and is adjusted upward or downward for larger or smaller families.

18. “Low and Moderate Income Housing” or “LMI Housing” means housing provided for L/M Income Persons as defined above.
19. “Initial Project Completion” means funds have been expended for approved Project Activities, the Project is complete, and the Borrower has submitted to Lender documentation to meet the covenant requirements of this Agreement.
20. “Loan Documents” means and include the following documents:
 - (i) This Section 108 Loan Agreement;
 - (ii)** The Deed of Trust and a collateral assignment thereof to HUD;
 - (iii) The Assignment of leases and rents to Lender and collateral assignment thereof to HUD ;
 - (iv) The Borrower’s Security Agreement, and collateral assignment thereof to HUD;
 - (v)** The joint and several guaranty agreement by Grimm Lofts, LLC and collateral assignment to HUD;
 - (vi) The joint and several personal guaranty agreement of the individual Members of the Borrower and collateral assignment to HUD, which includes the unconditional guaranty of construction completion
 - (vii) A title policy in a form acceptable to the Secretary;
 - (viii) An appraisal of the Property as further described in this Agreement;
 - (ix) Other collateral document or security instrument executed or delivered as part of making the Loan to Borrower, for securing Borrower, for securing Borrower’s indebtedness to Lender, for ensuring Borrower’s performance under this Agreement and to secure the Lender’s financial investment in the Project and thereby the Lender’s upstream indebtedness to HUD.
21. “Note” or “Promissory Note” means the Section 108 – City of Texarkana, Texas and Grimm Lofts, LLC Variable/Fixed Rate Promissory Note executed by the Borrower, as further defined in this Agreement.
22. “Mortgage” means the instrument executed by Borrower in favor of the Lender evidencing the loan and security for repayment of the Loan which may also be referenced as a Deed of Trust, which shall be collaterally assigned to HUD, as further defined in this Agreement.

23. "UCC Filing" means filing of a UCC-1, Financing Statement in accordance with Article 9 of the Uniform Commercial Code, and using the proper form prescribed by UCC Section 1-9-521, which shall be filed of record at the office of the Bowie County Clerk in order to perfect the Lender's security interest in the furnishings, fixtures, operating supplies and equipment purchased with the Loan Funds.
24. "LIBOR" (London Interbank Offered Rate) means (except in the case of manifest error) the rate of interest per annum based on US Dollars, which appears on the 2 Month Libor for the Date of Determination reported at Bankrate.com or if such rate does not appear, then the LIBOR Rate published in the Wall Street Journal (one-line or printed version) in the section titled the London Interbank Offered Rates – three months – (or any successor page or section); provided, if such LIBOR rate is not available on the Date of Determination, then the published 3 month LIBOR rate two London Banking Days before December 15.
25. "Program Income" is defined as gross income received by the CITY directly generated from the use of Loan Funds. For the purposes herein, revenue generated by activities financed by a loan guaranteed under Section 108 is not defined as program income at §570.705(b)(1) unless CDBG funds are used to repay any part of the guaranteed loan. When such a guaranteed loan is partially repaid with CDBG funds, the amount generated shall be prorated to reflect the percentage of CDBG funds used.
26. "Project Opening" means the official date that the Project is open for business to the general public and/or begins leasing residential lofts and commercial space.
27. **"Project Stabilization" means when the residential component of the Project achieves a 65% or greater monthly rate of room occupancy for at least two consecutive months.**
28. "Guaranty" refers to one or more of the following: the joint and several guaranty agreement by Grimm Lofts, LLC, and the joint and several personal guaranty agreement of the individual Members of Borrower which includes the unconditional guaranty of construction completion.
29. "Mortgaged Property" is the property covered by the required Mortgage or Deed of Trust and the personal property to be purchased and installed on the Property with the Loan Funds.
30. "Architect" shall mean **Name of Architect and address.**
31. "Permitted Liens" shall mean any mortgage, pledge, security interest, encumbrance, lien, charge, or other matter set forth in the lender's policy of title insurance to be issued to

Lender insuring its interest in the Property arising under the Mortgage, and statutory liens which arise in the ordinary course of business and secure obligations of Borrower which are not yet due and not in default.

RECITALS

WHEREAS, Borrower has requested and Lender has approved the Loan; and

WHEREAS, the Loan is being provided to Borrower by the CITY solely upon the terms and conditions set forth herein; and

WHEREAS, the Funds for the Loan are provided to the CITY through the U.S. Department of Housing and Urban Development (HUD) Section 108 Loan Guarantee Program (Section 108 or Section 108 Program) and from no other source; and

WHEREAS, Section 108 is a subpart of the CDBG Program which allows the CITY to borrow private funds guaranteed by HUD subject to certain requirements provided for herein, with security provided by the CITY through a pledge of its current and future CDBG allocations as well as additional security provided by the Borrower, as defined herein under Article I, Section 1.6 of this Agreement; and

WHEREAS, the CITY shall be obligated to provide Loan Funds to Borrower only as the CITY receives Funds through the Section 108 program; and

WHEREAS, Lender has agreed to provide the Loan to Borrower exclusively for economic development of the Project, with the expectation that a minimum number of 20 residential lofts shall be leased to LMI qualified applicants; and

WHEREAS, Borrower is required to submit annual reports on the leasing of LMI housing in a manner and format satisfactory to the CITY as defined in **Schedule "C"** of this Agreement until such a time as the Low-and-Moderate Income Housing Requirement is met; and

WHEREAS, the Project Area meets the "special economic development" public benefit test that qualifies for Section 108 assistance pursuant to 24 CFR 570.209(b)(2)(v)(F) and (G); and

WHEREAS, Lender has agreed to provide a Loan to Borrower based on Borrower committing 20 of its residential lofts for LMI Housing, and the condition that the Loan funds are used specifically for construction, renovation and remediation of the Project;

WHEREAS, except as expressly set forth in this Agreement, Lender makes no commitment to provide additional financial assistance and assumes no obligation for other financing of the Project; and

WHEREAS, subject to the terms, provisions, covenants and agreements hereinafter set forth, the Lender has agreed to make the requested Loan to Borrower.

NOW, THEREFORE, in consideration of the mutual covenants contained here, and the Loan to be made hereunder, and for other good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the Lender and the Borrower hereby covenant and agree as follows:

Scope of Work. As part of the CITY'S CDBG Program (CDBG), the Borrower shall undertake and complete the activities described in **Schedule "A"** attached hereto and incorporated as a part hereof by reference.

Duration of Agreement. The term of this Agreement shall correspond to the term of the loan provided by this Agreement, which is here established as **beginning on** _____, and extending through the maturity date (as defined below). Provisions of this Agreement subject to any federal or state requirements shall remain in effect for the loan term with record retention applicable for the designated period as described herein.

ARTICLE I THE LOAN

1.1.1 The Loan. The Lender agrees to lend to the Borrower, and the Borrower agrees to borrow from the Lender, the Loan Amount (as defined above) in one or more disbursements, subject to the conditions set forth in this Agreement. Borrower shall have the right to receive Loan Funds only pursuant to the terms and conditions of this Agreement and in accordance with the Act and applicable Regulations. If for any reason, the anticipated sources of Loan Funds from HUD should become unavailable to Lender, Lender shall, within a reasonable period of time not to exceed ten (10) Business Days, notify Borrower in writing, and Lender shall be released from all liability for that portion of the Loan Funds to be provided to Borrower by Lender under this Agreement. This Loan shall be evidenced by the Note. This Loan Agreement and the Note shall be in a form acceptable to the Secretary. The amount of principal and/or interest payable under the Note during the twelve-month period beginning July 1 of each year and ending on June 30 of the next succeeding year shall be equal to or greater than the amount of principal and/or interest payable under the Lender's Note with HUD for the corresponding period. The Note shall not be subject to redemption or repayment earlier than the earliest possible redemption date under the terms of the Lender's Note with HUD.

1.1.2 Loan Term. The Loan shall be for a term of twenty (20) years, with the initial five (5) years consisting of payments of interest only and the remaining 15 years of the term consisting of payments of principal and interest.

1.2 Amortization Term. The calculation for the payment of Principal and Interest during the Loan Term shall be based on a term of twenty (20) years.

1.3 Payment Frequency. Monthly payments of interest only for the first five (5) years shall be paid, with the remaining fifteen (15) years consisting of monthly payments of principal and interest.

1.4 Variable Rate of Interest. From and including the date of each Advance to but excluding the earlier of (i) the Conversion Date, and (ii) the date of redemption or prepayment of such Advance pursuant to Section I.D. below (each such date of redemption or prepayment, a "Prepayment Date") interest shall be paid quarterly at a variable interest rate (as set forth below) on the unpaid principal balance of each Advance on the first day of each February, May, August and November (each, an "Interim Payment Date"), commencing on the first Interim Payment Date after the initial Advance is made under this Note. Interest also shall be paid on each applicable Conversion Date, Prepayment Date or Principal Due Date. The amount of interest payable on each Interim Payment Date will represent interest accrued during the three-month period ending immediately prior to such Interim Payment Date, or in the case of the first Interim Payment Date following each Advance that is not made on an Interim Payment Date, the period from and including the date of such Advance to but excluding the first Interim Payment Date following such Advance. The amount of interest payable on this Note's Conversion Date, Prepayment Date, or on any Principal Due Date that precedes such Conversion Date will represent interest accrued during the period from the last Interim Payment Date to such Conversion Date, Prepayment Date, or Principal Due Date, respectively.

The initial variable interest rate for each Advance will be set on the date of such Advance and will be equal to 20 basis points (0.2%) above the Applicable LIBO Rate (as hereinafter defined) and thereafter will be adjusted monthly on the first day of each month (each, a "Reset Date") to a variable interest rate equal to 20 basis points (0.2%) above the Applicable LIBO Rate (such interest rate, as reset from time to time, the "Standard Note Rate"). If the Conversion Date for this Note has not occurred by the March 1 following the initial Advance under this Note, then the terms of Appendix A shall be used to set the variable interest rate. If the Fiscal Agent does not receive notice of either a Negotiated Special Interest Rate or Holder Determined Special Interest Rate (as defined in Appendix A attached hereto) from the Secretary or Holder, respectively, by the times specified in Appendix A to this Note, then the Standard Note Rate shall apply for the period to which such Negotiated Special Interest Rate or Holder Determined Special Interest Rate would otherwise apply. The Fiscal Agent may conclusively rely on any such notice as to the correctness of any matters set forth therein. Appendix A shall be inapplicable to this Note on or after the Conversion Date.

"LIBO Rate" for any given Business Day means, except in the case of manifest error, the interest rate per annum published on that day in the Eastern Edition of The Wall Street Journal or any successor publication ("WSJ"), published by Dow Jones & Company, Inc., in the section titled "Money Rates" (or any successor section) and opposite the caption "London Interbank Offered Rates (LIBOR) -- three months" (or any successor caption). If such rate does not appear in WSJ on a given Business Day, for each interest period, the LIBO Rate shall be the interest rate, converted to a bond-equivalent yield basis, for deposits in U.S. dollars for three months which appears on Telerate Page 3750 or such other page as may replace Page 3750 on that service or such other service or services as may be nominated by the British Bankers' Association for the purpose of

displaying such rate (together, "Telerate Page 3750") as of 11:00 a.m., London time, on the day (the "Determination Date") that is two London Banking Days preceding the relevant Reset Date or Advance. If such rate does not appear on Telerate Page 3750 on such Determination Date, such rate shall be obtained from the Reuters Screen ISDA Page as of 11:00 a.m., London time, on such Determination Date. If, in turn, such rate does not appear on the Reuters Screen ISDA Page on such Determination Date, the offered quotation from each of four reference banks (expressed as a percentage per annum) as of approximately 11:00 a.m., London time, on such Determination Date for deposits in U.S. dollars to prime banks on the London interbank market for a 3-month period, commencing on the Reset Date or date of such Advance, shall be obtained. If at least two such quotations are provided, the LIBO Rate for such Reset Date or date of such Advance will be the arithmetic mean of the quotations, rounded to five decimal places. If fewer than two such quotations are provided as requested, the LIBO Rate for that Determination Date shall be the rate for the most recent day preceding such Determination Date for which the LIBO Rate shall have been displayed on Telerate Page 3750. The LIBO Rate for any interest period shall be converted to a bond-equivalent yield basis by multiplying such rate by the actual number of days in such interest period and dividing that number by 180.

"Applicable LIBO Rate" means: (1) with respect to the initial interest rate for the first Advance hereunder, the LIBO Rate two London Banking Days before the date of such first Advance; (2) with respect to the initial interest rate for any subsequent Advance made before the first Reset Date, the interest rate borne by the first Advance; (3) with respect to the initial interest rate for any subsequent Advance made after the first Reset Date, the LIBO Rate two London Banking Days before the immediately preceding Reset Date; and (4) with respect to the subsequent interest rate at any Reset Date for any Advance, the LIBO Rate two London Banking Days before such Reset Date.

"London Banking Day" means any day in which dealings in deposits in United States dollars are transacted in the London interbank market. Interest payable on or before the Conversion Date shall be calculated on the basis of a 360-day year and the actual number of days lapsed."

- 1.5 Repayment.** Borrower hereby promises to pay to Lender all unpaid principal, accrued and unpaid interest and any other amounts due hereunder. On or before the first day of each calendar month, during the first sixty (60) months of the Loan Term, Borrower shall make monthly payments of interest only. Beginning with the 25th month of the Loan Term, the Borrower will be obligated to pay monthly payments of accrued interest and principal payments over the amortization schedule as determined on an annual basis subject to the variable interest rate described in paragraph 1.4 above. Payments shall be amortized over a twenty year period starting on the date of even date herewith.

Borrower's failure to pay any sum when due under this Loan Agreement and the continuation of such failure for ten (10) days after Borrower's receipt of written notice from Lender shall constitute a default under this Loan Agreement. Upon such occurrence,

this Loan Agreement and the Loan Documents shall be considered in default and Borrower shall work with Lender to remedy the default per provisions of this Loan Agreement and shall be subject to any penalties and interest levied upon the Lender by HUD.

During the existence of any such default, Lender may apply payments received on any amount due under this Loan or under the terms of the Agreement or any instrument now or hereafter evidencing or securing such indebtedness as Lender may determine. Borrower agrees to pay a late charge in an amount equal to three percent (3%) of each monthly payment of principal and/or interest, which is not received by Lender within fifteen (15) days after each due date for the purpose of deferring Lender's additional costs and expenses of collection. Lender agrees that if, and as often as, this Loan Agreement is placed in the hands of an attorney for collection or to defend or enforce any of the Lender's rights under this Loan Agreement, or under any instrument securing payment of this Loan, Borrower shall pay Lender's reasonable attorney's fees and all court costs and other reasonable expenses incurred in connection therewith.

- 1.6 **Other Financing.** Lender acknowledges that Borrower is obtaining other financing secured by a mortgage on the Property for the purchase, renovation and remediation of the development of the Project, including a purchase of fixtures, furnishings and equipment, and the expenditure of certain soft-costs to be purchased with the Loan Funds.
- 1.7 **Documents and Security for the Loan.** HUD has required the Lender to obtain certain security and related documents for this Loan. Borrower shall provide the following as documents as security for this Loan.
 - 1.7.1 **Mortgage ("Mortgage").** Borrower shall mortgage the Property to Lender, which Mortgage shall only be subordinate to a Mortgage of primary lender. The Mortgage shall be in the form of **Exhibit A**. The Mortgage shall include all buildings, structures, fixtures, additions, accessions, enlargements, extensions, modifications, repairs, replacements and improvements now or hereafter erected or located on such real property (collectively the "**Property**"). Pursuant to the Mortgage, Borrower shall pledge the Property, and all other rights of Mortgagor relating to the Property, all building materials and supplies, improvements, fixtures and other equipment located from time to time on, under or about the Property, together with any alterations, additions and improvements thereto and all restorations and replacements thereof hereafter made from time to time; all estates, easements, interests, licenses, tenements, hereditaments, appurtenances, rights and rights of way, public or private, pertaining, belonging or otherwise relating to the Property; all insurance proceeds and any judgments, settlements, awards and other payments, including interest thereon, which may be made in respect of the Property, as a result of damage to or destruction of the Property, the exercise of the right of condemnation or eminent domain over any

interest in the Property, or any other injury to or decrease in the value of the Property; all franchises, permits, licenses and other rights therein respecting the use, occupation or operation of the Property or the activities conducted thereon or thereabout; all rents, income, deposits and other benefits arising out of or otherwise related to the Property and all leases on or affecting the Property, and any security deposits, contract rights, general intangibles, actions, rights of action, and unearned insurance premiums relating to such leases or the Property; and all accessions to, substitutes for, and all modifications, replacements, renewals, products and proceeds of any of the foregoing.

- 1.7.2 Collateral Assignment of Leases and Rents.** Borrower shall provide to Lender a collateral assignment of any and all rights, titles and interests of the Borrower (a Collateral Assignment of Leases and Rents) in and to any leases of commercial and residential space in the Property. The collateral assignment of such rights, titles, and interests of the Borrower shall be in a form acceptable to the Secretary of HUD and shall be subject to a collateral assignment to HUD.
- 1.7.3 Joint and Several Personal Guaranty Agreements and Guaranty of Construction Completion.** Borrower shall provide executed joint and several guaranty agreements from the individual Members of Borrower guaranteeing the payment of the Loan and completion of construction of the project, which guaranty shall remain in effect until the Note is fully matured. Said Guaranty Agreements shall be collaterally assigned to HUD.
- 1.7.4 Mortgage Title Policy.** Borrower shall provide at its expense a mortgage title policy, issued by a company and in a form acceptable to the Secretary of HUD, naming the Lender and HUD as insured parties. The policy must either include in the definition of the insured each successor in ownership of the indebtedness secured by the mortgages or be accompanied by an endorsement of the policy to the Secretary of HUD and to the Lender.
- 1.7.5 Appraisal.** Borrower shall provide at its expense an appraisal of the Property specifying a fair market value of the completed Project that is not less than one-hundred twenty-five percent (125%) of the principal balance of the outstanding balance on other indebtedness secured by a mortgage lien of senior or equal priority on the Property. The appraisal shall be completed by an appraiser who is certified by the state and has a professional designation (such as "SRA" or "MAI") and shall conform to the standards of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 ("FIRREA"). Subject to the approval of HUD, Lender acknowledges that in compliance with this provision, the Borrower has submitted an appraisal that meets the minimum criteria set forth above.
- 1.7.6 Survey.** Borrower shall submit a certified survey with a legal description of the real property.

- 1.8 Instruments of Indebtedness.** Borrower shall execute and deliver to Lender the following documents: (i) a Promissory Note; and (ii) Mortgage in the form of **Exhibit A**, attached hereto, covering the Project and Project Site and, at its own expense, file said mortgage of at the office of the Bowie County Clerk, delivering the original to Lender.
- 1.9 Performance Requirements.** Borrower shall perform all covenants and agreements contained herein. Borrower shall timely make repayment of Borrower's indebtedness to Lender, and shall ensure that performance of Borrower's obligations under this Agreement be secured by the Note, Mortgage, and other documents required by HUD as executed and delivered as part of making the Loan.
- 1.10 Priority.** Borrower agrees that at all times, until full repayment of the Loan, the Lender shall maintain no less than a second priority mortgage on the Property, subordinate only to a first lien by Borrower's primary lender, its assigns or successors in interest.
- 1.11 Call Provision.** In addition to Lender's right to demand repayment of the Loan per other provisions of this Article I, Lender may also call the Loan immediately due and payable if at any time during the term of the Loan, without Lender's prior written approval:
- (a) Borrower conveys, sells, transfers or assigns all or any substantial part of its interest in the Property or Development, whether voluntarily or involuntarily, or by the operation of law, unless otherwise excepted in this Agreement.
 - (b) There occurs any default under the Note and Mortgage, this Agreement or the Loan Documents which is not remedied in full within any curative period provided.
- 1.12 Indemnity – Hold Harmless.** Except to the extent caused by the gross negligence or willful misconduct of Lender, Borrower shall indemnify and hold Lender, its elected and appointed officials and any employees, attorneys, or representatives harmless from all claims and actions of any person or entity against Lender cause by any acts of omissions of Borrower and arising out of or connected with the Loan Documents, the Project Site and/or Project Development or arising out of Borrower's breach of this Loan Agreement or any of the Loan Documents, including the cost of defense using counsel approved by Lender. Notwithstanding anything contained herein to the contrary, the foregoing indemnification given by Borrower to Lender shall not be effective or enforceable against Borrower unless: 1) Lender gives Borrower written notice of any such claims or actions of said person or entity made against Lender within ten (10) working days of Lender's written notice of such claims or actions, and 2) Lender does not commence or enter into any settlements or negotiations of settlement with any person or entity relating to the matters covered by Borrower's indemnification without Borrower's prior written consent. If Borrower fails to defend or perform its obligations under this indemnification within ten (10) days after written request by Lender, Lender may settle, commence, appear in or defend any action or proceeding purporting to affect the rights, duties or liabilities of the parties to the Loan Documents, or the Project Site or the Project and Borrower shall

pay all of Lender's costs and expense incurred on demand. This section shall survive execution, delivery and performance of the Loan Documents.

No approved assignment of any interest or other agreement shall place the responsibility for the control, care, management or repair of the Property upon Lender, nor make Lender liable for any negligence or other tortious conduct, whether by Lender or any other Person, with respect to the management, operation, upkeep, repair or control of the Property resulting in injury, death, property or other damage or loss of any nature whatsoever.

ARTICLE II EXECUTION AND CONDITIONS

- 2.1 Closing.** Execution of the Loan and Loan Documents, by both parties subject to this Agreement, shall serve as an informal loan closing unless counsel for the parties agree in writing to a location, date and time for a formal loan closing.
- 2.2 Conditions Precedent to Closing.** Lender's obligations to enter into and perform its duties under this Agreement or the Loan Documents shall be to the full and complete satisfaction of the following conditions:
- 2.2.1 Documents.** Lender shall have reviewed and approved of each of the following documents which shall be duly authorized, executed (and where appropriate, acknowledged), and all delivered by the parties thereto: this Loan Agreement, the Note, the Mortgage, and any and all other documents as Lender may deem reasonably necessary regarding the Loan.
- 2.2.2 Evidence of Authority.** Borrower agrees to provide to Lender evidence satisfactory to Lender that Borrower and the persons signing for Borrower have the capacity and authority to execute and deliver the Loan Documents for Borrower.
- 2.2.3 Liability Insurance.** Borrower shall, for so long as the Loan Documents remain in effect, at its own cost and expense, carry and maintain general public liability insurance against claims for bodily injury, personal injury, death or damage occurring, arising out of or in connection with the occupancy of the Project. The limits of liability insurance shall not be less than Five Million Dollars (\$5,000,000.00) combined single limit personal injury and property damage insurance or aggregate insurance in a total amount sufficient to cover damages to all property held by Borrower. The insurance required above shall be issued by an insurance company or companies authorized to do business within Texas. Lender shall be named as an additional insured on all such policies, and any such policy or policies shall be primary to any other valid and collectible insurance. Borrower

shall provide Lender with a certificate of coverage and shall provide copies of policies of property damage and public liability insurance upon request.

- 2.2.4 Hazard Insurance.** Borrower shall maintain in force, at Borrower's expense, fire and extended coverage insurance on the Project Site and all improvements in an amount equal to 100% of the replacement value of the Project Site. Such policy shall name Lender as an additional insured.

ARTICLE III CONDITIONS PRECEDENT TO FUND ADVANCES

- 3.1 Conditions Precedent to Initial Draw of Funds.** Lender's obligation to pay Loan Funds is subject to Borrower submitting the required forms and in the required manner and format as described in **Schedule "B"** (attached hereto) and to Borrower's compliance with the terms of **Article II** above, and said obligation is subject to Lender's receipt of the following documents and satisfaction of the following conditions precedent:

- (a) *Environmental Review.* Lender shall have completed the Environmental Review under 24 CFR Part 58, shall have received Notice of Release of Funds from HUD and shall have completed a site-specific environmental review prior to Borrower starting the Project Activities and prior to the availability of Funds under this Agreement. Availability of Loan Funds is conditioned on the Lender's determination to proceed with, modify or cancel any project activity based on the results of the site-specific environmental review. Borrower does not assume the Lender's environmental responsibilities, if any, but shall be responsible to the Lender for providing sufficient project information to assure compliance with Environmental Review Record regulations and the Lender's Environmental Review Procedures prior to commencing activity. For purposes of this Agreement the Lender has adopted the procedures set forth in 24 CFR Part 58 as its Environmental Review Procedures.
- (b) A final detail budget for all items or services to be purchased with the Funds.
- (c) Receipt by Lender of any other documents and assurances as it may reasonably request which are required by any federal, state or county regulatory agency which requests Lender to provide such documents or assurances;
- (d) Lender shall have received and have in its possession sufficient Funds to fund the draw request of the Borrower;
- (e) No condition of subsequent payments shall be breached regarding the first payment;

- (f) Receipt by Lender of an Appropriate Draw Request covering the sum(s) to be paid, which sum shall be in proportion to other funds secured for the Project completion;
- (g) Borrower shall provide to Lender existing Loan commitments from an institutional or individual lender(s) or equity investor(s) which shall be in a form and in an amount satisfactory to Lender for development of the Project;

3.2 Conditions Precedent to Subsequent Draws. Subsequent draws shall be subject to satisfaction of the conditions of and in the required format as described in Schedule "B" attached hereto.

ARTICLE IV BORROWER LOAN COVENANTS

Throughout the term of this Agreement, and for so long as Loan Documents remain in effect, and until the Loan is fully paid or the terms otherwise satisfied, Borrower covenants and agrees:

4.1 General. After the date hereof and for so long as any amount remains unpaid on the Loan, or for so long as any commitment exists to extend credit, or for so long as Loan Documents remain in effect, Borrower covenants and agrees it will comply with the following:

- (a) Promptly pay the amount owed when the same becomes due;
- (b) Have rights to and continuously maintain and operate the Project as commercial space and residential lofts as contemplated;
- (c) Preserve and keep in force and effect its existence as a limited liability company in good standing in Texas;
- (d) Maintain, preserve and keep the property and the Project Site and equipment thereon in good repair, working order and condition, and timely make all needed and proper repairs, renewals, replacements and additions thereto so at all times the efficiency, habitability and use shall be fully preserved and maintained;
- (e) Obtain and maintain the insurance required by this Agreement, and upon written request by Lender, Borrower shall provide to Lender with proof, satisfactory to Lender, that said insurance is in full force and effect;
- (f) Borrower must achieve Initial Project Completion within thirty-six (36) months of the date of this Agreement and shall have submitted, in a form acceptable to the

Lender all documentation required by the Lender and HUD to document the Initial Project Completion, and furthermore, the Borrower shall thereafter submit to the Lender documentation required by HUD and the Lender for the Section 108 assistance for which continued compliance and monitoring is required. The documentation shall be in a format satisfactory to Lender;

- (g) Borrower acknowledges and agrees with the required certifications set forth in **Schedule G**.

4.2 Payment of Obligations. Borrower shall pay all indebtedness, taxes and other obligations pertaining to the Project or Project Site for which it is liable before they become delinquent.

4.3 Changes to Project. There shall be no material change to the originally approved design as provided in the approved Plans and Specifications, or to the budget of the Project, without at least 30 days' notice by Borrower to Lender and within thirty (30) days after written approval of the Lender is given. If additional approvals are required from HUD, the Secretary or the appropriate governmental authorities, the Borrower shall not make changes to the approved Project design, budget, agreements or security to loan indebtedness until those approvals are obtained.

4.4 Compliance with Laws and Regulations. All work performed in connection with Borrower's development of the Project and Borrower's use of the Loan Funds shall comply with the Act and all other applicable laws, ordinances, rules and regulations of federal, state, county or municipal governments or agencies, in particular, the National Environmental Protection Act and other related authorities, and Section 3 requirements of the Housing and Urban Development Act of 1968 relating to the provisions of opportunities for low-income persons. Borrower shall comply with all cross-cutting requirements applicable to the use of Funds on the Project with particular attention to the following:

4.4.1 Title VI of the Civil Rights Act. No person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin. Borrower shall exercise no action that is contrary to Public Law 88-352 (Title VI) or Public Law 90-284 (Fair Housing Act) with the activities conducted with the federal financial assistance provided under this Loan. Borrower shall maintain complete records on all applicants, and disposition of such applications to assure compliance with this section.

4.4.2 Section 3 Compliance. Borrower shall comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, as applicable. Certain Section 3 provisions are attached and labeled as **Schedule "F"** to this Agreement. Borrower

shall apply the Section 3 provisions to employment contracts and shall include the provisions for Section 3 compliance in each subcontract in excess of \$100,000 or more.

4.4.3 Executive Order 12658. The Order requires that the hourly minimum wage paid by contractors or subcontractors to workers performing on federal contracts or contracts funded with federal funds must be (i) \$10.10 per hour, beginning January 1, 2015; and (ii) beginning January 1, 2016, and annually thereafter, an amount determined by the Secretary of Labor. All contracts, including lower-tier subcontracts, must specify, as a condition of payment, that the minimum wage to be paid to workers, including workers whose wages are calculated pursuant to special certificates issued under 29 U.S.C. 214(c),¹ in the performance of the contract or any subcontractor thereunder, shall be at least \$10.10 per hour beginning January 1, 2015.

4.4.4 Davis-Bacon and Related Acts (DBRA).

- (1) Funds can be used to finance activities other than “construction work” which may not trigger Davis-Bacon requirements. For example, Funds can finance real property acquisition, purchase of equipment, architectural and engineering fees, other services (e.g., legal, accounting, construction management), and non-construction items such as furniture, business licenses, real estate taxes, and tenant allowances for such items.
- (2) Funds used to finance fixtures, furnishings, operating supplies or equipment may trigger Davis-Bacon Requirements if the contract involves both the purchase and installation and such installation involves more than an incidental amount of construction work meaning it is 13% or less of the total contract cost of the purchased/financed equipment.
- (3) Legal, Accounting, Architectural, Design, Engineering or Construction Management services do not trigger Davis-Bacon requirements if obtained under a contract separate from the construction contract.
- (4) Funds used to finance “construction work” may not trigger Davis-Bacon Requirements. For example, all contractors and subcontractors performing “construction work” on federal contracts in excess of two-thousand dollars (\$2,000.00) (and contractors or subcontractors performing on federally assisted contracts under the related Acts) do trigger Davis-Bacon Requirements, except with respect to CDBG funded contracts for the rehabilitation or construction or residential property containing less than eight (8) units.

- (5) Contracts or subcontracts subject to Davis-Bacon must incorporate form HUD-4010 or the explicit language contained in form HUD-4010 within each contract or subcontract.
- (6) Contractors and subcontractors subject to Davis-Bacon must pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the contract's DBRA wage determination for corresponding classes of laborers and mechanics employed on similar projects in the area. DBRA labor standard clauses must be included in covered contracts.
- (7) Apprentices may be employed at less than predetermined rates if they are in an apprenticeship program registered with the Department of Labor or with a state apprenticeship agency recognized by the Department. Trainees may be employed at less than predetermined rates they are in a training program certified by the Department.
- (8) Contractors and subcontractors on prime contracts in excess of one hundred thousand dollars (\$100,000.00) are required, pursuant to the Contract Work Hours and Safety Standards Act, to pay employees one and one-half times their basic rates of pay for all hours over forty (40) worked on covered contract work in a workweek. Covered contractors and subcontractors are also required to pay employees weekly and to submit weekly certified payroll records to the contracting agency.
- (9) Every employer performing work covered by the labor standards of the DBRA must post the WH-1321 "Employees Rights Under the Davis-Bacon Act" poster at the site of the work in a prominent and accessible place where it may be easily seen by employees. There is no particular size requirement. The wage determination must be similarly posted.
- (10) Contractors must maintain payroll and basic records for all laborers and mechanics during the course of the work for a period of three years thereafter. Records to be maintained include:
 - (a) Name, address and Social Security Number of each employee;
 - (b) Each employee's work classifications
 - (c) Hourly rates of pay, including rates of contributions or costs anticipated for fringe benefits or their cash equivalents
 - (d) Daily and weekly number of hours worked
 - (e) Deductions made (using deduction approval forms)
 - (f) Actual wages paid

- (g) If applicable, detailed information regarding various fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected
- (h) If applicable, detailed information regarding approved apprenticeship or trainee programs.

- 4.5 Inspections.** Lender and its designee or representatives shall have the right at all reasonable times during regular business hours (and any time in the event of an emergency) to enter upon the Project Site and inspect the Project(s) to determine that the same is in conformity with this Agreement, the Act and all laws, ordinances, rules and regulations applicable to the Project and Borrower's use of the Loan Funds. Lender and its designee or representatives may examine and copy all books, records and other papers relating to the Project and Borrower's use of the Loan Funds to ensure Borrower's compliance with the Act and applicable regulations.
- 4.6 Audits and Financial Reports.** Under federal regulations at 1 CFR 200.501, Non-federal entities that expend \$750,000 or more in federal awards in any year shall have a single or program audit conducted by a public accountant, which meets the general standards specified in generally accepted governmental auditing standards (GAGAS).
- 4.7 Notification to Lender of Litigation or Complaints.** Borrower shall immediately notify Lender in writing of all material proceedings, litigation or claims which may adversely affect Borrower's rights to any part of the Project or Project Site, and of all complaints or charges made by governmental authority affecting the Project, Project Site, or Borrower which may require material changes in the development of the Project or use of the dwelling(s) constructed.
- 4.8 Further Assistance.** Borrower shall upon request of Lender take or cause to be taken any action, execute, acknowledge, deliver or record any further documents, opinion, or other instruments or obtain such additional insurance as Lender is required to do or obtain by HUD or other federal, state or county regulatory agency or which Lender reasonably determines are required to carry out the intent of the Secretary, Lender and Borrower under the Loan Documents. Upon the nonoccurrence of any of the foregoing, Lender may declare an Event of Default and exercise its rights and remedies under Article V herein below.

ARTICLE V DEFAULT AND REMEDIES

- 5.1 Event of Default.** The occurrence of any of the following events and failure to cure within stated periods shall constitute an Event of Default:
- (a) Failure to spend Loan Funds for eligible and approved cost items;

- (b) Failure of Project to produce the required number of LMI housing to qualify for the Loan Funds;
- (c) Any default by Borrower in the repayment of any indebtedness owed to Lender under the Loan Documents for any purpose or reason, which is not paid in full within thirty (30) days from the date the debt is due and payable;
- (d) Any breach by Borrower of the non-monetary representations, warranties, covenants and conditions of this Agreement or the Loan Documents, which is not cured by Borrower to Lender's reasonable satisfaction within sixty (60) days from the receipt of written notice thereof. If a non-monetary breach or default by Borrower occurs that is outside of the control of Borrower and which cannot be cured within sixty (60) days, Borrower shall have commenced to cure its breach or default within said sixty (60) days and thereafter diligently proceed to cure its breach or default. Notwithstanding anything to the contrary herein, any violation, breach or default by Borrower of the Act or any laws, ordinances, rules or regulations applicable to the Project, the Project Site or Borrower's use of the Loan Funds not cured within the applicable period shall constitute an Event of Default;
- (e) Any breach by Borrower of the non-monetary representations, warranties, covenants and conditions of this Agreement applying to HUD or federal laws and related regulation requirements which cannot be cured by the Borrower within ten (10) working days from receipt of written notice;
- (f) Any written representation, warranty or disclosure made to Lender by Borrower which proves to be materially false or misleading as of the date when made, whether or not such representation or disclosure appears in this Agreement or the Loan Documents;
- (g) Any material deviation in carrying out the Project without the prior written approval of Lender that is not corrected within thirty (30) days after receipt of written notice from Lender to Borrower;
- (h) Filing a petition in bankruptcy or for reorganization under any bankruptcy or insolvency law by or against Borrower or filing an application for receiver or trustee for all or a portion of the Project or the Project Site, which is not dismissed within ninety (90) days, or if Borrower makes an assignment for the benefit of creditors or becomes insolvent or cannot pay its debts as they mature, or any attachment or execution is levied against all or a portion of the Project or the Project Site and is not discharged within ninety (90) days; and/or

- (i) Failure by Borrower to defend, indemnify and/or hold harmless Lender pursuant to this Loan Agreement.

5.2.1 Remedies. Upon the occurrence of an Event of Default, Lender may, besides any other remedies which Lender may have or under the Loan Documents or by law, at its option without prior demand notice, take any or all of the following actions:

- (a) Immediately terminate any further advance of Loan Funds; and/or
- (b) Declare the Note immediately due and commence collection proceedings against Borrower, and/or foreclose the Mortgage. Lender may exercise Lender's rights under the law without first commencing foreclosure proceedings against the Property if Lender so elects. Any such election by Lender to exercise Lender's rights shall not prohibit Lender from simultaneously or thereafter foreclosing upon the Property or exercising any other rights available to lender hereunder or at law or in equity.

5.2.2 All remedies of Lender provided for herein and in any other of the Loan Documents are cumulative and shall be in addition to all other rights and remedies provided by law. The exercise of any right or remedy by Lender shall not constitute a cure or waiver of default hereunder or under any other of the Loan Documents or invalidate any act done under any notice of default, or prejudice the Lender in the exercise of any of its rights hereunder or under any other Loan Documents unless, in the exercise of said rights, the Lender shall solely realize all amounts owed to it.

5.2.3 Notwithstanding anything to the contrary contained in this section, the Lender agrees to look solely to: (i) the Borrower's interest in the Property and/or (ii) the Borrower's interest in the personal property purchased with Loan Funds; and/or (iii) any guaranty agreement executed by Borrower or any personal guarantees of Borrower's obligations in favor of Lender or HUD; all of which are provided for by the Note, the Mortgage, or any other Loan Documents, as security for payment of the indebtedness and for the performance of the provisions required by the Borrower under this Agreement. Nothing contained herein shall impair any lien or security interest securing payment of the indebtedness owing to the Lender or otherwise limit or restrict the rights of the Lender regarding the Lender regarding the Project or any other collateral.

ARTICLE VI NOTICE REQUIREMENTS

Any notice, request, demand, consent, confirmation or other communication hereunder shall be in writing and delivered (a) in person, by messenger or overnight courier; (b) by registered or certified mail, return receipt requested and postage prepaid; or (c) by facsimile, to the applicable party at its address or facsimile number set forth below, or at such other address

or facsimile number as such party hereafter may designate as its address for communications hereunder by notice so given. Such notices and communications shall be deemed delivered upon receipt (or refusal to accept delivery); provided that all notices and communications sent by facsimile shall also be evidenced by the facsimile machine's confirmation identifying the recipient's facsimile number and transmission; and provided further that all notices or other communications sent by facsimile shall also be delivered by another means permitted under this Article.

If to Borrower: Grimm Lofts, LLC
Attn:
Address
Address

With a copy to:

To Lender: City of Texarkana, Texas
Attn:
Address
Address

With a copy to:
Atchley, Russell, Waldrop & Hlavinka LLC
Attn: Jo Thomason
1710 Moores Lane
Texarkana, TX 75503

ARTICLE VII OTHER REQUIREMENTS

- 7.1 24 CFR 570.602 Section 109 of the Act.** Section 109 of the Act requires that no person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance made available pursuant to the Act. Section 109 also directs that the prohibitions against discrimination on the basis of disability under Section 504 shall apply to programs or activities receiving federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of Section 109 are codified in 24 CFR Part 6.
- 7.2 24 CFR 570.608 Lead-based paint.** The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this part apply to activities under this Agreement.
- 7.3 24 CFR 570.603 Labor standards.** Section 110(a) of the Act contains labor standards that apply to non-volunteer labor financed in whole or in part with assistance received under the Act. In accordance with Section 110(a) of the Act, the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) also applies.

- 7.4 DUNS and CCR:** Developer shall comply with requirements of the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Universal Numbering System (DUNS) and the Central Contractor Registration (CCR) database, and the federal Funding Accountability and Transparency Act, including Appendix A to Part 25 of the Financial Assistance use of Universal Identifier and Central Contractor Registration, 75 Fed. Reg. 55671 (Sept. 14, 2010) (to be codified at 2 CFR part 25) and Appendix A to Part 170 of the requirements for federal Funding Accountability and Transparency Act Implementation, 75 Fed. Reg. 55663 (Sept. 14, 2010) (to be codified at 2 CFR part 170).

ARTICLE VIII THE PROPERTY

8.1 Legal Description, Assessor Number and Address:

See **Schedule F** to this Agreement.

- 8.2 Title to Property and Other Representations and Warranties.** Borrower represents and warrants to and covenants with Lender that: (a) Borrower, as Mortgagor of the Mortgage executed in favor of the Lender, possesses an irrevocable interest in the Property and has good and marketable title to the Property, as demonstrated by the title policy; (b) Borrower owns the improvements and personal property purchased with the Loan Funds located on the Property and has good and marketable title to such improvements; (c) the Property is free of all liens, encumbrances, adverse claims and other defects of title whatsoever, except for liens created pursuant to the required Mortgage; (d) Borrower does hereby and shall forever warrant and defend Borrower's title to and interest in the Property and the validity and priority of the lien of the required Mortgage executed as one of the Loan Documents against all claims and demands whatsoever of any Person; (e) any improvements hereafter to be constructed, renovated or rehabilitated on the Property shall be in compliance with all applicable zoning and building codes, ordinances and regulations and shall lie wholly within the boundaries of the Property; (f) there are no actions, suits or proceedings pending or threatened against or affecting Borrower, as Mortgagor of the Mortgage, or the Property; and (g) Borrower has the good and unrestricted right, full power and lawful authority to subject the Property to the required Mortgage.
- 8.3 Property insurance.** Borrower shall furnish Lender, at Borrower's cost and expense, with evidence of builder's risk or comparable property insurance which indemnifies and insures Borrower against damage or theft to the building(s) or personal property while the Project is under development using funds provided by this Agreement. The policy shall contain coverage that protects against physical loss or damage to the building, materials, fixtures and/or equipment being used in rehabilitating/constructing/outfitting the Project. Following construction, and through the term of this Loan Agreement, or any

subsequent loan agreement, Borrower shall furnish Lender with evidence of property insurance that covers most common risks to an existing property including furnishings, fixtures, and equipment. Specifically, Borrower shall:

- 8.3.1** Keep the Property and all personal property insured against loss or damage by fire, lightning, windstorm, tornado, hail, explosion, riot, riot attending a strike, civil commotion, aircraft, vehicles, smoke, vandalism and malicious mischief, all in amounts greater than or equal to the fair market value of the Project and personal property contained therein;
- 8.3.2** Maintain policies of workmen's compensation insurance and such other coverage as might be required of the Borrower under any applicable statute, law or regulation;
- 8.3.3 Incidence of Loss.** Borrower shall notify Lender immediately upon any incidence of loss or damage to the property, materials or equipment related to the Project. Risk of loss shall be upon Borrower and properly insured against risk of loss or damage. Any incidence of damage, loss or theft to the Project Site or its improvements shall be reported by the Borrower to the Texarkana, Texas City Police Department immediately and copy of the policy report shall be submitted to Lender within ten (10) business days form the incident of loss or damage.
- 8.3.4 Liability Insurance.** Borrower shall furnish Lender copies of all licenses and certifications of Public Liability Insurance, upon request, after the execution of this Agreement.
- 8.3.5 Deposits for Impositions and Insurance.** Following an Event of Default (as defined in this Agreement), upon request by Lender, Borrower shall deposit with Lender on the first Business Day of each month an amount equal to one-twelfth of the aggregate annual payments for Impositions as defined in the Mortgage. In addition, upon request by Lender, Borrower shall deposit with Lender such sums of money which, together with such monthly installments, shall be sufficient to pay all of the Impositions at least thirty (30) calendar days prior to the due date thereof. The funds so deposited with Lender pursuant to Lender's request shall be held by Lender without interest and may be commingled with other funds of Lender. Such funds shall be applied in payment of the Impositions as and when due to the extent that Mortgagor shall have deposited funds with Lender for such purpose. Upon the occurrence of an Event of Default, the funds deposited with Lender may, at the option of the Lender, be retained and applied toward the payment of any of the Obligations.

- 8.4 Compliance with Laws: Use of Property.** Borrower shall promptly comply with all present and future laws, statutes, ordinances, rules, regulations and other requirements (including, without limitation, applicable redevelopment restrictions and covenants,

regulations of the U.S. Department of Housing and Urban Development, federal and state housing and tax law requirements and local zoning and building requirements) of all governmental and quasi-governmental authorities whatsoever having jurisdiction in respect of the Property. Borrower shall promptly make all changes, alterations and improvements necessary to comply with all such present and future laws, statutes, ordinances, rules, regulations and other requirements. Borrower shall not use or permit the use of the Property in any manner which would tend to impair the value of the Property or materially increase the risk of fire or other casualty. Borrower further agrees that the Borrower shall not initiate, join in or consent to any change in any private restrictive covenant, zoning ordinance or other public or private restriction limiting or defining the uses which may be made of the Mortgaged Property or any part thereof; or permit any lien or encumbrance of any kind or character (except Permitted Liens) to accrue or remain on the Mortgaged Property or any part thereof.

- 8.5 Reversion of Assets.** Upon termination (not expiration with full compliance) of this Agreement, Borrower shall remit to the Lender any Funds on hand at the time of termination and any accounts receivable attributable to the use of the Funds. In addition, in the case of projects that are incomplete at time of termination, the Borrower shall return to Lender all Funds drawn on the project or convey to Lender any real property under the Borrower's control that was acquired or improved with the Funds.

ARTICLE XI PROHIBITIONS AGAINST ASSIGNMENT AND TRANSFER

- 9.1** Borrower represents and agrees for itself, and its successors and assigns, that except for the purpose of providing security to a lender for the purposes of obtaining financing necessary to enable the Borrower, or any authorized successor in interest to the Property, or any part thereof, to perform its obligations with respect to completion and operation of the Project as set forth in the Plan and Specifications, or for purposes required by law for the transfer or historic or new market tax credits, and any other purpose authorized by this Agreement, there shall be no assignment or other transfer of the Borrower's interest in the Property or Project, including transfers to an affiliate of the Borrower or Grim Lofts, LLC, without the express written consent of the Lender.

ARTICLE X FINANCIAL CONTROLS AND REPORTING

- 10.1 Financial reporting.** Accurate, current and complete financial records of financially assisted activities must be kept on file for three (3) years after the Initial Loan Term of this Agreement for audit purposes.
- 10.2 Accounting Records.** Borrower must maintain records which adequately identify the source and use of funds provided for financially-assisted activities. These records must contain information pertaining to assets, liabilities, and expenditures. Such records shall

be kept for three (3) years after the Initial Loan Term of this Agreement for audit purposes.

10.2.1 A record of all Loan Fund expenditures shall be kept on file by Borrower and reserved for a three (3) year period after the Initial Loan Term of this Agreement for federal audit.

10.2.2 Borrower shall submit to the Lender a copy of any audit reports pertaining to the use of Loan funds.

10.3 **Internal control.** Effective control and accountability must be maintained for all real and personal property, and other assets. Borrower must adequately safeguard all such property and must assure that it is used solely for approved purposes.

10.4 **Budget control.** Actual expenditures must be compared with budgeted amounts for each cost item or subcategory. Estimates of unit cost data are required, and estimates based on available documentation will be accepted until a true and accurate cost is known.

10.5 **Fiscal accountability.** Borrower shall employ techniques necessary to insure adequate and proper fiscal accountability of Loan Funds received and disbursed. This shall include but not be limited to separate ledgers for Loan funds and other funds and/or a separate bank account with ledger documentation.

10.6 **LMI Housing Reports.** Borrower shall retain LMI Housing reports reflecting the residential lofts qualifying under this criteria for a three (3) year period after the Loan Term of this Agreement for audit purposes.

ARTICLE XI PROCUREMENT STANDARDS

11.1 **MEB-WBE.** Positive efforts shall be made by Developer to utilize small business and minority and woman-owned business sources of supplies and service.

11.2 **Substantial item records.** Borrower is required to prepare and maintain an inventory, including a reasonably specific location of all personal property or articles purchased over \$500 in value or which personal property is considered fixtures, furnishings, operating supplies, or equipment purchased for the project, and records shall be retained until the Loan Funds have been repaid. The inventory shall be kept up to date and submitted to Lender upon reasonable request.

**COUNTERPART SIGNATURE PAGE FOR GRIMM LOFTS, LLC
LOAN AGREEMENT WITH
GRIMM LOFTS, LLC
FOR ASSISTANCE WITH THE GRIM PROJECT**

IN WITNESS WHEREOF, GRIMM LOFTS, LLC, as Borrower, has **APPROVED** and **EXECUTED** this Agreement this ____ day of _____, _____.

BORROWER

By: _____

**COUNTERPART SIGNATURE PAGE FOR GRIMM LOFTS, LLC
LOAN AGREEMENT WITH
GRIMM LOFTS, LLC
FOR ASSISTANCE WITH THE GRIM PROJECT**

APPROVED by the **City Council** and **SIGNED** by the **Mayor of the City of Texarkana, Texas**,
this _____ day of _____, _____.

LENDER
THE CITY OF TEXARKANA, TEXAS,
a home-ruled municipality,

ATTEST:

CITY SECRETARY

MAYOR

SCHEDULE “A” SCOPE OF WORK, PROJECT ACTIVITIES

Scope of Work:

1. Loan funds shall be used solely to pay for Façade related costs, supplies, and equipment to assist in repairing and renovating the Façade of the redevelopment of the Grim Hotel in downtown Texarkana, Texas by GRIMM LOFTS, LLC at the address and legal description detailed in Schedule “E” to this Agreement. Borrower is expected to complete the Grim lofts and commercial space substantially in accordance with the Plans and Specifications submitted to the Planning Department on _____.
2. Items eligible for funding and their budgeted amounts are detailed in Schedule “A-1” of this Agreement. Borrower has submitted a detailed budget estimating costs, and will submit documents satisfactory to Lender including a final detailed budget for which all Funds shall be used as part of the requirement to draw Funds under this Agreement.
3. The CDBG-eligible activity for funding under this Agreement shall be special economic development in accordance with 24 CFR Part 570.203.
4. The National Objective of low-and-moderate income housing shall be met in accordance all Development Documents.
5. The Public Benefit requirement for use of the funds shall be met in accordance with the 24 CFR Part 570.209(b)(2)(v)(F) and (G).
6. The Project is expected to provide not less than twenty LMI lofts for a ten year period to run from the date lofts become available for lease.
7. Documentation of Public Benefit shall be maintained by the CITY in accordance with 24 CFR Part 570.209(d) and Borrower shall provide CITY with all information necessary to document the Public Benefit. Borrower shall submit to the CITY annual reports on the number of LMI lofts leased until the LMI housing requirement is met.

SCHEDULE "A-1"
GENERAL AND DETAIL PROJECT BUDGET ESTIMATES

GENERAL BUDGET ITEMS

Design Services and Consultants		
		\$
		\$
		\$
		\$
		\$
		\$
	Category Subtotal:	\$
Hard Cost		
		\$
	Category Subtotal:	\$
Business Insurance		
		\$
	Category Subtotal:	\$
TOTAL		\$

SCHEDULE “B” BUDGET, DRAW REQUEST FORMS, AND FORMAT

Budget:

Funds provided under this Agreement shall constitute the full funding/contribution for the Project and Project Activities and shall not exceed \$1,429,000.00.

1. Funds are available to be drawn for eligible activity costs in accordance with the approved General and Detail Project Budget Estimates provided in **Schedule “A-1”** or in accordance with an amended budget approved in writing by CITY staff.

Draw Request:

Borrower is eligible to draw funds for the Project under this Agreement after funds have been deposited in the **Guaranteed Loan Funds Account as required by HUD** and set up in the Lender’s Distribution System.

Draw requests shall be eligible and approved costs and expenses, based upon progress, for completed activity, for need, or as may be approved by the Lender (by and through City staff) and made in accordance with 24 CFR 84.22(b)(2), which states:

“Cash advances to a recipient organization shall be limited to the minimum amounts needed and shall be timed to be in accord only with the actual, immediate cash requirements of the recipient organization in carrying out the purpose of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursement by the recipient organization for direct program or project costs, and the proportionate share of any allowable indirect cost.”

Borrower agrees that it will disburse Loan payments within three (3) days after receipt of each approved draw request from Lender. Draw requests should be made in consideration of the 3-day rule, and shall be due to the CITY’s Planning Department Community Development division staff before noon on the Tuesday at least twelve (12) to fourteen (14) working days prior to the expected receipt of actual funds. Holidays or weather days may delay normal Lender payment processing.

Draw requests shall be made in accordance with the Lender’s following disbursement procedures:

1. Borrower must be a registered Vendor with the CITY to be eligible for distribution of Funds provided under this Agreement. Borrower must submit, if it has not previously done so, a completed Vendor Registration / W-9 form, which shall be provided to Borrower by Lender. No funds will be disbursed until the completed form is on file with Lender.
2. Borrower must submit an invoice on company letterhead containing the Borrower company name, address and other contact information, along with sufficient backup documentation to evidence: 1) need, or 2) non-construction work or services performed or purchases made. By way of example, need may be evidenced by a draw schedule and the draw request submitted by Borrower along with progress reports in fulfillment of that schedule as it relates to the budgeted activity covered by this Agreement. Purchases made or non-construction work and services performed may be evidenced

by supplier or vendor invoices submitted to Borrower, a printout of Borrower's expense ledger, along with documentation of payment (if any) made by Borrower, etc.

3. Borrower must provide detailed (itemized) documentation of the item or service for which funds are being requested.
4. Borrower must provide Lender assurance that drawn funds will be deposited in a discrete account specific to and solely for the purpose of use of Funds of this Agreement. An example of such assurance is certification that the Borrower has established a separate bank account for the use of Section 108 Loan Funds.
5. Borrower must submit with its initial draw request or have previously submitted its Minority Business enterprise and Women Business Enterprise report(s), as applicable.
6. Borrower must submit with its draw requests or have previously submitted its Section 3 report(s) as applicable. (See Section 4.4 of this Agreement). Section 3 reports also apply to subcontractors as applicable.
7. Borrower must ensure that a submitted draw request is date-stamped as received by the Planning Department. At the time of submission, Borrower may request a copy of the date-stamped page as evidence of submission. Denied draw requests must be resubmitted and shall require a subsequent date-stamp.

[The remainder of this page is intentionally left blank.]

Guaranty Agreement

This GUARANTY AGREEMENT (this "**Guaranty**") is made as of the _____ day of _____, 2017, by Mark Bouldin and Jim Sari in their individual capacity (collectively, "**Guarantors**", and each, from time to time, a "**Guarantor**"), in favor of the City of Texarkana, Texas, a home-ruled municipality (together with its successors and assigns, "**Lender**").

W I T N E S S E T H:

WHEREAS, Grimm Lofts, LLC, a Texas limited liability company ("**Borrower**") has requested that Lender make a loan (the "**Loan**") to Borrower, which Loan is evidenced by that certain Promissory Note, dated as of the date hereof, in the original principal amount of One Million Four Hundred Twenty Nine Thousand and No/100 Dollars (\$1,429,000.00) made by Borrower to the order of Lender (as the same may from time to time be amended, supplemented, restated or otherwise modified, the "**Note**"), along with other Development Documents under a 380 loan agreement for the development of the Grim Hotel, dated as of the date hereof, between Borrower and Lender (as the same may from time to time be amended, supplemented, restated or otherwise modified, the "**Loan Agreement**");

WHEREAS, as a condition precedent to making the Loan, Lender has required that Guarantors execute and deliver this Guaranty to Lender; and

WHEREAS, any capitalized term used and not defined in this Guaranty shall have the meaning given to such term in the Loan Agreement and Development Documents.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and in order to induce Lender to make the Loan to Borrower, Guarantors hereby jointly and severally agree as follows:

Section 1. Guaranteed Obligations.

Guarantors hereby jointly and severally, and unconditionally and irrevocably guarantee performance and payment of, and agree to protect, defend, indemnify and hold harmless Lender for, from and against, any and all losses, damages or liability which may be suffered or incurred by, imposed on or awarded against Lender as a result of the following (collectively called the "**Guaranteed Obligations**"):

- (a) the completion of the Improvements in accordance with the requirements of the Loan Agreement and Development Documents for the renovation and remediation of the Grim Hotel;
- (b) the making of all deposits required to be made by Borrower under the terms of the Loan Agreement and the other Loan Documents, as and when required;
- (c) the keeping of the Property free and clear of all liens, claims and demands of any kind, including, without limitation, the payment in full and the discharge of all Taxes prior to the day upon which the same shall become delinquent;
- (d) the payment by Borrower, at or before the times required by the Loan Documents, the premiums on all policies of insurance required to be maintained under the terms of the Loan Documents;
- (e) the obtaining of certificate(s) of occupancy and any other municipal, governmental approvals and certificates relating to or evidencing the construction and completion of the Improvements as well as any HUD and EPA requirements; and

(f) the payment of any and all fees, costs and expenses of Lender, including, without limitation, any and all attorneys' fees and expenses, in connection with the enforcement of this Guaranty by Lender.

Upon demand by Lender following the occurrence of an Event of Default, Guarantors will cause all Improvements to be completed in accordance with the requirements of the Loan Agreement and Development Documents, and will pay all bills in connection therewith.

Section 2. Primary Liability of Guarantors.

(a) This Guaranty is a continuing guaranty of the Guaranteed Obligations, and is an absolute, irrevocable and unconditional guaranty of payment and performance, and each Guarantor shall be liable for the payment and performance of the Guaranteed Obligations as a primary obligor. The obligations of Guarantors under this Guaranty shall not be subject to any counterclaim, set-off, abatement, deferment, or defense based upon any claim that any Guarantor may have against Lender, Borrower or any other Person (other than the satisfaction of the Guaranteed Obligations by Borrower or Guarantors), and any notice of directive given by any Guarantor to Lender that is inconsistent with the foregoing shall be null and void, and may be ignored by Lender, and, in addition, may not be pleaded or introduced as evidence in any litigation relating to this Guaranty (without the prior written consent of Lender) for the reason that such pleading or introduction would be at variance with the written terms of this Guaranty.

(b) This Guaranty shall be effective as a waiver of, and Guarantors hereby expressly waive any right that Guarantors may otherwise have been entitled, whether existing under statute, at Law or in equity, to require Lender to take prior recourse or proceedings against any collateral, security or Person. It shall not be necessary for Lender, in order to enforce such payment or performance by Guarantors, first to institute suit or pursue or exhaust any rights or remedies against Borrower or other Person liable on such indebtedness or for such performance, or to enforce any rights against any security given to secure such indebtedness or performance, or to join Borrower or any other Person liable for the payment or performance of the Guaranteed Obligations or any part thereof in any action to enforce this Guaranty, or to resort to any other means of obtaining payment or performance of the Guaranteed Obligations; provided, however, that nothing herein contained shall prevent Lender from suing on the Note or foreclosing the Mortgage or exercising any other right under the Loan Documents.

(c) Suit may be brought or demand may be made against Borrower or against any or all parties who have signed this Guaranty or any other guaranty covering all or any part of the Guaranteed Obligations, or against any one or more of them, separately or together, without impairing the rights of Lender against any party hereto.

(d) The liability of Guarantors or any other Person under this Guaranty for Guaranteed Obligations arising out of or related to any Environmental Indemnity Agreement shall not be limited or affected in any way by any provision in this Guaranty, the other Loan Documents or Development Documents or applicable Law limiting the liability of Borrower, Guarantors or such other Person, or Lender's recourse or rights to a deficiency judgment.

(e) Guarantors hereby agree to indemnify Lender against loss, cost or expense incurred by Lender caused by the Borrower asserting any defense to its obligations under the Loan Agreement and/or any one or more of the Loan or Development Documents or the assertion by any Guarantor of any defense to such Guarantor's obligations under this Guaranty. Guarantors (i) waive any right or claim of right to cause a marshalling of the Borrower's assets or to cause Lender to proceed against any of the security for the Note or for the obligations guaranteed hereby before proceeding against any Guarantor or to proceed against Guarantors in any particular order; (ii) agree that any payments required to be made by Guarantors under this Guaranty shall become due on demand in accordance with the terms hereof and in the Loan Agreement, the Note, and/or the Mortgage and without presentment of the Note to Borrower, demand for payment or protest thereof, or notice of non-payment or protest thereof, but subject to any applicable notice and cure periods provided in the Loan Documents; and (iii) waive and relinquish all rights and remedies afforded by

applicable law to guarantors except any rights of subrogation that Guarantors may have; provided, that the guaranty provided for under this Guaranty shall neither be contingent upon the existence of any such rights of subrogation nor subject to any claims or defenses whatsoever which may be asserted in connection with the enforcement or attempted enforcement of such subrogation rights including, without limitation, any claim that such subrogation rights were abrogated by any acts of Lender. Guarantors hereby agree to postpone the exercise of any and all rights of subrogation to Lender's rights against Borrower or Guarantors and any rights of subrogation to any collateral securing the Loan and/or the obligations under the Loan Agreement and/or any one or more of the Loan Documents until the Loan shall have been paid in full.

Section 3. Certain Agreements and Waivers by Guarantors.

(a) Guarantors agree that neither Lender's rights or remedies nor Guarantors' obligations under the terms of this Guaranty shall be released, diminished, impaired, reduced or affected by any one or more of the following events, actions, facts, or circumstances, and the liability of Guarantors under this Guaranty shall be absolute, unconditional and irrevocable irrespective of:

- (i) the attempt or absence of any attempt by Lender to obtain payment or performance by Borrower or Guarantors (or any Guarantor) (this being a guaranty of payment and performance and not merely of collection);
- (ii) any limitation on the liability of, or recourse against, any other Person in any Loan Document or arising under any Law;
- (iii) any claim or defense that this Guaranty was made without consideration or is not supported by adequate consideration or that the obligations of Guarantors under this Guaranty exceed or are more burdensome than those of Borrower under the other Loan Documents;
- (iv) the release or taking or accepting of any other security or guaranty for, or right of recourse with respect to, any or all of the Guaranteed Obligations; (v) the operation of any statutes of limitation or other Laws regarding the limitation of actions, all of which are hereby waived as a defense to any action or proceeding brought by Lender against Guarantors (or any Guarantor), to the fullest extent permitted by Law;
- (v) the operation of any statutes of limitation or other Laws regarding the limitation of actions, all of which are hereby waived as a defense to any action or proceeding brought by Lender against Guarantors (or any Guarantor), to the fullest extent permitted by Law;
- (vi) any exemption or the benefit of all other provisions of Law that are waivable under applicable Law;
- (vii) any release, surrender, abandonment, exchange, alteration, sale or other disposition, subordination, deterioration, waste, failure to protect or preserve, impairment, or loss of, or any failure to create or perfect any lien or security interest with respect to, or any other dealings with, any collateral or security at any time existing or purported, believed or expected to exist in connection with any or all of the Guaranteed Obligations, or any impairment of Guarantors' recourse against any Person or collateral, or the acceptance by Lender of any additional security for the Loan;
- (viii) whether express or by operation of Law, any partial release of the liability of Guarantor under this Guaranty (except to the extent expressly so released) or any complete or partial release of Borrower or any other Person liable, directly or indirectly, for the payment or performance of any or all of the Guaranteed Obligations;
- (ix) the death, insolvency, bankruptcy, disability, dissolution, liquidation, termination, receivership, reorganization, merger, consolidation, change of form, structure or ownership, sale of all assets, or lack of corporate, partnership or other power of Borrower, Guarantors (or any Guarantor), or any other Person at any time liable for the payment or performance of any or all of the Guaranteed Obligations,

or the failure by Lender to file or enforce a claim against the estate of Borrower, such Guarantor(s), or such other Person;

(x) either with or without notice to or consent of Guarantors, any renewal, extension, modification, supplement, subordination or rearrangement of the terms of any or all of the Guaranteed Obligations and/or any of the Loan Documents, including without limitation material alterations of the terms of payment (including changes in maturity date(s) and interest rate(s)) or performance (including changes with respect to the construction of the Improvements) or any other terms thereof, or any waiver, termination, or release of, or consent to departure from, any of the Loan Documents or any other guaranty of any or all of the Guaranteed Obligations, or any adjustment, indulgence, forbearance, or compromise that may be granted from time to time by Lender to Borrower or any other Person at any time liable for the payment or performance of any or all of the Guaranteed Obligations, or the making of additional loans to Borrower;

(xi) any neglect, lack of diligence, delay, omission, failure, or refusal of Lender to take or prosecute (or in taking or prosecuting) any action for the collection or enforcement of any of the Guaranteed Obligations, or to foreclose or take or prosecute any action to foreclose (or in foreclosing or taking or prosecuting any action to foreclose) upon any security therefor, or to exercise (or in exercising) any other right or power with respect to any security therefor, or to take or prosecute (or in taking or prosecuting) any action in connection with any Loan Document, or any failure to sell or otherwise dispose of in a commercially reasonable manner any collateral securing any or all of the Guaranteed Obligations;

(xii) any failure of Lender to notify Guarantors (or any Guarantor) of any creation, renewal, extension, rearrangement, modification, supplement, subordination, or assignment of the Guaranteed Obligations or any part thereof, or of any Loan Document, or of any release of or change in any security, or of the occurrence or existence of any Default or Event of Default, or of any other action taken or refrained from being taken by Lender against Borrower or any security or other recourse, or of any new agreement between Lender and Borrower, it being understood that Lender shall not be required to give Guarantors (or any Guarantor) any notice of any kind under any circumstances with respect to or in connection with the Guaranteed Obligations, any and all rights to notice Guarantors may have otherwise had being hereby waived by Guarantors, and each Guarantor shall be responsible for obtaining information for itself regarding Borrower, including any changes in the business or financial condition of Borrower, and Guarantors acknowledge and agree that Lender shall have no duty to notify Guarantors (or any Guarantor) of any information which Lender may have concerning Borrower;

(xiii) the existence of any claim, counterclaim, set off or other right that Guarantors (or any Guarantor) may at any time have against Borrower, Lender, or any other Person, whether or not arising in connection with this Guaranty, the Note, the Loan Agreement, the Development Documents, any Environmental Indemnity Agreement or any other Document;

(xiv) the unenforceability of all or any part of the Guaranteed Obligations against Borrower, whether because the Guaranteed Obligations exceed the amount permitted by Law or violate any usury law, or because the Persons creating the Guaranteed Obligations acted in excess of their authority, or because of a lack of validity or enforceability of or defect or deficiency in any of the Loan Documents, or because Borrower has any valid defense, claim or offset with respect thereto, or because Borrower's obligation ceases to exist by operation of Law, or because of any other reason or circumstance, it being agreed that Guarantors shall remain liable under this Guaranty regardless of whether Borrower or any other Person is found not liable on the Guaranteed Obligations, or any part thereof, for any reason (and regardless of any joinder of Borrower or any other party in any action to obtain payment or performance of any or all of the Guaranteed Obligations);

(xv) any order, ruling or plan of reorganization emanating from proceedings under Title 11 of the United States Code (the "**Bankruptcy Code**") with respect to Borrower or any other Person, including any

extension, reduction, composition, or other alteration of the Guaranteed Obligations, whether or not consented to by Lender, or any action taken or omitted by Lender in any such proceedings, including any election to have Lender's claim allowed as being secured, partially secured or unsecured, any extension of credit by Lender in any such proceedings or the taking and holding by Lender of any security for any such extension of credit, the foregoing to include, (A) any election by Lender under Section 1111(b)(2) of the Bankruptcy Code, (B) any borrowing or grant of a security interest by Borrower as debtor-in-possession under Section 364 of the Bankruptcy Code, (C) the inability of Lender to enforce the Loan against Borrower by application of the automatic stay provisions of Section 362 of the Bankruptcy Code, or (D) the disallowance, under Section 502 of the Bankruptcy Code, of all or any portion of Lender's claim(s) against Borrower for repayment of the Loan;

(xvi) all suretyship defenses and defenses in the nature hereof that require the Lender to institute suit against the Borrower and all other parties to the Loan as a condition to Guarantors' (or any Guarantor's) liability, any other condition, event, omission, action that would in the absence of this paragraph result in the release or discharge of Guarantors (or any Guarantor) from the performance or observance of any obligation, covenant or agreement contained in this Guaranty or any other agreement;

(xvii) any merger or consolidation of Borrower into or with any other entity, or any sale, lease or transfer of any of the assets of Borrower or Guarantors (or any Guarantor) to any other Person;

(xviii) any change in the ownership of Borrower, or any change in the relationship between Borrower and Guarantors (or any Guarantor), or any termination of any such relationship;

(xix) any early termination of any of the Guaranteed Obligations;

(xx) Lender's enforcement or forbearance from enforcement of the Guaranteed Obligations; or

(b) In the event any payment by Borrower or any other Person to Lender is held to constitute a preference, fraudulent transfer or other voidable payment under any bankruptcy, insolvency or similar Law, or if for any other reason Lender is required to refund such payment or pay the amount thereof to any other party, such payment by Borrower or any other party to Lender shall not constitute a release of Guarantors from any liability under this Guaranty, and this Guaranty shall continue to be effective or shall be reinstated (notwithstanding any prior release, surrender or discharge by Lender of this Guaranty or of Guarantors), as the case may be, and this Guaranty shall apply to any and all amounts so refunded by Lender or paid by Lender to another Person (which amounts shall constitute part of the Guaranteed Obligations), and any interest paid by Lender and any attorneys' fees, costs and expenses paid or incurred by Lender in connection with any such event.

(c) It is the intent of Guarantors and Lender that the obligations and liabilities of Guarantors under this Guaranty are absolute, irrevocable and unconditional under any and all circumstances and that until the Guaranteed Obligations are fully and finally paid and performed, and not subject to refund or disgorgement, the obligations and liabilities of Guarantors under this Guaranty shall not be discharged or released, in whole or in part, by any act or occurrence that might, but for the provisions of this Guaranty, be deemed a legal or equitable discharge or release of a guarantor.

(d) If acceleration of the time for payment of any amount payable by Borrower under the Note, the Loan Agreement, any other Loan Document is stayed or delayed by any Law or tribunal, all such amounts shall nonetheless be payable by Guarantors on demand by Lender.

Section 4. Subordination.

If, for any reason whatsoever, Borrower is now or hereafter becomes indebted to Guarantors (or any Guarantor):

(a) Such indebtedness and all interest thereon and all liens, security interests and rights now or hereafter existing with respect to property of Borrower securing such indebtedness shall, at all times, be subordinate in all respects to the Guaranteed Obligations and to all liens, security interests and rights now or hereafter existing to secure the Guaranteed Obligations.

(b) Guarantors (or such Guarantor) shall not be entitled to enforce or receive payment of, directly or indirectly, any such indebtedness of Borrower to Guarantors (or such Guarantor) until the Guaranteed Obligations have been fully and finally paid and performed; provided, however, that so long as no Default shall have occurred and is continuing, Guarantors (or such Guarantor) shall not be prohibited from receiving such (i) reasonable management fees or reasonable salary from Borrower as Lender may accept from time to time in its reasonable discretion and (ii) distributions from Borrower in an amount equal to any income taxes imposed on Guarantor which are attributable to Borrower's income from the Property.

(c) Each Guarantor hereby assigns and grants to Lender a security interest in all such indebtedness and security therefor, if any, of Borrower to such Guarantor now existing or hereafter arising, including any dividends and payments pursuant to debtor relief or insolvency proceedings referred to below. In the event of receivership, bankruptcy, reorganization, arrangement or other debtor relief or insolvency proceedings involving Borrower as debtor, Lender shall have the right to prove its claim in any such proceeding so as to establish its rights under this Guaranty and shall have the right to receive directly from the receiver, trustee or other custodian (whether or not an Event of Default shall have occurred or be continuing under any of the Loan Documents), dividends and payments that are payable upon any obligation of Borrower to such Guarantor now existing or hereafter arising, and to have all benefits of any security therefor, until the Guaranteed Obligations have been fully and finally paid and performed. If, notwithstanding the foregoing provisions, such Guarantor should receive any payment, claim or distribution that is prohibited as provided above in this Section 4, such Guarantor shall pay the same to Lender immediately, such Guarantor hereby agreeing that it shall receive the payment, claim or distribution in trust for Lender and shall have absolutely no dominion over the same except to pay it immediately to Lender.

(d) Guarantors shall promptly upon request of Lender from time to time execute such documents and perform such acts as Lender may reasonably require to evidence and perfect its interest and to permit or facilitate exercise of its rights under this Section 4, including execution and delivery of proofs of claim, further assignments and security agreements, and delivery to Lender of any promissory notes or other instruments evidencing indebtedness of Borrower to Guarantors (or any Guarantor). If Guarantor(s) fail to take any such action, Lender, as attorney-in-fact for Guarantor(s), is hereby authorized to do so in the name of Guarantor(s). The foregoing power of attorney is coupled with an interest and cannot be revoked. All promissory notes, accounts receivable ledgers or other evidences, now or hereafter held by Guarantors (or any Guarantor) of obligations of Borrower to Guarantors (or such Guarantor) shall contain a specific written notice thereon that the indebtedness evidenced thereby is subordinated under and is subject to the terms of this Guaranty.

Section 5. Other Liability of Guarantors or Borrower.

If Guarantors are or become (or if any Guarantor is or becomes) liable, by endorsement or otherwise, for any indebtedness owing by Borrower to Lender other than under this Guaranty, such liability shall not be in any manner impaired or affected hereby, and the rights of Lender under this Guaranty shall be cumulative of any and all other rights that Lender may have against Guarantors (or such Guarantor). If Borrower is or becomes indebted to Lender for any indebtedness other than or in excess of the Guaranteed Obligations, any payment received or recovery realized upon such other indebtedness of Borrower to Lender may be applied to such other indebtedness. This Guaranty is independent of (and shall not be limited by) any other guaranty now existing or hereafter given. Further, Guarantors' (and each Guarantor's) liability under this Guaranty is in addition to any and all other liability Guarantors (or such Guarantor) may have in any other capacity, including, if applicable, its capacity as a general partner.

Section 6. Binding Effect; Joint and Several Liability.

This Guaranty is binding not only on Guarantors, but also on each Guarantor's heirs, personal representatives, successors and assigns. Upon the death of a Guarantor, if such Guarantor is a natural person, this Guaranty shall continue against such Guarantor's estate as to all of the Guaranteed Obligations, including that portion incurred or arising after the death of such Guarantor and shall be provable in full against such Guarantor's estate, whether or not the Guaranteed Obligations are then due and payable. If this Guaranty is signed by more than one Person, then all of the obligations of Guarantors arising under this Guaranty shall be jointly and severally binding on each of the undersigned, and their respective heirs, personal representatives, successors and assigns, and the term "**Guarantor**" shall mean all of such Persons and each of them individually.

Section 7. Governing Law.

The validity, enforcement, and interpretation of this Guaranty, shall for all purposes be governed by and construed in accordance with the laws of the State of Texas and applicable United States federal law, and is intended to be performed in accordance with, and only to the extent permitted by, such laws. All obligations of Guarantors under this Guaranty are payable and performable at the place or places where the Guaranteed Obligations are payable and performable.

Section 8. Invalidity of Certain Provisions.

If any provision of this Guaranty or the application thereof to any Person or circumstance shall, for any reason and to any extent, be declared to be invalid or unenforceable, neither the remaining provisions of this Guaranty nor the application of such provision to any other Person or circumstance shall be affected thereby, and the remaining provisions of this Guaranty, or the applicability of such provision to other Persons or circumstances, as applicable, shall remain in effect and be enforceable to the maximum extent permitted by applicable Law.

Section 9. Costs and Expenses of Enforcement.

Guarantors agree to pay to Lender on demand all costs and expenses incurred by Lender in seeking to enforce Lender's rights and remedies against the Borrower or against any Guarantor under this Guaranty, including court costs and reasonable attorneys' fees, whether or not suit is filed hereon. All such costs and expenses incurred by Lender shall constitute a portion of the Guaranteed Obligations under this Guaranty, shall be subject to the provisions hereof with respect to the Guaranteed Obligations and shall be payable by Guarantors on demand by Lender.

Section 10. No Usury.

It is not the intention of Lender or Guarantors to obligate Guarantors to pay interest in excess of what is lawfully permitted to be paid by Guarantors under applicable Law. Should it be determined that any portion of the Guaranteed Obligations or any other amount payable by Guarantors under this Guaranty constitutes interest in excess of the maximum amount of interest that Guarantors (or any Guarantor), in Guarantors' (or such Guarantor's) capacity as guarantor, may lawfully be required to pay under applicable Law, the obligation of Guarantors (or such Guarantor) to pay such interest shall automatically be limited to the payment thereof in the maximum amount so permitted under applicable Law. The provisions of this Section 10 shall override and control all other provisions of this Guaranty and of any other agreement between Guarantors (or any Guarantor) and Lender.

Section 11. Representations, Warranties, and Covenants of Guarantor. Until the Guaranteed Obligations are paid and performed in full and each and every term, covenant and condition of this Guaranty is fully performed, Guarantors hereby represent, warrant, and covenant that: (a) each Guarantor has a direct or indirect financial interest in Borrower and will derive a material and substantial benefit, directly or indirectly, from the making of the Loan to Borrower and from the making of this Guaranty by Guarantor; (b) this Guaranty is duly authorized and valid, and is binding upon and enforceable against each Guarantor; (c) each Guarantor is not, and the execution, delivery and performance by each Guarantor of this Guaranty will not cause such Guarantor to be, in violation of or in default with respect to any law or in default (or at risk of acceleration of indebtedness) under any agreement or restriction by which such Guarantor is bound or affected; (d) each Guarantor (other than any

Guarantor that is a natural person) is duly organized, validly existing, and in good standing under the laws of the state of its organization and has full power and authority to enter into and perform this Guaranty; (e) there are no actions, suits or proceedings pending, or, to Guarantors' knowledge, threatened, against or affecting any Guarantor, at law, in equity or before or by any governmental authorities and no Guarantor is in material default with respect to any order, writ, injunction, decree or demand of any court or governmental authorities; (f) all financial statements and information heretofore furnished to Lender by each Guarantor do, and all financial statements and information hereafter furnished to Lender by each Guarantor will, fully and accurately present the condition (financial or otherwise) of such Guarantor as of their dates and the results of such Guarantor's operations for the periods therein specified, and, since the date of the most recent financial statements of each Guarantor heretofore furnished to Lender, no material adverse change has occurred in the financial condition of any Guarantor, nor, except as heretofore disclosed in writing to Lender, has any Guarantor incurred any material liability, direct or indirect, fixed or contingent; (g) after giving effect to this Guaranty, the fair saleable value of each Guarantor's assets exceeds its (i) total liabilities, including, without limitation, subordinated, unliquidated, disputed and contingent liabilities, and (ii) probable liabilities, including the maximum amount of its contingent liabilities on its debts as such debts become absolute and matured; (h) each Guarantor's assets do not and, after giving effect to this Guaranty will not, constitute unreasonably small capital to carry out its business as conducted or as proposed to be conducted; (i) each Guarantor does not intend to incur or believe that it will incur debts that will be beyond its ability to pay as such debts mature; and (j) each Guarantor has read and fully understands the provisions contained in the Note, the Loan Agreement, the Mortgage, and all other Development and Loan Documents.

Section 12. Notices.

All notices, requests, consents, demands and other communications required or which any party desires to give under this Guaranty shall be in writing and, shall be deemed sufficiently given or furnished if delivered by personal delivery, by nationally recognized overnight courier service, or by certified United States mail, postage prepaid, addressed to the party to whom directed at the addresses set forth in Exhibit A attached hereto (unless changed by similar notice in writing given by the particular party whose address is to be changed) or by electronic mail or facsimile, as set forth in Exhibit A attached hereto. Any such notice or communication shall be deemed to have been given either at the time of personal delivery or, in the case of courier or mail, as of the date of first attempted delivery at the address and in the manner provided herein, or, in the case of electronic mail or facsimile, upon receipt; provided that service of a notice required by any applicable statute shall be considered complete when the requirements of that statute are met. Notwithstanding the foregoing, no notice of change of address shall be effective except upon actual receipt. This Section 12 shall not be construed in any way to affect or impair any waiver of notice or demand provided in this Guaranty or in any other Loan Document or to require giving of notice or demand to or upon any Person in any situation or for any reason.

Section 13. Certain Remedies of Lender.

At any time from and after the occurrence and continuance of an Event of Default, Lender may, but shall not be obligated to, in addition to any other rights or remedies available under the Loan Documents, at law or in equity, take such action personally or by its agents, attorneys, contractors or subcontractors of its selection, without any notice, demand, presentment or protest (each and all of which are hereby waived), as Lender deems necessary or advisable in its sole discretion to protect or enforce Lender's rights and remedies hereunder, under the other Loan Documents, at law or in equity, including, without limitation, the following actions, each of which may be pursued concurrently or otherwise, at such time and in such order as Lender may determine, without impairing or otherwise affecting its other rights or remedies hereunder, under the other Loan Documents, at law or in equity: (i) perform or cause the performance of any aspect of the completion of the Improvements, as Lender in its sole discretion deems proper; (ii) pay, remove, release, discharge, bond or settle or cause the payment, removal, release discharge, bonding or settlement of any lien relating to the completion of the Improvements, the removal, release discharge, bonding, settlement or payment of which is guaranteed hereunder; (iii) cause compliance with all legal requirements which must be complied with in connection with the construction and completion of the Improvements; and (iv) prior to the completion of the Improvements, maintain, preserve and keep, or cause the

maintenance, preservation and keeping of the Improvements, and each and every part thereof, in safe condition. In the event that Lender takes any action described in this Section 13, Guarantor unconditionally guarantees to Lender payment by Guarantor of an amount equal to the aggregate amount of actual out-of-pocket costs incurred by Lender in connection therewith within [five (5) business days of demand therefor, together with interest, if not paid within such period.

Section 14. Cumulative Rights.

All of the rights and remedies of Lender under this Guaranty and the other Loan Documents are cumulative of each other and of any and all other rights at law or in equity, and the exercise by Lender of any one or more of such rights and remedies shall not preclude the simultaneous or later exercise by Lender of any or all of such other rights and remedies. No single or partial exercise of any right or remedy shall exhaust it or preclude any other or further exercise thereof, and every right and remedy may be exercised at any time and from time to time. No failure by Lender to exercise, nor delay in exercising, any right or remedy shall operate as a waiver of such right or remedy or as a waiver of any Event of Default. No notice to or demand on Guarantor in any case shall of itself entitle Guarantors (or any Guarantor) to any other or further notice or demand in similar or other circumstances. No provision of this Guaranty or any right or remedy of Lender with respect hereto, or any default or breach, can be waived, nor can this Guaranty or Guarantors (or any Guarantor) be released or discharged in any way or to any extent, except specifically in each case by a writing intended for that purpose (and which refers specifically to this Guaranty) executed and delivered by Lender to Guarantors (or such Guarantor).

Section 15. Term of Guaranty.

This Guaranty shall continue in effect until all the Guaranteed Obligations and all of the obligations of Guarantors to Lender under this Guaranty are fully and finally paid, performed and discharged and are not subject to any bankruptcy preference period or any other disgorgement.

Section 16. Financial Statements.

Each Guarantor agrees to provide to Lender, as and when required, the financial statements and other financial information required to be delivered to Lender with respect to such Guarantor pursuant to the terms of the Loan Agreement and the other Loan Documents and Development Documents, in the form and detail required by the Loan Documents. Each Guarantor also agrees to provide to Lender such other and further financial information with respect to Guarantors as Lender shall from time to time reasonably request.

Section 17. Subrogation.

Guarantor shall not have any right of subrogation under any of the Loan Documents or any right to participate in any security for the Guaranteed Obligations or any right to reimbursement, exoneration, contribution, indemnification or any similar rights, until the Guaranteed Obligations have been fully and finally paid, performed and discharged in accordance with Section 14 above, and Guarantor hereby waives all of such rights.

Section 18. Time of Essence.

Time shall be of the essence in this Guaranty with respect to all of Guarantors' obligations under this Guaranty.

Section 19. Entire Agreement; Counterparts; Construction.

This Guaranty embodies the entire agreement between Lender and Guarantors and with respect to the guaranty by Guarantors of the Guaranteed Obligations. This Guaranty supersedes all prior agreements and understandings, if any, with respect to the guaranty by Guarantors of the Guaranteed Obligations. This Guaranty shall be effective upon execution by Guarantors and delivery to Lender. This Guaranty may not be modified, amended or superseded except in a writing signed by Lender and Guarantors referencing this Guaranty by its date and specifically identifying the portions hereof that are to be modified, amended or superseded. As used herein, the words "include" and "including" shall be interpreted as if followed by the words "without limitation."

Section 20. Governing Law.

This Guaranty shall be governed and construed by the laws of the State of Texas and venue shall be in Bowie County, Texas.

Section 21. WAIVER OF JURY TRIAL.

WITHOUT INTENDING IN ANY WAY TO LIMIT THE PARTIES' AGREEMENT TO ARBITRATE ANY "DISPUTE" (FOR PURPOSES OF THIS SECTION, AS DEFINED ABOVE) AS SET FORTH IN THIS GUARANTY, TO THE EXTENT ANY "DISPUTE" IS NOT SUBMITTED TO ARBITRATION OR IS DEEMED BY THE ARBITRATOR OR BY ANY COURT WITH JURISDICTION NOT TO BE ARBITRABLE OR REQUIRED TO BE ARBITRATED, GUARANTOR AND LENDER EACH WAIVE TRIAL BY JURY WITH RESPECT TO ANY SUCH "DISPUTE" AND ANY ACTION ON SUCH "DISPUTE." THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY EACH GUARANTOR AND LENDER, AND GUARANTORS AND LENDER EACH HEREBY REPRESENT THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY ANY PERSON OR ENTITY TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT. THIS PROVISION IS A MATERIAL INDUCEMENT FOR THE PARTIES ENTERING INTO THE LOAN DOCUMENTS. GUARANTORS AND LENDER ARE EACH HEREBY AUTHORIZED TO FILE A COPY OF THIS SECTION IN ANY PROCEEDING AS CONCLUSIVE EVIDENCE OF THIS WAIVER OF JURY TRIAL. EACH GUARANTOR FURTHER REPRESENTS AND WARRANTS THAT IT HAS BEEN REPRESENTED IN THE SIGNING OF THIS GUARANTY AND IN THE MAKING OF THIS WAIVER BY INDEPENDENT LEGAL COUNSEL, OR HAS HAD THE OPPORTUNITY TO BE REPRESENTED BY INDEPENDENT LEGAL COUNSEL SELECTED OF SUCH GUARANTOR'S OWN FREE WILL, AND THAT IT HAS HAD THE OPPORTUNITY TO DISCUSS THIS WAIVER WITH COUNSEL.

Section 22. Separate Indemnity.

Each Guarantor acknowledges and agrees that Lender's rights (and such Guarantor's obligations) under this Guaranty shall be in addition to all of Lender's rights (and all of Guarantor's obligations) under any indemnity agreement or other guaranty executed and delivered to Lender by the Borrower and/or any Guarantor, and payments by any Guarantor under this Guaranty shall not reduce any of such Guarantor's obligations and liabilities under any other indemnity agreement or other guaranty. The obligations under this Guaranty shall terminate upon the full repayment of all sums due under the Loan Agreement, the Note and the other Loan Documents, and Completion of Construction as set forth in the Loan Agreement and all Development Documents.

Section 23. Additional Waivers in the Event of Enforcement.

EACH GUARANTOR HEREBY EXPRESSLY AND UNCONDITIONALLY WAIVES, IN CONNECTION WITH ANY SUIT, ACTION OR PROCEEDING BROUGHT BY OR ON BEHALF OF LENDER ON THIS GUARANTY, ANY AND EVERY RIGHT SUCH GUARANTOR MAY HAVE TO (I) INJUNCTIVE RELIEF, (II) INTERPOSE ANY COUNTERCLAIM THEREIN, OTHER THAN A COMPULSORY COUNTERCLAIM AND (III) HAVE THE SAME CONSOLIDATED WITH ANY OTHER OR SEPARATE SUIT, ACTION OR PROCEEDING.

Section 24. Counterparts.

If this Guaranty is to be executed by more than one Person, then it may be executed in one or more counterparts, each of which shall constitute an original and all of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, Guarantors have duly executed this Guaranty under seal as of the date first written above.

Mark Bouldin, Individually

Jim Sari, Individually

Exhibit A

Addresses for Notices

COLLATERAL ASSIGNMENT OF PROMISSORY NOTE AND MORTGAGE

This COLLATERAL ASSIGNMENT OF PROMISSORY NOTE AND MORTGAGE (this "Assignment") is made this ____th day of _____, 2017 by the City of Texarkana, Texas, having a mailing address of 220 Texas Blvd, P. O. Box 1967, Texarkana, Texas 75504 ("Assignor") to _____, a _____ banking institution, having a mailing address at _____ (the "Assignee").

WITNESSETH

WHEREAS, Assignor has received a United States Department of Housing and Urban Development Loan in the amount of \$1,429,000.00 (the "HUD Loan") from Assignee under the HUD Section 108 Loan Guarantee Program ("Section 108 Program"); and

WHEREAS, in connection with the HUD Loan, Assignor and Owner" have entered into a Section 108 Loan Agreement dated _____ as such agreement may be amended from time to time (the "Section 108 Agreement"); and

WHEREAS, Assignor will loan or transfer the proceeds from the HUD Loan to Grimm Lofts, LLC, (the "Owner") for the purposes described in the Section 108 Loan Agreement and other loan documents as approved by HUD; and

WHEREAS, under the HUD Loan, Assignor has agreed to assure that the Owner complies with the affordable housing restrictions set forth in the Section 108 Agreement (the "Obligations"); and

WHEREAS, to secure repayment or recapture of the HUD Loan, Assignor has received from Owner a promissory note in the amount of \$1,429,000.00 of even date or substantially even date herewith (the "Note") and a deed of trust of even date or substantially even date herewith, to which reference may be had for a more particular description of the land therein described (the "Mortgage").

NOW, THEREFORE, in consideration of the HUD Loan and other valuable consideration, the receipt of which is hereby acknowledged, and as further security for the performance of the Obligations, the Assignor hereby grants, conveys, transfers, and assigns to the Assignee the Mortgage, the Note, the debt and claims thereby secured and all of the Assignor's right, title and interest by virtue of said Mortgage, in and to the real estate therein described, and benefits under, in and to the Mortgage.

TO HAVE AND TO HOLD the same with all of the rights, privileges and appurtenances thereunto belonging unto the Assignee, its successors and assigns until such time as the Obligations have been satisfied in full for the purpose of further and collaterally securing same

(but not, however, for the purposes of securing any other obligations to Assignee, whether now existing or hereafter arising).

The Assignor and the Assignee agree that the following terms and conditions shall govern this Agreement:

1. Assignor's Rights until Default. So long as no default shall exist under the Obligations, the Assignor shall have the right to exercise all of the Assignor's rights and benefits under, in and to the Note and the Mortgage.

2. Assignee's Rights in Event of Default.

2.1 Immediately upon the occurrence of a default under the Obligations, and until such default shall have been cured, as hereinafter defined, the Assignee is hereby expressly and irrevocably authorized to assume any or all of Assignor's rights with respect to the Note and the Mortgage without further authorization, notice or demand and without the commencement of any action.

2.2 The Assignor hereby constitutes and appoints the Assignee irrevocably, and with full power of substitution and revocation, the true and lawful attorney, for and in the name, place and stead of the Assignor, to exercise any and all rights and remedies of the Assignor under the Note and the Mortgage. The Assignor hereby grants unto said attorney full power and authority to do and perform each and every act whatsoever requisite to be done with respect to the Note and the Mortgage, as fully to all intents and purposes, as the Assignor could do if personally present, hereby ratifying and confirming all that said attorney shall lawfully do or cause to be done by virtue hereof, provided, however, that any acts or omissions by the Assignee after default shall be at the Assignee's discretion and shall not be or become the basis for any liability of the Assignor.

2.3 Acceptance of this Assignment by the Assignee shall not constitute a satisfaction of all or any part of the Obligations of the Assignor.

2.4 The rights and powers of the Assignee hereunder shall continue and remain in full force and effect until all Obligations are satisfied in full. Assignee shall not be liable to Assignor or anyone claiming under or through Assignor by reason of any act or omission by the Assignor hereunder.

2.5 A default shall be cured when the Assignor shall have satisfied applicable provisions for cure in the Section 108 Agreement and HUD regulations and policies adopted therein.

3. Termination. Upon satisfaction in full of the Obligations, this Assignment shall be void and of no effect and, in that event, upon Assignor's request, the Assignee agrees to execute and deliver to the Assignor instruments evidencing the termination of this Agreement and/or release of Assignee's interest in the Note and the Mortgage.

4. Notice. Any notice, demand request or other communication given in connection with this Assignment shall be deemed sufficient if in writing and sent by registered or certified mail, postage prepaid, return receipt requested, addressed to the party to receive such Notice at its address first set forth above or at such other address as such party may hereafter designate by Notice given in like fashion. Notices shall be deemed given when mailed. Notwithstanding the foregoing, routine communications may be sent by ordinary first-class mail.

5. Miscellaneous.

5.1 This Assignment shall be construed and enforced in accordance with and governed by the laws of the State of Texas.

5.2 No amendment, cancellation or discharge of this Assignment shall be valid unless the Assignee shall have consented thereto in writing.

5.3 The terms, covenants, and conditions contained herein shall inure to the benefit of and bind the Assignee and the Assignor and their respective successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this instrument under seal as of the ____th day of _____, 2017.

By: _____

Name: John Whitson

Title: City Manager, duly authorized

ATTESTED BY:

Jennifer Evans, City Secretary

1/13/04

PROMISSORY NOTE

\$ 1,429,000.00

Date: _____

FOR VALUE RECEIVED, Grimm Lofts, LLC (hereafter the "Obligor"), a Texas limited liability company with its principal place of business at _____, promises to pay to the order of the City of Texarkana, Texas (hereafter the "Lender"), at its offices at 220 Texas Blvd, Texarkana, Texas 75501, or such other place as may be designated in writing by the Lender, the principal sum of One Million Four Hundred Twenty-Nine Dollars and No/Cents (\$1,429,000.00), plus interest at the rate set forth herein, said principal sum, together with the interest accrued and unpaid thereon, to be due and payable as set forth herein, provided that if not sooner paid, the unpaid principal sum together with the interest accrued and unpaid thereon shall be due and payable on _____, 20__ (the "Maturity Date").

Section 108 Note. This note is being made from the proceeds of a loan made to the Lender and guaranteed by the Secretary of Housing and Urban Development (hereafter the "Secretary" or "HUD") under Section 108 of Title I of the Housing and Community Development Act of 1974, as amended, 24 CFR Part 570, Subpart M. (collectively the "Act"), through a Contract for Loan Guarantee Assistance dated _____ (the "Contract") and pursuant to a Note numbered _____ executed by the Lender (the "Section 108 Note"). The terms of this note are subject in all respects to the Act, the Contract, and the Section 108 Note. The Section 108 Note may initially be issued in the form of a variable/fixed rate interim note, to be converted to a fixed rate permanent note upon the Public Offering Date, as defined in the Section 108 Note.

As used in this note, the "Section 108 Interest Payment Date" shall mean, prior to the Public Offering Date of the Section 108 Note, the first day of each February, May, August and November, commencing _____, 20__, and thereafter shall mean each February 1 and August 1. "Section 108 Principal Payment Date" shall mean each August 1, commencing August 1, 20__. "Section 108 Payment Date" shall mean each Section 108 Interest Payment Date and Section 108 Principal Payment Date. "Business Day" means a day on which banking institutions in New York City are not required or authorized to remain closed and on which the Federal Reserve Bank of New York and the New York Stock Exchange are not closed.

Interest Rate. The interest rate on this note shall be the interest rate or rates applicable from time to time to advances under the Section 108 Note (as defined herein). Interest shall be payable five Business Days prior to each Section 108 Interest Payment Date. **[question: during interim financing interest rate is variable rate and only known quarterly, so reference to "prior to" may not work]**

Attachment: 2017-068 ATTH 07 Promissory Note (1664 : 2017-068 RES Authorizing City Manager to enter into loan agreements with Grimm

Payment Terms.

- A. Installments of interest only on the then outstanding principal balance for each month shall be payable in arrears commencing on the thirtieth (30th) day after the initial draw, and continuing on the same day of each month thereafter for a period of sixty (60) months; thereafter
- B. Commencing on the same day of the month, in the sixty-first (61st) month, and on the same day of each successive month thereafter for a period of one hundred and eighty (180) months, monthly installments of accrued interest plus principal payments in the amount of \$_____, except that the last payment shall be for the remaining principal and interest remaining on the loan.

Additional Payments. On each Section 108 Note Payment Date, the Obligor shall further pay to Lender any late charges accruing on the Section 108 Note, the sum of the expense of the Lender incurred in enforcing the obligations of the Obligor under the Loan Documents (hereinafter defined), and any other amount otherwise becoming due or past due under the Section 108 Note, including any acceleration or mandatory prepayment of principal and all accrued interest thereon pursuant to the terms of the Section 108 Note if any such occurrence is a result of a default under the Loan Documents.

Form of Note. The Obligor shall make all payments, without any further notice, in lawful money of the United States of America as, at the time of payment, shall be legal tender for the payment of public and private debts, and amounts payable on any Section 108 Note Payment Date shall be payable in immediately available funds.

Late Charges, Default Rate. In the event the Obligor shall fail to make any payment or deposit required by this note for a period of more than ten (10) days from the date such payment is due, the Obligor shall pay the same together with the Late Payment Fee, with interest at the Default Rate from the date on which such payment was due until the date on which such payment is made.

The "LATE PAYMENT FEE" shall be ____ cents (\$.__) for each dollar (\$1.00) so overdue, for the purpose of defraying the expense incident to handling such delinquent payment.

The "DEFAULT RATE" shall be the higher of ____ percent plus the Prime Rate or the default rate applicable to the Section 108 Note; provided, however, that such rate shall in no event exceed the maximum rate which the Obligor may pay by law.

"PRIME RATE" means such rate of interest as is publicly announced by _____ at its principal office from time to time as its reference rate. Any changes in the Prime Rate shall be effective as of the opening of business on the date such charge is announced by _____.

Loan Documents. This note is made pursuant to the terms of a loan agreement of even date between Obligor and Lender ("Loan Agreement") and is secured by a deed of trust made by the

Obligor to the Lender, of even date herewith on property located at _____ (“Deed of Trust”) together with an assignment of leases and rents (“Assignment”) and which property is more particularly described in the Deed of Trust. The terms and provisions of the Loan Agreement, Deed of Trust, and Assignment are incorporated herein by this reference as if expressly set forth in this note and together with this note are collectively referred to as the “Loan Documents”.

Default. The whole of the principal sum or any part thereof, and of any other sums of money secured by the Deed of Trust given to secure this note shall, forthwith or thereafter, at the option of the Lender, become due and payable if default be made in any payment under this note or upon the happening of any default which, by the terms of the Loan Documents shall entitle the Lender to declare the same, or any part thereof, to be due and payable.

Maximum Rate. This note is subject to the express condition that at no time shall the obligor be obligated or required to pay interest on the principal balance of this note at a rate which could subject the Lender either to civil or to criminal penalty as a result of being in excess of the maximum rate which the Obligor is permitted by law to contract or agree to pay. If by the terms of this note the Obligor at any time is required or obligated to pay interest on the principal balance of this note at a rate in excess of such maximum rate, then the rate of interest under this note shall be deemed to be immediately reduced to such maximum rate and interest payable hereunder shall be computed at such maximum rate and any prior interest payments made in excess of such maximum rate shall be applied and shall be deemed to have been paid in reduction of the principal balance of this note.

In addition to the protection afforded the Lender under this Note, the Mortgage protects the Lender from possible losses which might result if Obligor does not fulfill covenants, conditions and restrictions contained therein. **Among other things, the Mortgage requires that the Lender consent to any sale of the property identified in the Mortgage or any sale of the ownership or beneficial interests in Obligor.**

Prepayment. This note shall not be subject to prepayment, except that in the event and to the extent that the Section 108 Note is subject to prepayment, the Obligor shall be permitted to prepay this note at the same time and in the same amount, subject to payment by Obligor of any premium and expenses required for prepayment of the Section 108 Note, upon receipt by the Lender of five (5) days prior written notice. Any partial prepayments shall be applied to principal in inverse order of maturity unless otherwise agreed by Lender. In the event of partial prepayments, there will be no changes in the due date and the amount of Obligor’s monthly payment unless Lender agrees in writing to such changes.

Modification. The note may not be changes or terminated orally, but only by agreement in writing signed by the party against whom enforcement of such change or termination is sought.

Waivers; No Release. The Obligor hereby waives presentment and demand for payment, notice of dishonor, protest and notice of protest of this note and agrees to pay all costs of collection when incurred, including reasonable attorneys’ fees (which costs may be added to the amount due under this note and be receivable therewith) and to perform and comply with each of the

terms, covenants and provisions contained in this note and in any instrument evidencing or securing the indebtedness evidenced by this note on the part of the Obligor to be observed and/or performed hereunder and thereunder. No release of any security for the principal sum due under this note, or of any portion thereof, and no alteration, amendment or waiver of any provision of this note or of any instrument evidencing and/or securing the indebtedness evidenced by this note made by agreement between the Lender and any other person or party shall release, discharge, modify, change or affect the liability of the Obligor under this note or under such instrument.

Governing Law. This note shall be governed by and construed in accordance with the laws of the State of Texas and no defense given or allowed by the laws of any state or country shall be interposed in any action or proceeding hereof unless such defense is also given or allowed by the laws of the State of Texas.

Terms. All references to the Lender shall be deemed to apply to any holder of this note and the terms hereof shall be binding on the successors and assigns of the Borrower.

IN WITNESS WHEREOF, the undersigned has executed this Promissory Note as of the date and year first above written.

Grimm Lofts, LLC

By: _____
Signature

Name: _____

Title: _____

Endorsement

Pay to the order of _____ without recourse.

By: _____
Signature

Name: _____

Title: _____

**BROWNFIELD REVOLVING LOAN FUND
LOAN AGREEMENT
BETWEEN THE CITY OF TEXARKANA AND
GRIMM LOFTS, LLC**

I. PARTIES

THIS AGREEMENT is made and entered into on the ____ day of _____, 2017, by and between Grimm Lofts, LLC, hereinafter referred to as the "BORROWER," and the City of Texarkana, Texas, hereinafter referred to as "LENDER."

II. DEFINITIONS

Property – Real property located in the City of Texarkana, Texas at 301 N. Stateline Avenue, the "Hotel Grim" building and site, legally described in Attachment A, and owned by the Borrower.

Project– The remediation of petroleum products and hazardous substances, including petroleum and metal contaminants in soil, and asbestos and lead based paint in the building, from the Property in accord with the selected Cleanup Plan.

Cleanup Plan - Voluntary Cleanup Program Response Action Plan (RAP), Corrective Action Plan (CAP), or another LENDER and Agency approved cleanup plan.

Borrower – Grimm Lofts, LLC, 14755 Preston Road, Suite 600, Dallas TX 75254.

Agency–The Texas Commission of Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP), the Texas Department of State Health Services, or other State or Federal Agency providing remediation oversight in cooperation with the City of Texarkana.

Contractor – The general contractor for remediation or other contractors hired by the Borrower.

Consultant – The environmental consultant hired by the Lender.

CERCLA– Comprehensive, Environmental Response Compensation and Liability Act, Brownfields Revitalization Act (CERCLA 42 U.S.C. § 9601–9675).

BRLF– The City of Texarkana Brownfields Revolving Loan Fund (per Cooperative Agreement No BF00F-62501 between the City of Texarkana and the United State Environmental Protection Agency (USEPA).

Eligible Expenses – Expenses paid or incurred by the Borrower to complete the Project, but only to the extent such expenses are deemed eligible for reimbursement/disbursement from the Revolving Loan Fund under applicable EPA guidance, agreements, rules, and regulations. Eligible Expenses are discussed in Attachment B and Attachment G.

ABCA – Analysis of Brownfields Cleanup Alternatives

QAPP – Quality Assurance Project Plan

III. REPRESENTATIONS AND WARRANTIES

WHEREAS, the LENDER is the recipient of a USEPA grant to establish a Brownfields Revolving Loan Fund (BRLF) and is authorized to make certain loans from these funds (Loan Fund) pursuant to the Small Business Liability Relief and Brownfields Revitalization Act, Section 104(k) of CERCLA, 42 U.S.C. 9604(k), and as a condition of awarding the Grants, the

USEPA has placed requirements on the use of the Grants as documented in Cooperative Agreement numbered BF00F-62501; and

WHEREAS, the LENDER is responsible for the proper expenditure of loan funds; and

WHEREAS, BRLF funds are to be used to undertake cleanup of Brownfields sites by making loans to parties willing to undertake cleanup of these sites; and

WHEREAS, the BORROWER will own during the life of this agreement by way of fee simple title certain real property located in Texarkana, Texas (Property), which property is more particularly described in Attachment A, attached hereto; and

WHEREAS, the Property is contaminated with petroleum and hazardous substances, including asbestos and lead based paint, as defined by CERCLA; and

WHEREAS, the Project will be undertaken by a general contractor (Contractor) and overseen by an environmental consultant (Consultant) selected by the City; and

WHEREAS, the Property is not listed, or proposed for listing on the National Priorities List of the EPA; is not subject to a unilateral administrative order, a court order, an administrative order on consent or judicial consent decree issues or entered into by parties under CERCLA; is not subject to jurisdiction, custody, or control by the United States government; and

WHEREAS, LENDER has determined in accordance with relevant USEPA grant requirements that the BORROWER is not potentially liable under section 107 of CERCLA for response costs as the site and that the BORROWER has not caused, contributed to, permitted or exacerbated the release of hazardous substances, pollutants or contaminants on, or emanating from the property, and continues to meet its continuing obligations and exercise appropriate care with respect to hazardous substances found at the property;

WHEREAS, EPA has determined that the Property is eligible for BRLF funds; and,

WHEREAS, the BORROWER is not and has never been subject to any penalties resulting from environmental non-compliance at or on the Property nor is the BORROWER, or its Project contractors or subcontractors currently suspended, debarred, or otherwise declared ineligible for participation in this Federal program or from the receipt of these funds.

IV. CERTIFICATIONS

NOW THEREFORE, in consideration of the covenants and promises contained herein, it is mutually agreed by and between the parties as follows:

1. The BORROWER agrees to carry out the Project and shall use Loan Funds only for eligible activities in accordance with all applicable state, local and federal laws, regulations, orders, writs, judgments, injunctions, decrees or awards, including but not limited to the following, CERCLA § 104 (k); the Uniform Administrative Requirements of Grants and Cooperative Agreements to States and Local Governments (40 CFR Part 31); all applicable cross-cutting requirements, including those federal requirements agreed between the USEPA and the City defined by the Cooperative Agreement Number (B F-00E45801), OSHA Worker Health & Safety Standard 29 C.F.R. 1910.120; the Uniform Relocation Act, Historic Preservation Act, Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Contract Work Hours and Safety Standards Act, as amended (40 U.S.C. 327333), the Anti-Kickback Act (40 U.S.C. 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250; including the applicable laws and regulations set forth on the attached Attachment G incorporated herein.

2. The BORROWER shall ensure that the cleanup is protective of human health and the environment is in accordance with EPA, TCEQ and all other applicable regulations. The LENDER may change cleanup activities as necessary based on comments from the public or new information acquired.
3. The BORROWER agrees to assist the LENDER in conducting Community Involvement activities, which may include providing documents for the Community Involvement Plan, and attending public meetings at the LENDER's request.
4. The BORROWER understands and agrees that all Loan Funds provided by the LENDER shall be used to clean up the Property identified in Attachment A and that Loan Funds shall not be used for the payment of any cost or expense related to site assessments, except for confirmation testing and sampling in conjunction with cleanup of the site, nor for building demolition, site improvements or infrastructure unless such activities are approved and necessary to conduct the Agency approved Cleanup Plan. See Attachment B of this agreement for a list of eligible and ineligible costs and activities.
5. The BORROWER agrees to enter into and conduct cleanup activities in accordance with the terms of the TCEQ Voluntary Cleanup Program (VCP) or other TCEQ oversight authority as approved and/or required by the LENDER.
6. The BORROWER agrees to perform the Project in accordance with the selected Cleanup Plan after consideration of public comment on an Analysis of Brownfields Cleanup Alternatives (ABCA).
7. The BORROWER agrees to prepare the following Project Documents, as requested: a Cleanup Plan with detailed design and construction activities, a Project Budget and Work Schedule, a Quality Assurance Project Plan (QAPP) setting forth the manner and method of collecting samples, Project Completion Reports as required, and submitted same to the LENDER and the Agency Project Manager, for approval.
8. All changes or modifications to the Project Documents, Work Plan, Budget and/or Work Schedule initiated by the BORROWER shall be approved in writing by the Agency and LENDER and concurred by USEPA as appropriate, prior to such change or modification becoming effective. All additional costs incurred as a result of any such change orders shall be the responsibility of the BORROWER. In the event that unforeseen conditions are discovered during the Project implementation, the LENDER reserves the right to revise the Project Documents.
9. The BORROWER agrees to submit a Health and Safety Plan in accordance with Occupational Safety and Health Administration (OSHA), 29 CFR 1910.120, to the LENDER for review with the Project Documents.
10. Site security will be provided by the Contractor(s). The BORROWER agrees to allow the Lender to erect a sign on the Property stating that the Project is being financed in part by U.S. EPA RLF Funds, and providing the appropriate contacts for obtaining information on activities being conducted at the Property and for reporting suspected criminal activities.
11. The BORROWER shall carry out (and cause Contractor and any subcontractor employed in connection with the Project to carry out) the Project in accordance with the Davis Bacon Act of 1931 (CERCLA 104(g) (1), 40 U.S.C. 276a to 276a-5 and 42 U.S.C. 3222 as set forth in CERCLA 104(g)). Compliance with the Davis Bacon Act requires payment of federal prevailing wage rates. Contractor must obtain recent and applicable wage rates from the U.S. Department of Labor and incorporate them into the construction contract.

12. The BORROWER shall document how funds are used. Separate records will be maintained for costs incurred for petroleum-contaminated and hazardous substance-contaminated areas.
13. The BORROWER further understands and agrees that any and all work performed on the Property for which Loan Funds are used and the receipt of any Loan Funds under this Agreement is conditioned upon the BORROWER's full compliance with the Project Documents and this Agreement.
14. The BORROWER agrees to conduct all procurement transactions, to the maximum extent practical, in a manner that provides for open and free competition. The BORROWER agrees to award solicitations that are the most advantageous based on price, quality, and other factors considered in the bid specifications.
15. The BORROWER has supplied the LENDER with a redevelopment plan for the property.
16. The BORROWER confirms that the Loan Application previously delivered by Loan Applicant to the LENDER fairly represents the financial condition of BORROWER; has been prepared by a certified public accountant in accordance with generally accepted accounting principles consistently applied; and, as of the date of such financial statement, and since such date, no materially adverse change in the condition or operation of BORROWER has occurred.
17. The BORROWER acknowledges and agrees that Cooperative Agreement No. BF00F-62501 between the LENDER and the USEPA is the source of BRLF Loan Capital and regulates the use of loan funds. The BORROWER further agrees to comply with the terms and conditions (Attachment G) of the Cooperative Agreement as stipulated in this agreement.

V. LOAN TERMS AND CONDITIONS

18. **Loan Period.** The period of the loan shall be from the Loan Approval Date of _____ LOAN AGREEMENT DATE until the _____ LOAN END DATE, a period of ONE HUNDRED EIGHTY (180) MONTHS (15 years)
19. **Loan Amount and Rate.** Subject to the terms and conditions of this Agreement, the LENDER agrees to lend to the BORROWER the principal sum of SIX HUNDRED FIFTY THOUSAND Dollars (\$650,000). The interest rate of the loan shall utilize the 10-year Treasury Rate, currently 1.7%, adjustable every 5 years, as a non-assumable loan.
20. **Origination Fee and Closing Costs.** The BORROWER shall pay origination fees in the amount of zero percent (0%) of the principal amount, not to exceed \$-0-. BORROWER shall pay a non-refundable application fee of \$500.00. The BORROWER shall pay all costs necessary to close the loan, including but not limited to, recording fees, title fees, and legal fees.
21. **Promissory Note.** The BORROWER's obligation to repay the Loan Proceeds shall be evidenced by the **Loan Promissory Note as included in Attachment C** and incorporated herein. The BORROWER shall not exceed any of the costs enumerated in the approved Project Budget without the prior written approval of the LENDER.
22. **Project Cost Share.** The BORROWER agrees that the Project Budget shall reflect at least twenty percent (20%) of Project Costs attributed as cost share funds, which may be in the form of a contribution of money, labor, material, or services from a non-federal source to be spent for eligible project costs.

23. **Disbursement.** The Loan Funds shall be payable to the BORROWER as reimbursement for eligible activities incurred based upon the progress of the work and in accordance with the approved Project Budget. Any request for reimbursement submitted for payment by the first of each month will be paid by the fifteenth of the following month, assuming the reimbursement request has been reviewed and approved for payment by the LENDER.
24. **Retainage.** The LENDER may withhold up to ten percent (10%) of each payment requested as a retainage until any Agency or Lender required closure reports are received and approved by the Agency.
25. **Repayment.** The BORROWER may elect to repay the loan prior to the loan due date without prepayment penalty. Payments of interest only shall be due and payable for the first five (5) years of the loan, commencing on the first day of the month following the first disbursement as described above, and continuing on the first day of each month thereafter until the expiration of five (5) years. Thereafter, commencing on the first day of the month after the expiration of the five (5) year interest only term and continuing for a term of fifteen (15) years, monthly payments of principal and interest shall be due and payable in the amount of **FOUR THOUSAND NINETY - THREE DOLLARS and 62 / 100 (\$4,093.62)** per month, except that the final payment shall be for the final balance of principal and interest due whether more or less than the monthly payment. **In the event site ownership is transferred prior to the full payment of the outstanding principal and interest remaining, the outstanding balance shall be paid in full within ten (10) days of such transfer.**

VI. CONDITIONS PRECEDENT TO LOAN

26. **Closing.** The Closing of this Loan shall be subject to:
- A. The LENDER's receipt of a property appraisal from the BORROWER satisfactory to the LENDER.
 - B. Payment of the loan application fee as agreed to be paid through a reduction in the first reimbursement payment to the BORROWER.
 - C. Written authorization in the form of a resolution, if a corporation, authorizing the loan to the BORROWER and authorizing BORROWER's representative to execute the loan documents on behalf of the BORROWER.
 - D. Evidence by the BORROWER that no outstanding taxes, fees, charges, mortgages, liens, encumbrances or other assessments have been filed or are recorded against the Property, except those liens accepted by the LENDER.
 - E. Title insurance in an amount equal to the obligation provided at the expense of the BORROWER.
 - F. Evidence of insurance coverage as set forth in Attachment D in addition to environmental insurance such as Contractor Pollution Liability or Pollution Incident and Environmental Response Policies, incorporated herein in coverage limits acceptable to Lender. All insurance coverage required by this section shall remain in full force and effect during the term of this Agreement, and LENDER will be included as an additional insured/payee.
 - G. Identification of the BORROWER's contractor(s) and subcontractor(s) for the Project.
 - H. The LENDER's receipt of Project cost breakdown based upon estimates and prices supplied by the BORROWER's contractor(s) and subcontractor(s).

- I. Borrower acknowledges and agrees that all funds, under this loan agreement, shall be expended prior to disbursement of any sub-grant funds.
27. **Security.** As security for the BORROWER's indebtedness to the LENDER, the BORROWER shall grant to the LENDER the security as particularly described in the attached Guarantee and/or Security Agreement as attached hereto in Attachment D, incorporated herein:
- A. A Deed of Trust on said Property that shall be dated prior to, or concurrently herewith this Agreement;
 - B. A Personal Guarantee by a the Members of the Borrower that shall be dated prior to, or concurrently herewith this Agreement;
 - C. A Company Guarantee dated prior to, or concurrently herewith this Agreement.

VII. COVENANTS OF BORROWER

28. **Performance.** All Project work performed pursuant to this Agreement and with LENDER Funds shall be performed by a qualified, contractor consistent with good practices and industry standards, and licensed by applicable federal/state/county/city agencies to perform such services.
29. **Contracts.** The BORROWER shall provide the LENDER with copies of all bids and contracts for all work required under the Cleanup Plan.
30. **Project Changes.** All changes or modification to the Project or the Project Documents initiated by the BORROWER shall be approved in writing by the Agency Project Manager and the LENDER prior to such change or modification becoming effective. All additional costs incurred as the result of Change Orders shall be the responsibility of the BORROWER. In the event that unforeseen conditions are discovered during the project implementation, the LENDER reserves the right to revise the Cleanup Plan and Project Documents.
31. **Administrative Cost Prohibition.** BORROWER is prohibited from using Loan Funds for administrative costs. Administrative costs include BORROWER loan administration, overhead, and all indirect costs not directly related to the cleanup, including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges for loan administration and overhead costs. Prohibited administrative costs are included in this Loan Agreement as described in Attachment G, incorporated herein. (See also applicable OMB Circular A-122 listed in http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html).
32. **Permits, licenses, inspections.** The BORROWER shall be responsible for obtaining all permits, licenses, approvals, certifications and inspections required by Federal, state or local law and to maintain such permits, licenses, approvals, certifications and inspections in current status during the term of this Agreement that may not be an eligible expense for reimbursement under the terms of the BCRLF.
33. **Site Access.** The BORROWER agrees to provide the LENDER or LENDER's representatives and the Agency Project Manager access to the site from date of execution of this Loan Agreement to completion of all cleanup actions. In the event BORROWER does not complete the cleanup, the LENDER will access the site, ensure that the site is secure and poses no immediate threat to human health and the environment, and notify EPA and TCEQ.

34. Project Completion. The BORROWER agrees to:

- A. Begin the project within sixty-days (60) of this Loan Agreement and will complete all work in a timely manner in accordance with the Project Documents and Approved Budget unless otherwise approved in writing by the LENDER.
- B. Provide documents and other technical reports relative to the cleanup to the LENDER and Agency Project Manager to confirm completion of and closeout of the cleanup action. The final closeout report shall document completed cleanup goals in compliance with the work plan, actions taken, institutional controls used (if any), resources committed, problems encountered if any cleanup goals achieved, acreage cleaned up, challenges encountered within two months of project completion
- C. Perform all of its obligations and agreements under this Loan Agreement, the Note and the Deed of Trust securing same, and any other agreements or instruments to which the BORROWER is a party and which relate to this Loan or to the Project.
- D. The BORROWER agrees that it shall obtain a "Certification of Completion" from the TCEQ for the Property and submit a copy to the LENDER prior to final closeout of the project.
- E. The BORROWER agrees to submit annual Financial Status reports to the LENDER during the project, as well as a final Financial Status Report within 90 days of project completion, using such form(s) as designated by LENDER.

35. Indemnification. Throughout the term of this Agreement, the BORROWER agrees to protect, indemnify, defend and hold harmless, the LENDER, its officers, administrators, agents, servants, employees, Agency Project Manager, local partners and all other persons or legal entities to whom the LENDER may be liable from, for or against any and all claims, demands, suits, losses, damages, judgments, costs and expenses, whether direct, indirect or consequential and including, but not limited to, all fees, expenses and charges of attorneys and other professionals, court costs, and other fees and expenses for bodily injury, including death, personal injury and property damage, arising out of or in connection with the performance of any work or any responsibility or obligation of the BORROWER as provided herein and caused in whole or in part by any act, error, or omission of the BORROWER, its agents, servants, employees or assigns.

36. Signage. The BORROWER agrees to erect a sign(s) on the Property stating that the project is being financed in part by a USEPA Brownfields Loan and in cooperation with the City of Texarkana and the TCEQ. Associated required signage must include contact for obtaining information on activities being conducted at the site and for reporting suspected criminal activities, Davis-Bacon Compliance, and violation of Health & Safety rules. Any sign(s) erected on the Project Site shall comply with all requirements of the state and local law applicable to on premise outdoor advertising.

37. Waste. The BORROWER shall not demolish any part of the buildings or structures located on the Property or commit any waste except as provided in the Project Documents without the prior written consent of the LENDER.

38. Waivers. Any forbearance by the LENDER with respect to any of the terms and conditions of this Agreement or the Promissory Note shall in no way constitute a waiver of any of the LENDER's rights or privileges granted hereunder.

VIII. EVENTS OF DEFAULT

39. The BORROWER shall be deemed to be in default under this Loan Agreement upon the occurrence of any or more of the following events:
- A. **Assignment.** The BORROWER assigns this Agreement or any Loan Funds advanced hereunder or any interest herein to a third party, or, if the Property or any interest therein is conveyed, assigned or otherwise transferred without the prior written consent of the LENDER;
 - B. **False Warranty.** Any representation or warranty made herein or in any report, certificate, financial statement or other instrument furnished in connection with this Agreement or the Loan Documents shall prove to be false in any material respect;
 - C. **Repayment.** The BORROWER fails to pay any principal amount, fee or interest on the indebtedness to the LENDER after the same shall become due and payable and such failure continues beyond ten (10) business days;
 - D. **Failure to Perform.** The BORROWER defaults by failing to perform a term or condition of the Agreement, and fails to correct the default within a period of time specified in a written default notice sent by certified mail, return receipt requested, from the LENDER to the BORROWER. The LENDER may at its discretion extend the time period for correction of the default;
 - E. **Bankruptcy.** Any proceeding involving the BORROWER or the Property, commenced under any bankruptcy or reorganization arrangement, probate, insolvency, readjustment of debt, dissolution or liquidation law of the United States, or any state are instituted.
 - F. **Receivership.** An order, judgment or decree is entered, without the application, approval or consent of the BORROWER, by any court of competent jurisdiction approving the appointment of a receiver, trustee or liquidator of the BORROWER of all or a substantial part of its assets, and such order, judgment or decree shall continue in effect for a period of sixty (60) days.

In event of default or the BORROWER does not complete the cleanup, the LENDER will access the site, ensure that the site is secure and poses no immediate threat to human health and the environment, and notify the USEPA and the Agency Project Manager. In this event, the LENDER may: (a) terminate the Agreement; (b) increase the interest rate to ten (10) percent and make the entire outstanding principal and interest immediately due and payable; and (c) institute an action to recover damages against the BORROWER to the full extent of the law. The BORROWER hereby expressly waives any presentment, demand, protest, or notice of any kind.

IX. REPORTING, ADMINISTRATIVE RECORDS AND AUDITS

40. **Reporting.** The BORROWER agrees to provide quarterly reports in a form provided by the LENDER beginning the first quarter after the Closing Date, and, by the 15th of the month following the close of the quarter thereafter until the end of the Loan Period. The report shall contain quantitative and qualitative information related to the progress or completion of the Project and the budget; the progress and completion of the associated development, the numbers of low income housing created and public improvements resulting from the development; the amount of property taxes paid on the site, and other information as required by the LENDER.

41. **Records Retention.** The BORROWER agrees to prepare financial and programmatic records pertaining to all matters relative to this Agreement in accordance with generally accepted accounting principles and procedures and to retain all project environmental records and supporting documentation for a minimum of three (3) years following completion of the cleanup, or upon repayment of the loan made through this Agreement, or three (3) years from the making of this record, whichever occurs last. The BORROWER shall obtain written approval from the LENDER prior to destroying any records, except records subject to audit findings shall be retained an additional three (3) years after such findings have been resolved. The LENDER may require in writing that particular records be retained by the BORROWER beyond the above period(s). The Borrower shall allow the Lender to access records relating to the loan to authorized representatives of the Federal Government.
42. **Financial Information Reporting.** The BORROWER's accounting system or financial reporting system shall:
- A. Track the use of Loan Proceeds by eligible site-specific Project Costs.
 - B. Identify the expenditure of Loan Proceeds and all matching funds for the cleanup portion of the Project and for the associated development project.
 - C. Maintain financial and Project records that segregate expenditures based on federal or non- federal sources of funds.
 - D. Submit annual financial statement information in a form acceptable to the LENDER.
43. **Project Information.** The BORROWER agrees that it shall maintain Project information including properly executed contracts, invoices, correspondence and other documents sufficient to evidence in proper detail the nature and propriety of the cleanup and expenditures of Loan Proceeds.
44. **Monitoring/Audit.** The BORROWER agrees to permit the LENDER or its designated representative(s) to inspect and/or audit its records and books relative to this Agreement at any time during normal business hours and under reasonable circumstances and to copy there from any information the LENDER desires relevant to this Agreement. Except in the case of an emergency, the LENDER shall endeavor to provide notice to the BORROWER prior to the execution of this provision.

Or, upon request of the LENDER, and at no cost to LENDER, the BORROWER agrees to deliver the records or have the records delivered to the LENDER or its designated representative at an address designated by such party. If the LENDER or its representative finds that the records delivered by the BORROWER are incomplete, the BORROWER agrees to pay the LENDER or its representative's costs (including but not limited to, payment for time expended, payment of copy costs, and reimbursement for travel expenses to the BORROWER'S office or other location where the books or records are located) to audit or retrieve the complete records. In addition, the BORROWER agrees that Loan-related documents are subject to records access provisions of 40 CFR Parts 30 and 31 as applicable. In addition, the USEPA and authorized representatives of the Comptroller General shall have access to all loan-related documents. The LENDER shall provide notice to the BORROWER prior to execution of this provision.

X. MISCELLANEOUS

45. **Assignment.** The BORROWER shall not assign or attempt to assign directly or indirectly

any of its rights under this Agreement, or under any instrument referred to herein, without the prior written consent of the LENDER. The BORROWER shall not assign all or any portion of the Property made the subject of this Agreement without the prior written consent of the LENDER.

46. **Parties to Contract.** The provisions of this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. This Agreement is not intended to create or vest any rights in any third party or to create any third-party beneficiaries.
47. **Amendments.** All amendments to this Agreement shall be in writing and signed by both parties hereto, and may not be supplemented or amended through the introduction of parol evidence.
48. **Performance.** It is expressly understood that a failure or delay on the part of the BORROWER in the performance, in whole or in part, or any of the terms of this Agreement, if such failure is attributable to an act of God, fire, flood, riot, insurrection, embargo, emergency or governmental orders, regulations, or other similar unforeseen causes beyond the reasonable control of such party, the failure or delay shall not constitute a breach or default under this Agreement however, the BORROWER shall use its best effort to insure that the Project is completed in a reasonable time without unnecessary delay.
49. **Failure of Parties.** No failure of either party to exercise any power or right given it hereunder or to insist on strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of the other party's right to demand at any time exact compliance with the terms hereof.
50. **Representatives.** All notices, requests, instructions or other documents to be given hereunder to either party by the other shall be in writing and delivered personally or sent by certified or registered mail, postage prepaid, to the addresses set forth in this Agreement. Any such notice, request, instruction or other document shall be conclusively deemed to have been received and be effective on the date on which personally delivered or, if sent by certified or registered mail, return receipt requested, on the day mailed to the parties as follows:

TO THE LENDER:

City of Texarkana
 Planning and Community Development
 P.O. Box 1967
 220 Texas Blvd., 4th Floor
 Texarkana, Texas 75504

TO THE BORROWER:

Grimm Lofts, LLC
 14755 Preston Road, Suite 600
 Dallas, TX 75254

Or, to such other address as a party may subsequently specify in writing to the other party.

51. This Agreement and all covenants, agreements, representations and warranties made herein shall survive the execution of this Agreement and shall continue in full force and

effect so long as the Loan Obligation is outstanding and unpaid.

52. If any provision or item of this Agreement is held invalid, such invalidity shall not affect other provisions or items of this Agreement that can be given effect without the invalid provisions or items, and to this end, the provisions of this Agreement are hereby declared severable.
53. Except for any exhibits, attachments, or other documents as may be affixed hereto, made a part hereof, and properly identified herewith, this Agreement constitutes the entire contract between the parties, and shall not be otherwise affected by any other purported undertaking, whether written or oral.
54. The BORROWER understands and agrees that any use of the Property or any activity thereon which is inconsistent with the foregoing provisions is expressly prohibited.
55. Except for applicable provisions of federal law and regulations, this Agreement and any action brought under this Agreement shall be governed by and constructed in accordance with the laws of the State of Texas and venue shall be in Bowie County, Texas.

IN WITNESS HEREOF, the undersigned representative of the BORROWER and of the LENDER certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such party to this document, as of the day and year first written above.

BORROWER:

Grimm Lofts, LLC

By _____
Mark Bouldin, Managing Member

Date

By _____
Jim Sari, Managing Member

Date

LENDER:

City of Texarkana, Texas

By _____
John Whitson, City Manager

APPROVED AS TO FORM:

By: _____ Date: _____

LIST OF ATTACHMENTS

ATTACHMENT A: Property Legal Descriptions
ATTACHMENT B: Eligible and Ineligible Costs and Activities
ATTACHMENT C: Promissory Note
ATTACHMENT D: Security Agreement
ATTACHMENT E: Consent the City of Texarkana To Guarantee
ATTACHMENT F: Collateral
ATTACHMENT G: EPA Revolving Loan Fund (RLF) Terms and Conditions
ATTACHMENT H: Request for Disbursement

ATTACHMENT A Property Legal Descriptions

Hotel Grim

Site Address: 301 State Line North, Texarkana, TX

Bowie County Texas Assessor's Office: PIDN: 7935; Long Account Number
03840008900

Property Description: CITY/TRIGGS ADDN LOTS 7-12 GRIM HOTEL, 2972/009 12/14/98,
BLK/TRACT 13, 0.89 ACRES

(Attach Deed reflecting Grimm Lofts LLC ownership)

Property Details

PIDN: 7935 Long Account Number: 03840008900

Owner Name: RIVERGATE PROP LLC

Mailing: 803 PINE ST
Address: TEXARKANA, TX 75501-5111

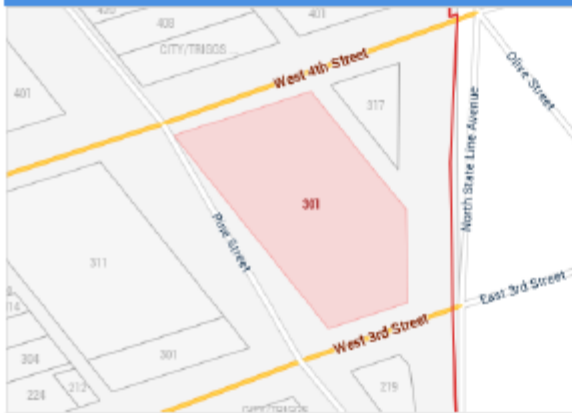
Location: 301 STATE LINE N

Legal: CITY/TRIGGS ADDN
LOTS 7-12 GRIM HOTEL
2972/009 12/14/98
BLK/TRACT 13
0.89 ACRES

Total Market Value	\$55,660
Previous Year Value	\$65,880
Percent Change	0.00%
Total Assessed Value	\$55,660
Improvement Value	\$10
Land Value	\$55,650
Agri Prod Value	\$0
Timber Prod Value	\$0
Restricted Product Value	\$0

Data up to date as of Aug 28, 2018 including 2018 Certified values.

Property Map



Property Details

Exemptions	
Freeze Exempt	N
Agent Code	
Living Area (sqft)	0
Land Acres	0.890
State Code	F1
Neighborhood Code	3840
Neighborhood	CITY/TRIGGS ADDN
Abstract	0

Estimated Taxes

Code	Entity Name	Taxable Value	Rate Year	Tax Rate	Tax Amt
01B2	Bowie County	\$55,660	2015	0.39917300	\$222.18
02T2	Texarkana	\$55,660	2015	0.66929300	\$372.53
03T	Texarkana ISD	\$55,660	2015	1.42500000	\$793.16
04C	Texarkana Community College District	\$55,660	2015	0.10526700	\$58.59
*Total Estimated Taxes					\$1,448.46

Taxable values based on exemption:
0None0Current0Homestead0Over 65

Note: The Total Estimated Taxes are provided as a courtesy and should not be relied upon in making financial or other decisions.

Land Information

Land Seq	SPTB Code	Class	Homesite	Size	Size Unit
	F1	LSCM	N	37100.000	SQFT

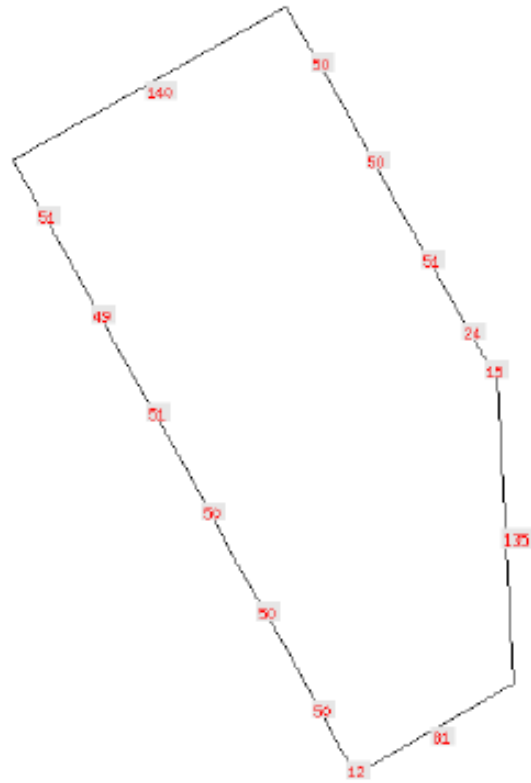
Improvement Information

Description	SQFT	Year Built
NOCLAS	0	0

Segment Information

Imp ID	Seg ID	Description	Class	Area
--------	--------	-------------	-------	------

Land Sketch



Sketch Image Copyright 2018 TaxNetUSA, Inc. Rendered by DigitSketch.
Area: 46,940 sq. ft. Not intended for legal or engineering use.

ATTACHMENT B

Eligible and Ineligible Costs and Activities

Costs incurred prior to the execution of a loan or subgrant could be eligible costs if they meet all the criteria of eligible costs listed below. These would include eligible costs incurred while conducting pre-award eligible activities necessary to satisfy VCP or RLF requirements. Such eligible costs could also be counted toward the 20% cost share required for the loan or subgrant award.

Borrowers may fund the following activities with BRLF cleanup funds:

1. Limited site characterization including confirming the effectiveness of the proposed cleanup design or the effectiveness of a cleanup once an action has been completed
2. Developing a Quality Assurance Project Plan (QAPP) as required by Part 31 and Part 30 regulations. The specific requirement for a QAPP is outlined in U.S. EPA Order 53601.1, April 1984, as amended on May 5, 2000;
3. Using a portion of a loan or subgrant to purchase environmental insurance for the site. The loan or subgrant may not be used to purchase insurance intended to provide coverage for any of the Ineligible Uses under Section C, and;
4. Conducting the voluntary remediation work identified in a Texas Commission on Environmental Quality (TCEQ)-approved Response Action Plan (RAP) or Corrective Action Plan (CAP). The RAP and/or CAP will specify all activities necessary to complete a cleanup protective of human health and the environment, together with a cost estimate for conducting the work.

Following are examples of common eligible project costs if they are part of an approved VCP agreement. Such costs include, but are not limited to:

1. Installation of fences, warning signs, or other security or site control precautions;
2. Installation of drainage controls;
3. Stabilization of berms, dikes or impoundments; or drainage or closing of lagoons;
4. Capping of contaminated soils;
5. Using chemicals and other materials to retard the spread of the release or mitigate its effects;
6. Excavation, consolidation or removal of contaminated soils;
7. Removal of drums, barrels, tanks, or other bulk containers that contain or may contain hazardous substances, pollutants or contaminants, including petroleum;
8. Removal of source materials, including free product recovery;
9. Containment, treatment or disposal of hazardous materials and petroleum contamination;
10. Site monitoring activities, including sampling and analysis, that are reasonable and necessary during the cleanup process, including determination of the effectiveness of a cleanup;
11. Limited site characterization activities that are reasonable, necessary and incidental to the cleanup process, such as sampling to confirm the effectiveness of the proposed cleanup design or the effectiveness of a cleanup once an action has been completed; and

12. Costs associated with meeting public participation, worker health and safety, and programmatic management requirements.

Following are examples of known ineligible project costs. Such costs include, but are not limited to:

1. Environmental assessment activities including Phase I and Phase II Environmental Site Assessments
2. Monitoring and data collection for permit compliance required under other federal and state laws, unless such a permit is required as a component of the cleanup action;
3. Construction, demolition, and development activities that are not integral to the cleanup actions (e.g., marketing of property or construction of a new non-cleanup facility);
4. Job training unrelated to performing a specific cleanup at a site covered by a loan or subgrant;
5. Payment of a penalty or fine;
6. To pay a federal cost share requirement (for example, a cost-share required by another Federal grant) unless there is specific statutory authority;
7. To pay for a response cost at a brownfields site for which the recipient of the grant or loan is potentially liable under CERCLA § 107;
8. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup;
9. Unallowable costs (e.g., lobbying and fund raising) under applicable OMB Circulars; and,
10. Repairing or improving public or private drinking water supplies that have deteriorated through ordinary use.

Under CERCLA § 104(k)(4)(B), administrative costs are prohibited costs under this agreement. Prohibited administrative costs include all indirect costs under applicable OMB Circulars incurred by the CAR and subgrantees.

Prohibited administrative costs for the borrower (including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges) are those incurred for loan administration and overhead costs. Direct costs for loan administration are ineligible even if the borrower is required to carry out the activity under the loan agreement.

Ineligible loan administration costs include expenses for:

1. Preparation of applications for loans and loan agreements;
2. Preparing revisions and changes in the budget, workplans, and other documents required under the loan agreement;
3. Maintaining and operating financial management and personnel systems;
4. Preparing payment requests and handling payments; and
5. Audits.

Overhead costs by the borrower that do not directly clean up brownfields site contamination or comply with laws applicable to the cleanup are ineligible administrative costs. Examples of overhead costs that would be ineligible in loans include expenses for:

1. Salaries, benefits and other compensation for persons who are not directly engaged in the cleanup of the site (e.g., marketing and human resource personnel);
2. Facility costs such as depreciation, utilities, and rent on the borrower's administrative

- offices;
- 3. Supplies and equipment not used directly for cleanup at the site;
- 4. Costs included by the borrower for procurement are eligible only if the procurement contract is for services or products that are direct costs for performing the cleanup, for insurance costs, or for maintenance of institutional controls; and
- 5. Direct costs by the borrower for progress reporting to the lender are eligible programmatic costs.

ATTACHMENT C Promissory Note

Date: _____

The undersigned Grimm Lofts, LLC ("Borrower") agrees to pay to The City of Texarkana "Lender"), as follows:

1. Promise to Pay

For value received, Borrower promises to pay to LENDER the principal amount of SIX HUNDRED FIFTY THOUSAND Dollars (\$650,000) plus interest on the principal at the rate of first 5 years as interest only, utilizing the 10-year Treasury Rate, currently 1.7%, adjustable every 5 years, as a non-assumable loan per year ("Amount Due") in lawful money of the United States of America. Interest shall commence on the date of this Note as set forth above, with the remaining balance and accruing interest being paid in monthly installments over a period of 15 years for a total loan period of 20 years.

2. Payment of Amount Due.

A. Initial Interest Payment

On NA, the Borrower shall pay to LENDER the then accrued interest.

B. Monthly Payments

Payments of interest only shall be due and payable for the first five (5) years of the loan, commencing on the first day of the month following the first disbursement, and continuing on the first day of each month thereafter until the expiration of five (5) years. Thereafter, commencing on the first day of the month after the expiration of the five (5) year interest only term and continuing for a term of fifteen (15) years, monthly payments of principal and interest shall be due and payable in the amount of **FOUR THOUSAND NINETY-THREE DOLLARS AND 62/100 (\$4,093.62)** per month, except that the final payment shall be for the final balance of principal and interest due whether more or less than the monthly payment. **In the event site ownership is transferred prior to the full payment of the outstanding principal and interest remaining, the outstanding balance shall be paid in full within ten (10) days of such transfer.**

C. Additional Payments

Borrower may prepay all or any portion of the Amount Due at any time.

D. Payment Procedure

Each payment shall be by check payable to the order of LENDER. Each payment shall be delivered to LENDER on or before 5:00 p.m. (Central time) on the Due Date.

E. Application of Payment

The amount of each payment shall be applied in the following order: (i) to accrued interest; (ii) to any permitted delinquency or late charges; (iii) to Collection Costs; and (iv) the balance, if any, to reduce the principal amount.

3. Loan Agreement and Collateral

This Note is executed in accordance with the closing of a Loan Agreement between the Borrower and LENDER. In addition, this Note is secured by Collateral in accordance with various Related Documents executed by the Borrower or others. Rights and obligations with respect to the Collateral and rights to accelerate the Amount Due under this Note are stated in such Loan Agreement and the Related Documents. The term "Collateral" as used in this Note shall mean any funds,

guarantees, or other property or rights of any nature which may have been, are, or subsequently may be, provided as security for the Amount Due. The words "Related Documents" mean and include, without limitation, all other promissory notes, credit agreements, loan agreements, guarantees, security agreements, mortgages, deeds of trust, and all other instruments, agreements, and documents, now or subsequently existing, executed in connection with this Note or the Loan Agreement.

4. Delinquency Charge

If a payment is not paid in full within 15 calendar days of the Due Date, then the payment is delinquent. If a payment is delinquent, then Borrower agrees to pay a delinquency charge equal to the lesser of \$100 or 5% of the unpaid amount of each payment. Delinquency charges shall be immediately due and payable. Each delinquency charge constitutes an advance to Borrower by LENDER and shall be added to the principal amount at the time the delinquency charge is incurred. The Borrower understands that the right of LENDER to assess the delinquency charge set forth in this Section is in addition to, and not exclusive of, any right of LENDER (i) to declare this Note in default, or (ii) to enforce any other right available to LENDER at law, in equity, or by agreement.

5. Default

LENDER, at its option, may declare this Note in default and declare the entire amount of unpaid principal, plus accrued interest, as immediately due and payable if (i) Borrower is in default under any term of this Note; (ii) acceleration is permitted under the terms of the Loan Agreement or any Related Document referred to above; (iii) the Borrower does not pay any payment in full by the Due Date or other charge or expense when due; or (iv) the prospect of payment, performance, or realization of Collateral is significantly impaired.

6. Payment of Costs and Expenses

The Borrower agrees to pay all costs and expenses incurred by LENDER (i) in any suit or proceeding to enforce this Note, (ii) in any suit or proceeding in which LENDER is a party and all or any portion of the Collateral is the subject matter of the suit or proceeding, (iii) in making or attempting to make collection of delinquent payments or curing any default of any debt or obligation described in this Note, (v) in any settlement negotiations, or (vi) in searching or abstracting records ("Collection Costs"). The phrase "costs and expenses" is defined to include, without limitation, attorney fees and fees of experts. The phrase "suit or proceeding" is defined to include, without limitation, administrative, arbitration, negotiation, trial, and appellate proceedings. Collection Costs constitute an advance to Borrower by LENDER and shall be added to the principal amount at the time the Collection Costs are incurred.

7. Waiver

Borrower waives presentment, notice of dishonor, and protest.

8. Governing Law, Jurisdiction, and Venue

This Note shall be construed and interpreted in accordance with the laws of the State of Texas. The courts of Texas shall have exclusive jurisdiction, and Bowie County is the proper venue.

BORROWER:

Grimm Lofts, LLC

By _____
Mark Bouldin, Managing Member

Date

By _____
Jim Sari, Managing Member

Date

Attachment: 2017-068 ATTH 08 Grimm Lofts EPA Loan v2 (1664 : 2017-068 RES Authorizing City Manager to enter into loan agreements with

ATTACHMENT D Security Agreement

1. BASIC PROVISIONS AND DEFINITIONS

The following basic provisions and definitions shall be construed in conjunction with, and limited by, the provisions of this Agreement.

1.1 Lender

The City of Texarkana., whose current address is P.O. Box 1967, 220 Texas Blvd., 4th Floor, Texarkana, Texas 75504

1.2 Borrower

The "Borrower" is Grimm Lofts, LLC whose current address is 14755 Preston Road, Suite 600, Dallas TX 75254.

1.3 Promissory Note

The "Promissory Note" is a note in the amount of SIX HUNDRED FIFTY THOUSAND Dollars (\$650,000) executed by Borrower with final payment due of any outstanding balance.

1.4 Obligations Secured

This Agreement secures the following debts and obligations ("Obligations"): (i) The payment, interest, and other obligations set forth in the Promissory Note, (ii) The payment of all such additional sums as may be loaned or advanced by the Lender, if any, to the Borrower for any purpose, together with the payment, interest and other obligations set forth in any notes, drafts or instruments representing such additional sums, (iii) The payment and performance by the Borrower of the payment and other terms and conditions of this Agreement and the Related Documents, (iv) The payment of all costs, expenses, and other sums advanced or incurred by the Lender in accordance with this Agreement that are payable by the Borrower, (v) Interest payments as set forth in this Agreement, and (vi) **The additional obligations set forth on the attached Additional Obligations Rider, if any.**

1.5 Related Documents

The words "Related Documents" mean and include, without limitation, all promissory notes, credit agreements, loan agreements, guarantees, security agreements, mortgages, deeds of trust, and all other instruments, agreements, and documents, now or subsequently existing, executed in connection with the Promissory Note or this Agreement.

1.6 General Definitions

Terms not otherwise defined in this Agreement shall have the meanings attributed to such terms in the Texas Uniform Commercial Code.

2. GRANT OF SECURITY

2.1 Grant. As security for the payment and performance of the Obligations, Borrower does hereby GRANT to Lender a security interest in the property particularly described on Attachment F attached ("Collateral").

2.2 Perfection of Security Interest

The Borrower covenants and agrees as follows:

- a. Borrower shall promptly cause this Agreement and financing statements to be recorded and rerecorded, registered and re-registered, filed and re-filed at such times and places as may be required by law or deemed advisable by Lender to create, preserve or protect the lien upon all or any part of the Collateral.
- b. Borrower shall from time to time do and cause to be done all such other things as may be reasonably required by Lender or required by law, including all things which may from time to time be necessary under the Texas Uniform Commercial Code, to create, perfect, preserve and protect the lien upon the Collateral.
- c. Borrower shall promptly reimburse Lender for any expenses relating to the perfection and the continuation of the perfection of Lender security interest in the Collateral.
- d. Borrower shall promptly notify Lender in writing of any changes in the name of the grantor, including without limitation, any changes in the assumed business name of the Borrower.
- e. Borrower hereby irrevocably appoints Lender as Borrower's attorney-in-fact to execute, acknowledge and deliver all such instruments on behalf of Borrower which Borrower fails or refuses to so do.

2.3 Borrower's Right to Possession

Until default, Borrower may have possession of the tangible personal property and beneficial use of all the Collateral and may use it in any lawful manner not inconsistent with this Agreement or the Related Documents, provided that Borrower's right to possession and beneficial use shall not apply to any Collateral where possession of the Collateral by Lender is required by law to perfect Lender security interest in such Collateral. If Lender at any time has possession of any Collateral, whether before or after an Event of Default, Lender shall be deemed to have exercised reasonable care in the custody and preservation of the Collateral if Lender takes such action for that purpose as Borrower shall request or at Lender, in Lender sole discretion, shall deem appropriate under the circumstances, but failure to honor any request by Borrower shall not of itself be deemed to be a failure to exercise reasonable care. Lender shall not be required to take any steps necessary to preserve any rights in the Collateral against prior parties, nor to protect, preserve or maintain any security interest given to secure the Collateral.

2.4 Expenditures by the City of Texarkana, Texas

If not discharged or paid when due, Lender may (but shall not be obligated to) discharge or pay any amounts required to be discharged or paid by Borrower under this Agreement, including without limitation all taxes, liens, security interests, encumbrances, and other claims, at any time levied or placed on the Collateral. Lender also may (but shall not be obligated to) pay all costs for insuring, maintaining, and preserving the Collateral. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Borrower. All such expenses shall become a part of the indebtedness and, at Lender's option, will (a) be payable on demand, (b) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (i) the term of any applicable insurance policy or (ii) the remaining term of the Note, or (c) be treated as a balloon payment which will be due and payable at the Note's maturity. This Agreement also will secure payment of these amounts. Such right shall be in addition to all other rights and remedies to which Lender may be entitled upon the occurrence of an Event of Default.

3. REPRESENTATIONS, WARRANTIES AND COVENANTS OF BORROWER.

The Borrower represents and warrants to, and covenants with, Lender as follows:

3.1 Title

Except as expressly stated otherwise in this Agreement, (i) the Borrower holds good and marketable title to the collateral, free and clear of all liens and encumbrances except for the lien of this Agreement, and (ii) no financing statement covering any of the Collateral is on file in any public office other than those which reflect the security interest created by this Agreement. The Borrower will warrant and defend Lender's interest in the Collateral from all claims and demands, and will give such assurances and perform such acts as may be necessary to perfect or confirm the priority of Lender's interest created by this Agreement.

3.2 Payment and Performance of Debts and Obligations

The Borrower shall promptly pay, observe, and discharge the Obligations.

3.3 No Violation

The execution and delivery of this Agreement will not violate any law or agreement-governing Borrower or to which Borrower is a party.

3.4 Enforceability of Collateral

To the extent the Collateral consists of accounts, contract rights, chattel paper, or general intangibles, the Collateral is enforceable in accordance with its terms, is genuine, and complies with applicable laws concerning form, content and manner of preparation and execution, and all persons appearing to be obligated on the Collateral have authority and capacity to contract and are in fact obligated as they appear to be on the Collateral.

3.5 Removal of Collateral

Borrower shall keep the Collateral (or to the extent the Collateral consists of intangible property such as accounts, the records concerning the Collateral) at Borrower's address shown above, or at such other locations as are acceptable to Lender. Some or all of the Collateral may be located at the real property described above. Except in the ordinary course of its business, including the sales of inventory, Borrower shall not remove the Collateral from its existing locations without the prior written consent of Lender. To the extent that the Collateral consists of vehicles, or other titled property, Borrower shall not take or permit any action which would require registration of the vehicles outside the State of Texas, without the prior written consent of Lender.

3.6 Transactions Involving Collateral

Except for inventory sold or accounts collected in the ordinary course of Borrower's business, Borrower shall not sell, offer to sell, or otherwise transfer or dispose of the Collateral. Borrower shall not pledge, mortgage, encumber, or otherwise permit the Collateral to be subject to any lien, security interest, encumbrance, or charge, other than the security interest provided for in this Agreement, without the prior written consent of Lender. This includes security interests even if junior in right to the security interests granted under this Agreement. Unless waived by Lender, all proceeds from any disposition of the Collateral (for whatever reason) shall be held in trust for Lender and shall not be commingled with any other funds; provided however, this requirement shall not constitute consent by Lender to any sale or other disposition. Upon receipt, Borrower shall immediately deliver any such proceeds to Lender.

3.7 Maintenance and Inspection of Collateral

Borrower shall maintain all tangible Collateral in good condition and repair. Borrower will not commit or permit damage to or destruction of the Collateral or any part of the Collateral. Lender and its designated representatives and agents shall have the right at all reasonable times to examine,

inspect, and audit the Collateral wherever located. Borrower shall immediately notify Lender of all cases involving the return, rejection, repossession, loss or damage of or to any Collateral; of any request for credit or adjustment or of any other dispute arising with respect to the Collateral; and generally of all happenings and events affecting the Collateral or the value or the amount of the Collateral.

3.8 Taxes, Assessments and Liens

Borrower will pay when due all taxes, assessments and liens upon the Collateral, its use or operation, upon this Agreement, upon any promissory note or notes evidencing the indebtedness, or upon any of the other Related Documents. Borrower may withhold any such payment or may elect to contest any lien if Borrower is in good faith conducting an appropriate proceeding to contest the obligation to pay and so long as Lender's interest in the Collateral is not jeopardized in Lender's sole opinion. If the Collateral is subjected to a lien which is not discharged within fifteen (15) days, Borrower shall deposit with Lender cash, a sufficient corporate surety bond or other security satisfactory to Lender in an amount adequate to provide for the discharge of the lien plus any interest, costs, reasonable attorneys' fees or other charges that could accrue as a result of foreclosure or sale of the Collateral. In any contest Borrower shall defend itself and Lender and shall satisfy any final adverse judgment before enforcement against the Collateral. Borrower shall name Lender as an additional obligee under any surety bond furnished in the contest proceedings.

3.9 Compliance with Governmental Requirements

Borrower shall comply promptly with all laws, ordinances, and regulations of all governmental authorities applicable to the production, disposition, or use of the Collateral. Borrower may contest in good faith any such law, ordinance or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as Lender interest in the Collateral, in Lender opinion, is not jeopardized.

3.10 Hazardous Substances

Borrower represents and warrants that the Collateral never has been, and never will be so long as this Agreement remains a lien on the Collateral, used for the generation, manufacture, storage, transportation, treatment, disposal, release or threatened release of any hazardous waste or substance, as those terms are defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. ("CERCLA"), the Superfund Amendments and Reauthorization Act of 1986, Pub. L No. 99-499 ("SARA"), the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act, 49 U.S.C. Section 6901, et seq., or other applicable state or Federal laws, rules, or regulations adopted pursuant to any of the foregoing. The representations and warranties contained in this Section are based on Borrower's due diligence in investigating the Collateral for hazardous wastes and substances. Borrower hereby (a) releases and waives any future claims against Lender for indemnity or contribution in the event Borrower becomes liable for cleanup or other costs under any such laws, and (b) agrees to indemnify, defend, and hold harmless Lender against any and all claims and losses resulting from a breach of this provision of this Agreement. This obligation to indemnify shall survive the payment of the indebtedness and the satisfaction of this Agreement.

3.11 Maintenance of Casualty Insurance

Borrower shall procure and maintain all risks insurance, including without limitation fire, theft and liability coverage together with such other insurance as Lender may require with respect to the Collateral, in form, amounts, coverage's and basis reasonably acceptable to Lender and issued by a

company or companies reasonably acceptable to Lender. Borrower, upon request of Lender will deliver to Lender from time to time the policies or certificates of insurance in form satisfactory to Lender, including stipulations that coverage's will not be cancelled or diminished without at least ten (10) days' prior written notice to Lender. In connection with all policies covering assets in which Lender holds or is offered a security interest, Borrower will provide Lender with such loss payable or other endorsements as Lender may require. If Borrower at any time fails to obtain or maintain any insurance as required under this Agreement, Lender may (but shall not be obligated to) obtain such insurance, as Lender deems appropriate, including if it so chooses "single interest insurance," which will cover only Lender's interest in the Collateral.

3.12 Application of Insurance Proceeds

Borrower shall promptly notify Lender of any loss or damage to the Collateral. Lender may make proof of loss if Borrower fails to do so within fifteen (15) days of the casualty. All proceeds of any insurance on the Collateral, including accrued proceeds thereon, shall be held by Lender as part of the Collateral. If Lender consents to repair or replacement of the damaged or destroyed Collateral, Lender shall, upon satisfactory proof of expenditure, pay or reimburse Borrower from the proceeds for the reasonable cost of repair or restoration. If Lender does not consent to repair or replacement of the Collateral, Lender shall retain a sufficient amount of the proceeds to pay all of the indebtedness, and shall pay the balance to Borrower. Any proceeds which have not been disbursed within six (6) months after their receipt and which Borrower has not committed to the repair or restoration of the Collateral shall be used to prepay the indebtedness.

3.13 Insurance Reserves

Lender may require Borrower to maintain with Lender reserves for payment of insurance premiums, which reserves shall be created bimonthly payments from Borrower of a sum estimated by Lender to be sufficient to produce, at least fifteen (15) days before the premium due date, amounts at least equal to the insurance premiums to be paid. If fifteen (15) days before payment is due, the reserve funds are insufficient, Borrower shall upon demand pay any deficiency to Lender. The reserve funds shall be held by Lender as a general deposit and shall constitute a non-interest-bearing account, which Lender may satisfy by payment of the insurance premiums required to be paid by Borrower as they become due. Lender does not hold the reserve funds in trust for Borrower, and Lender is not the agent of Borrower for payment of the insurance premiums required to be paid by Borrower. The responsibility for the payment of premiums shall remain Borrower's sole responsibility.

3.14 Insurance Reports

Borrower, upon request of Lender, shall furnish to Lender reports on each existing policy of insurance showing such information as Lender may reasonably request including the following: (a) the name of the insurer; (b) the risks insured; (c) the amount of the policy; (d) the property insured; (e) the then current value on the basis of which insurance has been obtained and the manner of determining that value; and (f) the expiration date of the policy. In addition, Borrower shall upon request by Lender (however not more often than annually) have an independent appraiser satisfactory to Lender determine, as applicable, the cash value or replacement cost of the Collateral.

3.15 Defense of Collateral

Borrower will, at its own expense, appear in and defend any action or proceeding that (i) might affect Lender security or the rights or powers of Lender, or (ii) purports to affect any of the Collateral.

3.16 Inspections

Lender and Lender agents are authorized at any reasonable time to inspect the Collateral and perform any of the acts Lender is authorized to perform under the terms of this Agreement.

3.17 Waiver of Offset

All sums payable by Borrower under this Agreement shall be paid without notice, demand, counterclaim, set off, deduction or defense and without abatement, suspension, deferment, diminution or reduction. The Obligations shall in no way be released, discharged or otherwise affected (except as expressly provided in this Agreement) by reason of (i) any damage to or destruction of, or any condemnation or similar taking of all or any portion of, the Collateral, (ii) any restriction or prevention of, or interference with, any use of all or any portion of the Collateral, (iii) any title defect or encumbrance, (iv) any bankruptcy, insolvency, reorganization, composition, adjustment, dissolution, liquidation or other like proceeding relating to Lender, or any action taken with respect to this Agreement by any trustee or receiver of Lender, or by any court, in any such proceeding, (v) any claim which Borrower has or might have against Lender, (vi) any default or failure on the part of Lender to perform or comply with any of the terms of this Agreement or of any other agreement with Borrower, or (vii) any other occurrence whether similar or dissimilar to the foregoing. Except as expressly provided in this Agreement, Borrower waives all rights now or subsequently conferred by statute or otherwise to any abatement, suspension, deferment, diminution or reduction of any Obligation secured by this Agreement.

3.18 Business Purpose

The loan evidenced by the Promissory Note and secured by this Agreement is a business and commercial loan transacted solely for the purpose of carrying on Borrower's business.

4. EVENTS OF DEFAULT

The occurrence of any one of the following shall constitute an event of default under this Agreement:

4.1 Default on Obligations

Borrower fails to strictly comply with the payment or other terms and conditions of this Agreement, the Promissory Note, the Related Documents, or any other Obligation secured by this Agreement.

4.2 False Statement

Any representation or disclosure made to Lender by the Borrower or any guarantor of any liability or obligation secured by this Agreement proves to be false or misleading as of the date the representation or disclosure is made, irrespective of whether the representation or disclosure appears in this Agreement.

4.3 Defective Collateralization

This Agreement or any of the Related Documents ceases to be in full force and effect (including failure of any collateral documents to create a valid and perfected security interest or lien) at any time and for any reason.

4.4 Events Regarding Guarantor

Any guarantor of any of the Obligations secured by this Agreement (i) revokes or attempts to revoke such guarantee, (ii) fails to strictly comply with the payment or other terms and conditions of the guaranty, or (iii) suffers a material adverse change in financial status or condition.

4.5 Change in Financial Status

The Borrower suffers a material change in financial status and fails to provide Lender with adequate assurance that the debts and obligations secured by this Agreement will be paid or performed when due.

4.6 Insolvency or Creditor Proceedings

- a. Borrower (i) files a voluntary petition in bankruptcy, (ii) is adjudicated bankrupt or insolvent, (iii) files any petition or answer seeking or acquiescing in any arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any present or future federal, state, or local statute, law or regulation, (iv) seeks, consents to, or acquiesces in, the appointment of any trustee, receiver or liquidator of all or any part of the Collateral, (v) makes any general assignment for the benefit of creditors, or (vi) admits in writing Borrower's inability to pay Borrower's debts generally as the debts become due.
- b. A court of competent jurisdiction enters an order, judgment or decree approving a petition filed against the Borrower seeking any relief under any present or future federal, state or local statute, law, or regulation relating to bankruptcy, insolvency, or other relief for debtors and such order, judgment or decree shall remain un-vacated and un-stayed for an aggregate of thirty (30) days (irrespective of whether such days are consecutive) from the appointment.
- c. A trustee, receiver, or liquidator of all or any part of the Collateral is appointed with or without the consent of the Borrower and such appointment is un-vacated and un-stayed for an aggregate of thirty (30) days (irrespective of whether such days are consecutive) from the appointment.

4.7 Attachment of Collateral

A writ of execution or attachment (or similar process) is issued or levied against all or any portion of the Collateral or any judgment involving monetary damages is entered against the Borrower which becomes a lien on all or any portion of the Collateral and such execution, attachment (or similar process), or judgment is not released, bonded, satisfied, vacated or stayed within thirty (30) days after the earlier of the relevant issuance, levy or entry of judgment (irrespective of whether such days are consecutive).

5. REMEDIES ON DEFAULT

Upon the occurrence of any event of default, Lender shall have all of the rights and remedies available at law or in equity, including, without limitation, the following:

5.1 Accelerate Payment Obligations

Lender may accelerate and declare all payment Obligations secured by this Agreement as immediately due and payable without any presentment, demand, protest, or notice of any kind.

5.2 Accelerate Other Obligations

Lender may accelerate and require the performance and observance of all non-payment Obligations secured by this Agreement.

5.3 Assemble Collateral

Lender may require Borrower to deliver to Lender all or any portion of the Collateral and all certificates of title and other documents relating to the Collateral. Lender may require Borrower to assemble the Collateral and make it available to Lender at a place to be designated by Lender. Lender also shall have full power to enter upon the property of Borrower to take possession of and remove the Collateral. If the Collateral contains other goods not covered by this Agreement at the time of repossession, Borrower agrees Lender may take such other goods, provided that Lender makes reasonable efforts to return them to Borrower after repossession.

5.4 Sell Collateral

Lender may sell, lease, transfer all or any portion of the Collateral separately from or together with the remaining Collateral either as one unit or in such separate units as Lender selects. In the event of any sale of the Collateral, Lender will give to the Borrower reasonable notice of the time and place of any public sale or of the time after which any private sale or other disposition is to be made. The Borrower agrees that the requirement of reasonable notice is met if notice is delivered in accordance with Section 6.1 at least five (5) business days before the time of the scheduled sale or other disposition.

5.5 Appoint Receiver

To the extent permitted by applicable law, Lender shall have the following rights and remedies regarding the appointment of a receiver: (a) Lender may have a receiver appointed as a matter of right, (b) the receiver may be an employee of Lender and may serve without bond, and (c) all fees of the receiver and the receiver's attorney shall become part of the indebtedness secured by this Agreement and shall be payable on demand, with interest at the Note rate from date of expenditure until repaid.

5.6 Collect Revenues; Apply Accounts

Lender, either itself or through a receiver, may collect the payments, rents, income, and revenues from the Collateral. Lender may at any time in its discretion transfer any Collateral into its own name or that of its nominee and receive the payments, rents, income, and revenues there from and hold the same as security for the Obligations or apply it to payment of the Obligations in such order of preference as Lender may determine. If the Collateral consists in part of accounts, general intangibles, insurance policies, instruments, chattel paper, choices of action, or similar property, Lender may demand, collect, receipt for, settle, compromise, adjust, sue for, foreclose, or realize on the Collateral as Lender may determine, whether or not indebtedness or Collateral is then due. For these purposes, Lender may, on behalf of and in the name of Borrower, receive, open and dispose of mail addressed to Borrower; change any address to which mail and payments are to be sent; and endorse notes, checks, drafts, money orders, documents of title, instruments and items pertaining to payment, shipment, or storage of any Collateral. To facilitate collection, Lender may notify account debtors and obligors on any Collateral to make payments directly to Lender.

5.7 Uniform Commercial Code

Lender shall be entitled to all of the remedies available to a secured party under the Texas Uniform Commercial Code.

5.8 Remedies Cumulative

No remedy available to Lender is intended to be exclusive of any other remedy, but shall be cumulative and in addition to the other remedies available to Lender. Such remedies may be enforced irrespective of whether some or all of the debts and obligations secured by this Agreement may now or subsequently be otherwise secured by mortgage, deed of trust, pledge, lien, assignment, or otherwise.

5.9 Deficiency Judgment

The Borrower hereby expressly consents to a deficiency judgment for any Obligation secured by this Agreement, which is not paid or satisfied by the sale of the Collateral.

6. GENERAL PROVISIONS

6.1 Notices

All notices, claims, requests and other communications ("Notices") under this Agreement shall be in writing, and shall be addressed or delivered to the relevant address set forth in Section 1 above, or at such other address as shall be given in writing by a party to the other. Notices delivered in person shall be deemed delivered on the date of delivery. Notices delivered by mail shall be deemed delivered on the date of delivery, refusal, or final notice indicated on the return receipt if deposited in the United States Mail, certified or registered, return receipt requested, with postage prepaid. All other Notices shall be deemed delivered on the date of receipt.

6.2 Power of Attorney

Borrower hereby appoints Lender as its true and lawful attorney-in-fact, irrevocably, with full power of substitution to do the following: (a) to demand, collect, receive, receipt for, sue and recover all sums of money or other property which may now or hereafter become due, owing or payable from the Collateral; (b) to execute, sign and endorse any and all claims, instruments, receipts, checks, drafts or warrants issued in payment for the Collateral; (c) to settle or compromise any and all claims arising under the Collateral, and, in the place and stead of Borrower, to execute and deliver its release and settlement for the claim; and (d) to file any claim or claims or to take any action or institute or take part in any proceedings, either in its own name or in the name of Borrower, or otherwise, which in the discretion of Lender may seem to be necessary or advisable. This power is given as security for the indebtedness, and the authority hereby conferred is and shall be irrevocable and shall remain in full force and effect until renounced by Lender.

6.3 Release, Modification, Additional Security, Consent.

Without affecting the liability of the Borrower, any guarantor, or any other person for the payment of any of the debts or obligations secured by this Agreement, Lender may from time to time and without notice to Borrower, any guarantors, or other persons (i) release any person liable for the payment of any debt or obligation, (ii) extend or modify the terms of payment of any debt or obligation, (iii) accept additional real or personal property of any kind as security, or alter, substitute or release any property securing any debt or obligation, (iv) Lender all or any part of the Collateral, or (v) subordinate this Agreement.

6.4 Indemnification

The Borrower shall indemnify, defend and hold Lender harmless from all claims or liabilities of any nature, whether arising at law or in equity, (including attorney fees and costs) directly or indirectly relating to (i) any lawsuit or proceeding concerning this Agreement or the Collateral, or (ii) the operation, management, or use of, or act or inaction taken regarding, all or any portion of the Collateral.

6.5 Payment of Costs and Expenses

The Borrower agrees to pay all costs and expenses incurred by Lender (i) in any suit to foreclose this Agreement, (ii) in any suit or proceeding in which Lender appears to defend or protect the lien of this Agreement, (iii) in any suit or proceeding in which Lender is a party and all or any portion of the Collateral is the subject matter of the suit or proceeding, (iv) in making or attempting to make collection of delinquent payments or curing any default of any debt or obligation secured by this Agreement, (v) in any settlement negotiations, or (vi) in searching or abstracting records ("Collection Costs"). The phrase "costs and expenses" is defined to include, without limitation, attorney fees and fees of experts. The phrase "suit or proceeding" is defined to include, without limitation, administrative, arbitration, negotiation, trial, and appellate proceedings.

6.6 Interest

Except as otherwise provided in this Agreement, all payments becoming due under, or secured by, this Agreement shall bear interest at the 10 year Treasury Rate which is currently 1.7%, adjustable every five years. Interest shall be calculated from the due date until paid. Interest shall continue to accrue after default under this Agreement. It is the intent of the Borrower and Lender in the execution of this Agreement to contract in strict compliance with the usury laws, if any, of the State of Texas. The Borrower and Lender stipulate and agree that none of the terms and provisions contained in the Agreement shall be construed to create a contract for the use, forbearance or detention of money requiring payment of interest at a rate in excess of the maximum interest rate permitted to be charged by the laws of the State of Texas. Borrower or any guarantor, endorser or other party liable for the payment of the debts or obligations secured by this Agreement shall not be liable for unearned interest under the debts or obligations secured by this Agreement at a rate in excess of the maximum interest that may be lawfully charged under the laws of the State of Texas. The provisions of this Section shall control over all other provisions of the Promissory Note and any other instrument executed in connection with this Agreement, which may be in apparent conflict. If a court of competent jurisdiction shall make a final determination that the performance of any provision of the debts or obligations secured by this Agreement shall result in a payment of an amount for such use, forbearance or detention in excess of such rate, then (i) such provision shall be deemed to be appropriately modified to the extent necessary to reduce such rate, and (ii) any such excess amounts previously received shall be deemed to have been applied to the redemption at par of a like principal amount.

6.7 Governing Law, Jurisdiction, and Venue

This Agreement shall be construed and interpreted in accordance with the laws of the State of Texas. The parties agree that the courts of Texas shall have exclusive jurisdiction and agree that Bowie County is the proper venue.

6.8 Time of the Essence

Time is of the essence with respect to the obligations to be performed under this Agreement.

6.9 Nonwaiver of Remedies

The failure or neglect of a party to enforce any remedy available by reason of the failure of the other party to observe or perform a term or condition set forth in this Agreement shall not constitute a waiver of such term or condition. A waiver by a party (i) shall not affect any term or condition other than the one specified in such waiver, and (ii) shall waive a specified term or condition only for the time and in a manner specifically stated in the waiver.

6.10 Successors and Assigns

Subject to any express provisions in this Agreement regarding restrictions on transfers or assignments, this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and personal representatives.

6.11 Severability

The invalidity of any portion of this Agreement, as determined by a court of competent jurisdiction, shall not affect the validity of any other portion of this Agreement.

6.12 Joint and Several

To the extent that more than one individual or person constitutes the Borrower, the representations, warranties, covenants, debts, and Obligations secured by this Agreement shall be joint and several representations, warranties, covenants, debts, and Obligations of such individuals and persons.

6.13 Captions

Captions used in this Agreement are for convenience only and shall not limit, modify, or affect the interpretation of this Agreement.

SIGNATURE (S) OF THE BORROWER:
 Grimm Lofts, LLC

By _____	_____
Mark Bouldin, Managing Member	Date

By _____	_____
Jim Sari, Managing Member	Date

Attachment: 2017-068 ATTH 08 Grimm Lofts EPA Loan v2 (1664 : 2017-068 RES Authorizing City Manager to enter into loan agreements with

ATTACHMENT E

Consent of Grimm Lofts, LLC to Guarantee

(1) RESOLVED, that the members of Grimm Lofts, LLC (the “Company”), or any one of them, or their, or any one of their, duly elected or appointed successors in office, be and they are hereby authorized and empowered in the name and on behalf of the Company to execute and deliver to the City of Texarkana, Texas (hereinafter called Lender), as the case may be, in the form required by Lender, the following documents: (a) Guaranty for payment of a Note evidencing an indebtedness to said Lender in a sum not to exceed in principle amount SIX HUNDRED FIFTY THOUSAND Dollars (\$650,000), maturing upon such date or dates and bearing interest at such rate or rates as may be prescribed by Lender; (b) any other instruments or agreements of this corporation which may be required by Lender in connection with such loans, renewals, and/or extensions.

(2) FURTHER RESOLVED, that the aforesaid members or any one of them, or their duly elected or appointed successors in office, be and they are hereby authorized and empowered to do any acts, including but not limited to the mortgage, pledge, or hypothecation from time to time with Lender of any or all assets of the Company to secure such loan or loans, renewals and extensions, and to execute in the name and on behalf of the Company and under its corporate seal or otherwise, any instruments or agreements deemed necessary or proper by Lender, in respect of the collateral securing any indebtedness of the Company;

(3) FURTHER RESOLVED, that any indebtedness heretofore contracted and any contracts or agreements heretofore made with Lender on behalf of the Company, and all acts of officers or agents of the Company in connection with said indebtedness or said contracts or agreements, are hereby ratified and confirmed;

(4) FURTHER RESOLVED, that the members referred to in the foregoing resolutions are as follows:

Grimm Lofts, LLC

By _____
Mark Bouldin, Managing Member

_____ Date

By _____
Jim Sari, Managing Member

_____ Date

(5) FURTHER RESOLVED, that Lender is authorized to rely upon the aforesaid resolutions until receipt of written notice of any change.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the members of Grimm Lofts, LLC, at a meeting duly called and held at _____ on the _____ day of _____, at which a quorum was present and voted, and that such resolution is duly recorded in the minutes of the Company; that the members named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective members set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.

Grimm Lofts, LLC

By _____
Mark Bouldin, Managing Member

_____ Date

By _____
Jim Sari, Managing Member

_____ Date

ATTACHMENT F Collateral

The word “collateral” means the following described property of Grantor:

Hotel Grim

Site Address: 301 State Line North, Texarkana, TX

Bowie County Texas Assessor’s Office: PIDN: 7935; Long Account Number
03840008900

Property Description: CITY/TRIGGS ADDN LOTS 7-12 GRIM HOTEL, 2972/009 12/14/98,
BLK/TRACT 13, 0.89 ACRES **and as more specifically set forth in the legal description attached
hereto.**

Including all inventory, accounts, general intangibles, equipment, and fixtures, together with
the following specifically described property:

1. All attachments, accessions, accessories, tools, parts, supplies, increases, and additions to and all replacements of and substitutions for any property described above.
2. All products and produce of any of the property described in this collateral section.
3. All accounts, general intangibles, instruments, rents, monies, payments, and all other rights, arising out of sale, lease, or other disposition of any of the property described in this collateral section.
4. All proceeds (including insurance proceeds) from the sale, destruction, loss, or other disposition of any of the property described in this collateral section.
5. All records and data relating to any of the property described in this collateral section, whether in the form of a writing, photograph, microfilm, microfiche, or electronic media, together with all of grantor’s right, title, and interest in and to all computer software required to utilize, crate, maintain, and process any such records or data on electronic media.

ATTACHMENT G

EPA Revolving Loan Fund (RLF) Terms and Conditions

Attachment: 2017-068 ATTH 08 Grimm Lofts EPA Loan v2 (1664 : 2017-068 RES Authorizing City Manager to enter into loan agreements with

ATTACHMENT H Request for Disbursement

Attachment: 2017-068 ATTH 08 Grimm Lofts EPA Loan v2 (1664 : 2017-068 RES Authorizing City Manager to enter into loan agreements with

Brownfields Revolving Loan Fund Request for Disbursement

Instructions: This Disbursement Request Form should be used for all disbursements on RLF Loan projects. It is to be completed by the RLF Loan Recipient and submitted with each payment request, accompanied with the Eligible Expenses Tracking Spreadsheet and supporting information (bill or invoice).

Project Name: _____

Program Site
Number: _____

Loan Recipient: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Loan Recipient's Authorized Representative: _____

Authorized Representative's Phone Number: _____

Invoice Number: _____ Date: _____

Description of work for which claim is being made (service, fees, etc.):

Original Loan Amount: \$ _____

Amount of Request \$ _____

Cumulative Costs Incurred to Date (Including Request) \$ _____

Balance Remaining After Disbursements \$ _____

The undersigned hereby certifies that this Request is true and correct, that the claim underlying this Request is due in accordance with the Participant's Financial Assistance Agreement with the Authority, and that the services contained in such claim were procured in accordance with Indiana's public bidding laws and federal cross-cutting requirements (e.g., Davis-Bacon), if applicable.

AUTHORIZED REPRESENTATIVE SIGNATURE

Date

**THE CITY OF TEXARKANA
COMMUNITY DEVELOPMENT BLOCK GRANT Program**

Awarding Federal Agency: United States The City of Housing and Urban Development
CITY OF TEXARKANA Federal Award Number: XXXXXXXX
Federal Award Year (Year of Award from HUD to TDHCA): 2017
CITY OF TEXARKANA Award Year (Year of City Council Approval of Award): 2017
Unique Entity Identifier Number: XXXXXXXX

LAND USE RESTRICTION AGREEMENT
(Multifamily Properties)

THE STATE OF TEXAS §
 §
COUNTY OF BOWIE §

THIS LAND USE RESTRICTION AGREEMENT ("Agreement"), executed to be effective the _____ day of _____, 2016⁷, is by and between OWNERSHIP ENTITY NAME GRIMM LOFTS, LLC, a Texas limited partnership company ("Owner"), and the THE CITY OF TEXARKANA, a local political subdivision ("the City").

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R E C I T A L S:

Owner is the owner of certain improvements ("Improvements") that will consist of a 98 unit multifamily rental housing development to be known as Hotel Grim Lofts (the "Project") situated on real property ("Land") located in the City of Texarkana County of Bowie, State of Texas, more fully described in Exhibit "A" attached hereto and incorporated herein by reference. The Land and Improvements are hereinafter collectively referred to as the "Property".

The the City has issued a loan commitment to loan certain funds (the "Loan") to Owner, made available to the the City under the Federal Act and State Act (hereafter defined), in accordance with that certain Construction Loan Agreement executed by and between Owner and the the City, which funds shall be used by Owner for the acquisition of the Property and construction of the Project.

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Pursuant to the Federal Act and State Act and the CDBG Regulations, as amended, Owner, as a condition to the The City making the Loan, must agree to comply with certain occupancy, rent and other restrictions under the Federal Act and the CDBG Regulations during the CDBG Affordability Period (hereinafter defined) and with certain occupancy, rent and other restrictions under the State Act during the Extended Affordability Period (hereinafter defined), and the parties have entered into this Agreement to evidence Owner's agreement to comply with such restrictions.

NOW THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

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Page 1 of 25

Definitions

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Health & Safety Code), County Solid Waste Control Act. (Chapter 364 of the Texas Health & Safety Code), Texas Clean Air Act (Chapter 382 of the Texas Health & Safety Code) and Hazardous Communication Act (Chapter 502 of the Texas Health & Safety Code), and regulations, rules, guidelines, or standards promulgated pursuant to such laws, statute and regulations, as such statutes, regulations, rules, guidelines, and standards, as amended from time to time.

(k) **"Federal Act"** means the Housing and Community Development Act of 1974, as set forth in 42 U.S.C. 3535(d) and 5301-5320. or any corresponding provision or provisions of succeeding law as it or they may be amended from time to time.

(l) **"Governmental Authority"** means the United States of America, the State of Texas, the County of Bowie, Texas, and the City of Texarkana, Texas, and any political subdivision of any of the foregoing, and any other political subdivision, agency, or instrumentality exercising jurisdiction over Owner or the Property.

(m) **"Governmental Requirements"** means all federal, state and local laws, statutes, ordinances, rules, regulations, orders and decrees of any court or administrative body or tribunal related to the activities and performances under this Agreement.

(n) **"Hazardous Substance or Hazardous Material"** means any substance defined as a hazardous substance, hazardous material, hazardous waste, toxic substance or toxic waste in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended ("CERCLA"), 42 U.S.C. §9601 *et seq.*; the Hazardous Materials Transportation Act, as amended, 49 U.S.C. §1801 *et seq.*; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §6901 *et seq.*; or any similar applicable federal, state or local law; or in any regulation adopted or publication promulgated pursuant to any said law, either existing or promulgated from time to time, other than De Minimis amounts of any such substances.

(o) **"CDBG Affordability Period"** means the period commencing on the date the Project is completed as defined by Federal Act and ending on the date which is ten (10) years from the date of Project Completion as defined in and in accordance with the Federal Act and CDBG Regulations.

(r) **"CDBG Program"** means the federal housing program designated as the Community Development Block Grant Program and established pursuant to the Federal Act.

(t) **"HUD"** means the United States, The City of Housing and Urban Development and its successor.

(u) **"Low Income Families"** means families and individuals whose Annual Incomes do not exceed eighty percent (80%) of the Area Median Income, or such other income limits as established by HUD in accordance with the Federal Act or as otherwise determined by the The City.

(x) **"Project"** means the 98-unit multifamily rental housing project to be located on the Land, including Owner's activities concerning the ownership, construction and operation of the Property. The general reference name for the Project is Hotel Grim Lofts.

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(y) **"Project Documents"** means all tenant lists, applications, (whether accepted or rejected), leases, lease addenda, tenant and owner certifications, advertising records, waiting lists, rental calculations and rent records, utility allowance documentation, income examinations and re-examinations relating to the Project and other documents otherwise required.

(z) **"Qualified Tenant"** means a family or individual tenant of a Qualifying Unit who satisfies the requirements of Article II of this Agreement with respect to such Qualifying Unit.

(aa) **"Qualifying Unit"** means a unit that (i) is rented to either a Low Income Family, a Very Low Income Family, or an Extremely Low Income Family, and (ii) is used in complying with the occupancy requirements of Article II of this Agreement.

(ff) **"Term"** means the period commencing on the date the Project is completed as defined by the Federal Act and ending on the date which is ~~forty (40)~~ ten (10) years from the date of such Project Completion.

(hh) **"Unit"** means a residential accommodation constituting a part of the Property and containing separate and complete living facilities.

(ii) **"Utility Allowance"** means a monthly allowance for utilities and services (excluding internet and telephone) to be paid by the tenant, which monthly allowance is provided by the local public housing authority or as determined by the ~~the~~ City annually and from time to time as required

Section 1.2. Generic Terms. Unless the context clearly indicates otherwise, where appropriate the singular shall include the plural and the masculine shall include the feminine or neuter, and vice versa, to the extent necessary to give the terms defined in this Article I and/or the terms otherwise used in this Agreement their proper meanings.

ARTICLE II

Use and Occupancy of the Property

Section 2.1. Use of the Property. During the Term, Owner will maintain the Property as rental housing and will rent or hold available for rental each Unit on a continuous basis in order to meet the occupancy requirements of this Agreement.

Section 2.2. Common Areas. During the Term, Owner agrees that any common areas, including, without limitation, any laundry or community facilities on the Property shall be for the exclusive use of the tenants and their guests and shall not be available for use by the general public.

Section 2.3. Occupancy Requirements.

(a) Notwithstanding anything herein to the contrary, at the time of occupancy of the Project or the time funds are invested pursuant to the CDBG Program in connection with the Project, whichever is later, Owner must set aside ~~4920~~ 4920 Units ("Qualifying Units") of the 98 Units throughout the Affordability Period described in Article X.

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(d) Accessibility.

The Project will comply with the accessibility standards under 24 CFR Part 8 which implements "Section 504 of the Rehabilitation Act of 1973" and 24 CFR Part 100 which implements the "Fair Housing Act" as further described in Title 10, Part 1, Chapter 1, Subchapter B of the Texas Administrative Code.

A minimum of five percent (5%) of the total dwelling Units (or ~~at least seven (7)~~ minimum of one Units), whichever is greater, shall be made accessible for persons with mobility impairments and an additional two percent (2%) of the total dwelling Units, (or ~~at least three (3)~~ minimum of one Units), whichever is greater, shall be made accessible for persons with hearing or vision impairments. A Unit that is on an accessible route and is adaptable and otherwise compliant with the 2010 ADA Standards for Accessible Design with the exceptions listed in "Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities" Federal Register 79 FR 29671 meets this requirement.

Additionally, the Project must also meet or exceed the accessibility requirements of the Federal Fair Housing Act as implemented by HUD at 24 CFR Part 100, and the Fair Housing Act Design Manual, Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§12131-12189) as implemented by the City of Justice regulations at 28 CFR Parts 35 and 36 and the City's accessibility requirements in 10 TAC §10.101(b)(8) and Subchapter B of Title 10, Chapter 1 of the Texas Administrative Code, as may be amended from time to time.

Section 2.4. Income Determination.

(a) The determination of whether the Annual Income of a family or individual occupying or seeking to occupy a Qualifying Unit or CDBG Match-Eligible Unit complies with the requirements for Extremely Low Income Families or Very Low Income Families or Low Income Families shall be made by Owner prior to admission of such family or individual to occupancy in a Qualifying Unit (or to designation of a Unit occupied by such family or individual as a Qualifying Unit). Thereafter, such determinations, other than for a CDBG Match-Eligible Unit, shall be made by Owner at least annually.

(b) If the Annual Income of a tenant which previously was classified as Very Low Income or Extremely Low Income Families shall be determined upon reexamination to exceed the applicable income limit for Very Low Income Families, but does not exceed 80% of Area Median Income (the applicable income limit for Low Income Families), the Unit shall continue to be counted as occupied by a Qualified Tenant during such family's or individual's continuing occupancy of such Unit, and the Owner shall not be considered out of compliance with the occupancy requirements of Section 2.3, provided Owner shall hold the next available Unit available for occupancy by Very Low Income Families or as otherwise may be necessary to comply with the occupancy requirements of Section 2.3.

(c) If the Annual Income of a tenant which previously was classified as Extremely Low Income Families, Very Low Income Families or Low Income Families shall be determined upon reexamination to exceed 80% of Area Median Income (the applicable income limit for Low Income Families), the Unit occupied by such family or individual shall continue to be counted as occupied by a Qualified Tenant during such family's or individual's continuing occupancy of such Unit and the Owner

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shall not be considered out of compliance with the occupancy requirements of Section 2.3, provided (A) such family or individual pays as rent thirty percent (30%) of such family's or individual's Monthly Adjusted Income, as recertified, except that tenants of CDBG-assisted units that have been allocated low-income housing tax credits by a housing credit agency pursuant to section 42 of the Internal Revenue Code of 1986 (26 U.S.C. §42) ("Section 42") must pay rent governed by Section 42; and (B) Owner shall hold the next available Unit available for occupancy by Extremely Low Income Families, Low Income Families or Very Low Income Families, whichever is necessary to comply with the occupancy requirements of Section 2.3.

(d) If the initial determination made in Section 2.4(a) results in such family or individual exceeding the applicable income limit, such family or individual shall not be considered a Qualified Tenant.

ARTICLE III

Rent

Section 3.1. Rent Limitations for Low Income Families. The maximum monthly rent charged by Owner for a CDBG Match-Eligible Unit and Units occupied by Low Income Families other than Very Low Income Families and Extremely Low Income Families shall not exceed the limits determined by the applicable calculations required by HUD or the City in accordance with 24 CFR §92.252 (as may be amended or modified from time to time). In general, the tenant's portion of rent, plus an allowance for utilities, plus rental assistance payments cannot exceed the High CDBG rent limits. All ~~thirty-three (33)~~ **twenty (20)** Qualifying Units occupied by Low Income Families including any Unit or Qualifying Units treated as a CDBG Match-Eligible Unit may be rented at the High CDBG Rents as defined under 24 CFR §92.252, as may be amended or modified from time to time.

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Section 3.2. Rent Limitations for Very Low and Extremely Low Income Families. The maximum monthly rent charged by Owner for Qualifying Units occupied by Very Low and Extremely Low Income Families shall not exceed the limits determined by the applicable calculations required by HUD or the ~~the~~ City in accordance with 24 CFR §92.252(b), as may be amended or modified from time to time. In general, the tenant's portion of rent, plus an allowance for utilities, plus rental assistance payments cannot exceed the Low CDBG rent limits. **All nine (9) Qualifying Units** occupied by Very Low Income Families must be rented at the Low CDBG Rents as defined under 24 CFR §92.252, as may be amended or modified from time to time.

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ARTICLE IV

Administration

Section 4.1. Lease Provisions. All tenant leases entered into with Qualified Tenants or tenants of a CDBG Match-Eligible Unit during the Term shall be in writing and contain provisions wherein each individual tenant (i) certifies the accuracy of the information provided in connection with the examination or reexamination of Annual Income of the household of such lessee, and in connection therewith, agrees to execute an Income Certification form prescribed by the ~~the~~ City, and (ii) agrees that the Annual Income and other eligibility requirements shall be deemed substantial and material obligations of his or her tenancy, that he or she will comply promptly with all requests for information with respect thereto from Owner or the ~~the~~ City, and that his or her failure to provide accurate information regarding such requirements (regardless of whether such inaccuracy is intentional or unintentional) or refusal to

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comply with a request for information with respect thereto shall be deemed a violation of a substantial obligation of his or her tenancy and constitute cause for immediate termination thereof. All tenant leases entered into with Qualified Tenants or tenants of a CDBG Match-Eligible Unit during the CDBG Affordability Period shall also contain provisions which are consistent with the CDBG Regulations and, CDBG Manual, including, without limitation, the rent restrictions provided herein and allowing for necessary increases in rent pursuant to Section 2.4(c) and (d) herein. All tenant leases entered into with Qualified Tenants or tenants of a CDBG Match-Eligible Unit during the CDBG Affordability Period shall **not** contain provisions prohibited by the CDBG Regulations at Section 92.253. In addition, all tenant leases entered into with Qualified Tenants during the CDBG Affordability Period shall be supplemented and amended by an addendum to lease in a form prescribed by the ~~the~~ City.

Lease terms must be for one year unless mutually agreed upon by the Owner and the tenant. Owner may not terminate the tenancy or refuse to renew the lease of a tenant except for serious or repeated violations of the terms and conditions of the lease, for violation of applicable federal, state, or local law; for completion of the tenancy period for transitional housing, or for other good cause. To terminate or refuse to renew tenancy, Owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination.

Section 4.2. Nondiscrimination, Fair Housing, Equal Access and Equal Opportunity.

Owner shall select Qualified Tenants for available Units from a written waiting list in chronological order of their application, insofar as it is practical, and without regard as to disability, religion, race, color, family composition, national origin or sex or whether such Qualified Tenants are holders of a rental voucher under Title 24 Part 982 of the Code of Federal Regulations (Section 8 Tenant-Based Assistance: Housing Choice Voucher Program) or holders of a comparable document evidencing participation in a CDBG tenant-based rental assistance program and without regard as to whether such Qualified Tenants receive or rely on any other rent-based assistance or other assistance from any state or federal program. Owner shall follow Title VI, "Safe CDBGs for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking", of the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §13925 *et seq.*), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000d *et seq.*), the Age Discrimination Act of 1975 (42 U.S.C. §6101 *et seq.*) and its implementing regulations at 24 CFR Part 146, Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§12131-12189; 47 U.S.C. §§155, 201, 218 and 255), as implemented by U. S. the City of Justice at 28 CFR Parts 35 and 36, Section 527 of the National Housing Act (12 U.S.C. §1701z-22), the Equal Credit Opportunity Act (15 U.S.C. §1691 *et seq.*), the Equal Opportunity in Housing (Executive Order 11063 as amended by Executive Order 12259) and its implementing regulations at 24 CFR Part 107, The Fair Housing Act (42 U.S.C. §3601 *et. seq.*), as implemented by HUD at 24 CFR Parts 100-115, 24 CFR §92.250, 24 CFR §92.202 and 24 CFR §5.105(a).

Section 4.3. Examination and Re-examination of Incomes.

(a) Owner shall be responsible for determination of the Annual Income and family composition of Qualified Tenants at initial occupancy of a Unit, and for reexamination of Annual Income and family composition of Qualified Tenants at least annually, based on information collected, verified and certified by Owner, in accordance with procedures set forth in the CDBG Regulations and CDBG Manual, or as otherwise required by the City.

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(b) As a condition of admission to occupancy of a Qualifying Unit, Owner shall require the household head and other such household members as it designates to execute a the City-approved release and consent authorizing any depository or private source of income, or any Federal, State or local agency, to furnish or release to Owner and to the City such information as Owner or the City determines to be necessary. Owner shall also require the household to submit directly documentation determined to be necessary. Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a household's eligibility as a Qualified Tenant, or for verifying related information. The use or disclosure of information obtained from a household or from another source pursuant to this release and consent shall be limited to purposes directly connected with administration of this Agreement.

(c) Owner shall not be deemed to be in violation of Articles II and III of this Agreement if, in determining Annual Income and family composition of a Qualified Tenant, (i) Owner has relied in good faith upon information which is supplied to Owner by the tenant, (ii) Owner has no reason to believe such information is false, and (iii) Owner shall have complied with all requirements of the City with respect to verification of household income and family composition.

Section 4.4. Certification by Owner. During the Term, Owner shall, at least annually, or as the City may otherwise approve, submit to the City in a form prescribed by the City, a certificate of continuing compliance with all occupancy standards, terms and provisions of this Agreement and a report on the financial condition of the Project. The certification will also include statistical data relating to persons with special needs, race, ethnicity, income and fair housing opportunities and other information requested by the City including reports required by Subchapter F of Title 10, Chapter 10 of the Texas Administrative Code and Subchapter B of Title 10, Chapter 1 of the Texas Administrative Code.

Section 4.5. Maintenance of Documents. All Project Documents and any other report or records which Owner is required to prepare and/or provide to the City pursuant to this Agreement, the CDBG Regulations or CDBG Manual must be retained for the periods set out in the CDBG Regulations, or if no specific period is set out, for five (5) years after the end of the CDBG Affordability Period, or as otherwise specified by law or required by the City. All Project Documents shall at all times be kept separate and identifiable from any other business of Owner which is unrelated to the Property, and shall be maintained in compliance with the CDBG Regulations, CDBG Manual and any other requirements of the City, in a reasonable condition for proper audit and subject to examination and photocopying during business hours by representatives of the City, HUD, or the United States Comptroller General. Owner agrees and acknowledges that any and all of the Project Documents are confidential in nature. Owner agrees not to disclose the Project Documents or any of the terms, provisions or conditions thereof, or any other information that is deemed confidential under federal law or state law related to tenants' or applicants' income, social security number, employment status, disability, or other related matters to any party outside of Owner's organization or to Owner's management company for the Project, except as otherwise expressly required in this Agreement, or by the CDBG Regulations or CDBG Manual. Owner further agrees that within its organization, the Project Documents and other confidential information will be disclosed and exhibited only to those persons within Owner's organization whose position and responsibilities make such disclosure necessary.

Section 4.6. Compliance Review. During the Term, Owner agrees to permit the City and HUD, or its designated representative, access to the Property for the purpose of performing the City Compliance Monitoring Procedures. The City or HUD periodically will monitor and audit Owner's

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compliance with the requirements of this Agreement, 10 TAC §10.404, the CDBG Regulations, the CDBG Manual, and any and all other Governmental Requirements, in accordance with the City Compliance Monitoring Procedures during the CDBG Affordability Period. The City will continue to periodically monitor and audit Owner's compliance with the requirements of this Agreement and 10 TAC §10.404, the CDBG Manual and any and all other Governmental requirements, in accordance with the City Compliance Monitoring Procedures during the Extended Affordability Period. In conducting its compliance review, the City and HUD will rely primarily on information obtained from Owner's records and reports, findings from on-site monitoring, and audit reports. The City and HUD may also consider relevant information gained from other sources, including litigation and citizen complaints. In accordance with Section 2306.231 of the State Act, and to the extent permitted by the Federal Act and its implementing regulations, Owner shall reimburse the City or HUD, as appropriate, on demand for their respective costs incurred in connection with monitoring, auditing, inspecting and examining the Owner's compliance with the requirements of this Agreement.

Section 4.7. Hazardous Materials: Indemnification. (a) Owner agrees (i) that Owner shall not receive, store, dispose or release any Hazardous Materials on or to the Property or transport any Hazardous Materials to or from the Property or permit the existence of any Hazardous Materials Contamination; (ii) to give written notice to the City promptly upon Owner's acquiring knowledge of the presence of any Hazardous Materials on the Property or the transport of any Hazardous Materials to or from the Property or of the existence of any Hazardous Materials Contamination, with a full description thereof; (iii) promptly, at Owner's sole cost and expense, to comply with any Environmental Laws and Regulations and Governmental Requirements requiring the removal, treatment or disposal of such Hazardous Materials or Hazardous Materials Contamination and provide the City with satisfactory evidence of such compliance; (iv) to provide the City, within thirty (30) days after demand by the City, with financial assurance evidencing to the City's satisfaction that the necessary funds are available to pay the cost of removing, treating and disposing of such Hazardous Materials or Hazardous Materials Contamination and discharging any assessments which may be established on the Property as a result thereof; and (v) to ensure that all leases, licenses, and agreements of any kind now or hereafter executed which permit any party to occupy, possess, or use in any way the Property or any part thereof, whether written or oral, include an express prohibition on the disposal or discharge of any Hazardous Materials at or affecting the Property, and a provision that failure to comply with such prohibition shall expressly constitute a default under any such agreement.

(b) Owner shall not cause or suffer any liens to be recorded against the Property as a consequence of, or in any way related to, the presence, remediation or disposal of Hazardous Materials in or about the Property, including any so-called state, federal or local "Superfund" lien relating to such matters.

(c) OWNER SHALL AT ALL TIMES RETAIN ANY AND ALL LIABILITIES ARISING FROM THE PRESENCE, HANDLING, TREATMENT, STORAGE, TRANSPORTATION, REMOVAL OR DISPOSAL OF HAZARDOUS MATERIALS ON THE PROPERTY. REGARDLESS OF WHETHER ANY EVENT OF DEFAULT (AS DEFINED IN SECTION 6.1 OF THIS AGREEMENT) SHALL HAVE OCCURRED AND BE CONTINUING OR ANY REMEDIES IN RESPECT OF THE PROPERTY ARE EXERCISED BY THE CITY, OWNER SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY AND ALL LIABILITIES (INCLUDING STRICT LIABILITY), SUITS, ACTIONS, CLAIMS, DEMANDS, PENALTIES, DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS,

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CONSEQUENTIAL DAMAGES, INTEREST, PENALTIES, FINES AND MONETARY SANCTIONS), LOSSES, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES AND REMEDIAL COSTS) (THE FOREGOING ARE HEREINAFTER COLLECTIVELY REFERRED TO AS "LIABILITIES") WHICH MAY NOW OR IN THE FUTURE (WHETHER BEFORE OR AFTER THE CULMINATION OF THE TRANSACTIONS CONTEMPLATED BY THIS AGREEMENT) BE INCURRED OR SUFFERED BY THE CITY BY REASON OF, RESULTING FROM, IN CONNECTION WITH, OR ARISING IN ANY MANNER WHATSOEVER OUT OF THE BREACH OF ANY WARRANTY OR COVENANT OR THE INACCURACY OF ANY REPRESENTATION OF OWNER CONTAINED OR REFERRED TO IN THIS SECTION 4.7 OR WHICH MAY BE ASSERTED AS A DIRECT OR INDIRECT RESULT OF THE PRESENCE ON OR UNDER, OR ESCAPE, SEEPAGE, LEAKAGE, SPILLAGE, DISCHARGE, EMISSION OR RELEASE FROM THE PROPERTY OF ANY HAZARDOUS MATERIALS OR ANY HAZARDOUS MATERIALS CONTAMINATION OR ARISE OUT OF OR RESULT FROM THE ENVIRONMENTAL CONDITION OF THE PROPERTY OR THE APPLICABILITY OF ANY ENVIRONMENTAL LAWS AND REGULATIONS AND GOVERNMENTAL REQUIREMENTS RELATING TO HAZARDOUS MATERIALS, REGARDLESS OF WHETHER OR NOT CAUSED BY OR WITHIN THE CONTROL OF OWNER OR THE CITY.

SUCH LIABILITIES SHALL INCLUDE, WITHOUT LIMITATION: (I) INJURY OR DEATH TO ANY PERSON; (II) DAMAGE TO OR LOSS OF THE USE OF ANY PROPERTY; (III) THE COST OF ANY DEMOLITION AND REBUILDING OF ANY IMPROVEMENTS NOW OR HEREFTER SITUATED ON THE PROPERTY OR ELSEWHERE, AND THE COST OF REPAIR OR REMEDIATION OF ANY SUCH IMPROVEMENTS; (IV) THE COST OF ANY ACTIVITY REQUIRED BY ANY GOVERNMENTAL AUTHORITY; (V) ANY LAWSUIT BROUGHT OR THREATENED, GOOD FAITH SETTLEMENT REACHED, OR GOVERNMENTAL ORDER RELATING TO THE PRESENCE, DISPOSAL, RELEASE OR THREATENED RELEASE OF ANY HAZARDOUS MATERIAL, ON, FROM OR UNDER THE PROPERTY; AND (VI) THE IMPOSITION OF ANY LIENS ON THE PROPERTY ARISING FROM THE ACTIVITY OF OWNER OR OWNER'S PREDECESSORS IN INTEREST ON THE PROPERTY OR FROM THE EXISTENCE OF HAZARDOUS MATERIALS UPON THE PROPERTY OR HAZARDOUS MATERIALS CONTAMINATION.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN TO THE CONTRARY, THE FOREGOING INDEMNITY SHALL NOT APPLY TO (I) MATTERS RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY, OR ANY EMPLOYEE, AGENT OR INVITEE OF THE CITY, OR (II) MATTERS RESULTING FROM THE ACTIONS OF THE CITY, OR ANY EMPLOYEE, AGENT OR INVITEE OF THE CITY TAKEN AFTER THE CITY OR ANY THIRD PARTY HAS TAKEN TITLE TO, OR EXCLUSIVE POSSESSION OF, THE PROPERTY.

The covenants and agreements contained in this Section 4.7 shall survive the consummation of the transactions contemplated by this Agreement.

Section 4.8. Affirmative Marketing. Owner shall maintain and abide by an affirmative marketing plan which shall be designed to attract tenants and employees from all racial, ethnic/national origin, sex, religion, familial status and persons with special needs groups and shall require all press releases and written materials, advertising or promoting of the Project to, when feasible, include the equal

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housing opportunity logo or slogan. Owner further agrees to maintain documents and records evidencing its compliance with said plan and the affirmative marketing requirements imposed by the CDBG Regulations and the CDBG Manual.

If each and every Qualifying Unit is not occupied by a Qualifying Tenant within six months of the date the Project is completed and available for occupancy, Owner must prepare documentation stating the marketing steps for renting the vacant Qualifying Units as soon as possible or prepare a new marketing plan for the City's submittal to HUD.

Section 4.9. Federal and State Requirements. Owner shall comply with the CDBG Regulations, CDBG Manual and each and every Governmental Requirement as the same may be amended.

Section 4.10. Access and Inspection. Subject to the rights of tenants under residential leases, Owner will permit the City, its agents, employees and representatives, and any interested Governmental Authority, during business hours, to enter upon and inspect the Project and all materials to be used in the construction thereof and to examine and copy all of Owner's books, records, contracts and bills pertaining to the Project. Owner will also cooperate and cause all Contractors to cooperate with the City and its agents, employees and representatives during such inspections; provided, however, nothing herein shall be deemed to impose upon the City any duty or obligation to undertake such inspections or any liability for the failure to detect or failure to act with respect to any defect which was or might have been disclosed by such inspections.

Section 4.11. Property Standards. Owner agrees that any CDBG-Assisted Unit and the CDBG Match-Eligible Unit, as applicable, shall be rehabilitated or constructed, as applicable, and maintained in accordance with the property standards under 24 CFR §92.251 and the requirements set forth in the CDBG Regulations and the CDBG Manual.

Section 4.12. Fair Lease and Grievance Procedure; Tenant Participation. Owners shall maintain and abide by the fair lease and grievance procedure approved by the City and shall have any changes in said procedures approved by the City prior to the effective date of said changes. Owner agrees to maintain and abide by a program of tenant participation in management decisions as set forth in the CDBG Regulations and the CDBG Manual.

Section 4.13. Reports. Owner shall deliver to the City:

(a) Within ten (10) days after the last day of each quarter in each fiscal year of Owner, or as requested by the City, a Unit Status Report. The City may require electronic submission of the Unit Status Report.

(b) From time to time and promptly upon each request, such data, certificates, reports, statements, documents, or further information regarding the assets or the business, liabilities, financial position, projections, results of operations, or business prospects of Owner or such other matters concerning Owner's compliance with the CDBG Regulations and the CDBG Manual as the City may reasonably request during the Extended Affordability Period or as necessary to assist the City in meeting its recordkeeping and reporting requirements under the CDBG Regulations during the CDBG Affordability Period, including, without limitation, the following:

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- (1) Records that demonstrate that the Project meets the Property Standards set out in 24 CFR §92.251;
- (2) Records that demonstrate that the Project meets the requirements set out in 24 CFR §92.252 for the Term;
- (3) Records that demonstrate compliance with the requirements of 24 CFR §92.253 for tenant protections;
- (4) Records that indicate whether the Project is mix-income, mix-use, or both.
- (5) Other federal requirements records:
 - (i) Equal opportunity and fair housing records containing:
 - (A) Data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with CDBG funds.
 - (B) Documentation of actions undertaken to meet the requirements of 24 CFR §92.350, which implements Section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. §1701u).
 - (C) Documentation and data on the steps taken to implement the Owner's outreach programs to minority-owned and female-owned businesses pursuant to Executive Orders 11625, 12432 and 12138 and its implementing regulations at 24 CFR §85.36(e), including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with CDBG funds; the amount of the contract or subcontract, and documentation of Owner's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.
 - (D) Documentation of the actions the Owner has taken to affirmatively further fair housing;
 - (ii) Records indicating the affirmative marketing procedures and requirements under 24 CFR §92.351.
 - (iii) Records that demonstrate compliance with environmental review requirements in 24 CFR §92.352 (and Part 58 of this Title 24 of the Code of Federal Regulations).

- (iv) Records which demonstrate compliance with the requirements in 24 CFR §92.353 regarding displacement, relocation, and real property acquisition, including project occupancy lists identifying the name and address of all persons occupying the real property on the date described in 24 CFR §92.353(c)(2)(i)(A), moving into the property on or after the date described in 24 CFR §92.353(c)(2)(i)(A), and occupying the property upon completion of the project.
- (v) Records demonstrating compliance with labor requirements in 24 CFR §92.354, including contract provisions and payroll records.
- (vi) Records concerning lead-based paint under 24 CFR §92.355.
- (vii) Records supporting requests for waivers of the conflict of interest prohibition in 24 CFR §92.356.
- (viii) Records of certifications concerning debarment and suspension required by 24 CFR Part 24.
- (ix) Records demonstrating compliance with flood insurance requirements under 24 CFR Part 92.
- (x) Records demonstrating intergovernmental review, as required by 24 CFR Part 52.

Section 4.14. Information and Reports Regarding the Project. Owner shall deliver to the City, at any time within thirty (30) days after written notice and demand by the City but not more frequently than once per month, (a) a statement in such reasonable detail as the City may request, certified by Owner, of the leases relating to the Project, and (b) a statement in such reasonable detail as the City may request, certified by a certified public accountant or, at the option of the City, by the Owner, of the income from and expenses of any one or more of the following: (i) the conduct of any business on the Project, (ii) the operation of the Project, or (iii) the leasing of the Project or any part thereof, for the last twelve (12) month calendar period prior to the giving of such notice, and, on demand, Owner shall furnish to the City executed counterparts of any such tenant leases and any other contracts and agreements pertaining to facilities located on the Property or which otherwise generate ancillary income for the Project, for the audit and verification of any such statement.

Section 4.15. Other Information. Owner shall deliver to the City, at any time within thirty (30) days after written notice and demand by the City, any information or reports required by the laws of the State of Texas or as otherwise reasonably required by the City.

Section 4.16. Displaced Persons. In the event there are any Displaced Persons as a result of any of the Units being acquired, rehabilitated or reconstructed with CDBG Funds, Owner shall comply with the requirements and provisions of the Relocation Plan as required under the Uniform Relocation Act and Real Property Acquisition Policies Act of 1970 (URA) (42 USC §§4201 to 4655), HUD Handbook 1378, and its implementing regulations at 49 CFR Part 24; and in some projects, Section 104(d) of the

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Housing and Community Development Act of 1974 (“Barney Frank amendments”), as amended, as set out in Subpart B of 24 CFR Part 42.

Section 4.17. Reserve Account for Repairs. In accordance with Section 2306.186 of the State Act and the implementing regulations (10 TAC §10.404), the first lienholder shall maintain the reserve account for repairs. If a reserve fund has not been established by the first lienholder, Owner shall create a reserve for any necessary repairs for the Property by depositing (1) not less than \$250.00 per unit per year for newly constructed units, or (2) the greater of the amount per unit per year either established by the information presented in a Property Condition Assessment (“PCA”) in conformance with Subchapter D of Chapter 10, Title 10 of the Texas Administrative Code (relating to Underwriting and Loan Policy) or \$300.00 per unit per year for units that are for reconstruction, rehabilitation or adaptive reuse, beginning on the date that occupancy of the Property stabilizes, the date the Property is at least 90% occupied or the date that permanent financing for the Property is completely in place, whichever occurs later, in an individual reserve account in a federally insured bank or savings maintained by the first lien holder or Bank Trustee (a bank authorized to do business in the State of Texas with the power to act as trustee) and shall continue making deposits until the earlier of the following: (1) the end of the Term of this LURA as defined in Section 1; (2) the date of any involuntary change in ownership of the Property; (3) the date on which Owner suffers a total casualty loss with respect to the Property or the date on which the Property becomes functionally obsolete, if the Property cannot be or not restored; (4) the date on which the Property is demolished; (5) the date the first lien terminates; or (6) the date on which the Property ceases to be used as multifamily rental property. The City shall be notified of findings and information pursuant to the oversight of the reserve account in accordance with the implementing regulations (10 TAC §10.404). The Owner shall submit annually to the City an executed certification (which is part of the City’s Owners’ Financial Certification packet) by the first lien lender regarding the reserve account. If said reserve account is not required by the first lien lender, Owner shall set aside the repair reserve amount as a reserve for capital improvements for each unit in the development, regardless of the amount of rent charged for the unit in accordance with the implementing regulations (10 TAC §10.404). This requirement and condition to create a reserve account for repairs is statutorily required and cannot be waived unless Owner is required to maintain a reserve account on the Property under any other provision of federal or state law.

Section 4.18 Drug-Free Workplace. Owner will follow the Drug-Free Workplace Act of 1988 (41 U.S.C §701, *et seq.*) and HUD’s implementing regulations at 2 CFR Part 2429.

Section 4.19 Limited English Proficiency. Owner shall comply with the requirements in Executive Order 13166 of August 11, 2000 reprinted at 65 FR 50121, August 16, 2000 Improving Access to Services for Persons with Limited English Proficiency (“LEP”) at 67 FR 41455. To ensure compliance, the Owner must take reasonable steps to ensure that LEP persons have meaningful access. Meaningful access entails providing language assistance services, including oral and written translation.

Section 4.20 Procurement of Recovered Materials. Owner and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (“EPA”) at 40 CFR, Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition where the purchase price exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year

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exceeded \$10,000, procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in EPA guidelines.

ARTICLE V

Representations and Warranties of Owner

Section 5.1. Representations and Warranties. Owner represents and warrants to the City that:

(a) Valid Execution. Owner has validly executed this Agreement and the same constitutes the binding obligation of Owner. Owner has full power, authority and capacity (i) to enter into this Agreement, (ii) to carry out Owner's obligations as described in this Agreement and (iii) to assume responsibility for compliance with all applicable Governmental Requirements, including, without limitation, those in the CDBG Regulations and the CDBG Manual.

(b) No Conflict or Contractual Violation. To the best of Owner's knowledge, the making of this Agreement and Owner's obligations thereunder:

(1) will not violate any contractual covenants or restrictions (A) between Owner or any third party or (B) affecting the Property;

(2) if Owner is other than an individual, will not conflict with any of the instruments that create or establish Owner's authority;

(3) will not conflict with any applicable public or private restrictions;

(4) do not require any consent or approval of any public or private authority which has not already been obtained; and

(5) are not threatened with invalidity or unenforceability by any action, proceeding or investigation pending or threatened, by or against (A) Owner, without regard to capacity, (B) any person with whom Owner may be jointly or severally liable, or (C) the Property or any part thereof.

(c) No Litigation. No action, litigation, investigation or proceeding is now pending or, to the best of Owner's knowledge, threatened against Owner which, if adversely determined, could individually or in the aggregate have an adverse effect on title to or the use and enjoyment or value of the Property, or any portion thereof, or which could in any way interfere with the consummation or enforceability of this Agreement.

(d) No Bankruptcy. There is not pending or, to Owner's best knowledge, threatened against Owner any case or proceeding or other action in bankruptcy, whether voluntary or otherwise, any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief for Owner under any federal, state or other statute, law, regulation relating to bankruptcy, insolvency or relief for debtors.

(e) Prior Warranties, Representations, and Certifications. All warranties, representations and certifications made and all information and materials submitted or caused to be submitted to the City in connection with the Project are true and correct, and there have been no material changes in or conditions affecting any of such warranties, representations, certifications, materials or information prior to the effective date hereof.

(f) Conflicting Agreements. Owner has not and will not execute any other agreement with provisions contradictory to, or in opposition to, the provisions hereof, and that in any event, the requirements of this Agreement are paramount and controlling as to the rights and obligations herein set forth and supersede any other requirements in conflict herewith.

(g) Consideration. Owner has freely and without reservation placed itself under the obligations of this Agreement and that the receipt of financial assistance from the City or HUD is an essential part of the consideration for this Agreement.

(h) Conflicts of Interest. No member, employee, officer, agent, consultant, or official of the Owner, nor any member of their immediate family, during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this Agreement or any proceeds or benefits arising therefrom, except as allowed by 24 CFR §92.356, as amended from time to time, relating to an employee or agent of the owner or developer who occupies a housing unit as the project manager or maintenance worker. Neither the Owner, nor Owner's officers, employees, agents, consultants or elected or appointed officials may occupy a Qualifying Unit in the Project except an individual living in Unit in the Project where he or she is a project manager or a maintenance worker in that Project.

(i) Debarment and Suspension. Neither Owner nor any of its principals are presently debarred, suspended, proposed for debarment, suspension, declared ineligible, or voluntarily excluded from participation in this transaction of the CDBG Program by any federal the City or agency.

(j) Faith-Based Activities. If Owner is a religious or faith-based organization, Owner may not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the assistance funded under the Loan pursuant to 24 CFR §92.257.

(k) Flood Insurance. Except to the extent Owner has previously notified the City in writing to the contrary, the Property is not located in an area identified by the Federal Emergency Management Agency ("FEMA") as having special flood hazards in accordance with Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. §4106). In the event the Property is in such an area, Owner warrants and represents to the City that (i) such area is participating in The National Flood Insurance Program or less than one (1) year has passed since FEMA notification regarding such hazards; and (ii) Owner has obtained flood insurance for the Property in an amount and form satisfactory to the City.

(l) Reserve Account. Owner covenants that the deposits to the Reserve Account required under Section 4.17 hereof, if applicable, and the repairs and maintenance of the Project required under Section 6.7 hereof, if applicable, fulfill and comply with the requirement of Section 2306.186 of the State Act and the implementing regulations (10 TAC §10.404). This subsection (l) does not apply to a Project for which an Owner is required to maintain a reserve account under any other provision of federal or state law.

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Section 5.2. Misrepresentations and Omission. Acts constituting fraud, false—filings, misrepresentation or omission may subject the alleged offender to criminal prosecution and may also result in the alleged offender being barred from further participation in the City's programs.

Section 5.3. INDEMNIFICATION. OWNER AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF TEXARKANA FROM AND AGAINST ALL LIABILITIES, LOSSES, CLAIMS, DAMAGES, JUDGMENTS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES) INCURRED BY THE CITY AS A RESULT OF ANY MATERIAL INACCURACY OR BREACH IN ANY OF THE REPRESENTATIONS AND WARRANTIES CONTAINED IN SECTION 5.1 HEREOF. OWNER FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY AND ALL LIABILITY, LOSSES, CLAIMS AND DAMAGES (INCLUDING ALL FORESEEABLE AND UNFORESEEABLE CONSEQUENTIAL DAMAGES), JUDGMENTS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, THE COST OF ANY REPAIR, CLEANUP, DETOXIFICATION OR REMEDIATION, AND THE PREPARATION OF ALL CLOSURE AND OTHER REQUIRED PLANS), WHETHER SUCH ACTION IS REQUIRED OR NECESSARY, PRIOR TO OR FOLLOWING THE DATE OF THIS AGREEMENT, DIRECTLY OR INDIRECTLY ARISING OUT OF THE USE, GENERATION, MANUFACTURE, STORAGE, OR DISPOSAL OF HAZARDOUS SUBSTANCE ON, UNDER, OR ABOUT THE PROPERTY, SAVE AND EXCEPT THOSE ARISING OUT OF THE CITY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

ARTICLE VI **Default, Enforcement and Remedies**

Section 6.1. Events of Default. Occurrence of one or more of the following events will, at the sole election of the -City, constitute an event of default ("Event of Default") under this Agreement:

(a) Owner shall default in the performance of any of its obligations under this Agreement or breaches any covenant, agreement, restriction, representation or warranty set forth herein, and such default remains uncured for a period of thirty (30) days after written notice thereof shall have been given by the City (or for an extended period approved by the City if the default or breach stated in such notice can be corrected, but not within such 30-day period, unless Owner does not commence such correction or commences such correction within such 30-day period but thereafter does not diligently pursue the same to completion within such extended period);

(b) Owner shall be adjudged bankrupt or insolvent, or a petition or proceeding for bankruptcy or for reorganization shall be filed against it and it shall admit the material allegations thereof, or an order, judgment or decree shall be entered approving such petition and such order, judgment or decree shall not be vacated or stayed within sixty (60) days of its entry or a receiver or trustee shall be appointed for the Owner or the Property, Land or any part thereof and remain in possession thereof for sixty (60) days;

(c) Owner shall sell or otherwise transfer the Property, in whole or in part (except leases of individual Units for a period not to exceed two (2) years and otherwise in accordance with this

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Agreement), without the prior written consent of the City which shall not be unreasonably withheld or delayed;

(d) Owner shall fail to notify the City of the occurrence of any casualty loss of the Property within 30 days from the occurrence; or

(e) Owner shall fail to restore Property or replace Property with similar items due to casualty within a time period approved by the City not to exceed two (2) years.

(f) Owner fails to lease up the Property to Qualified Tenants in accordance with Section 2.3 within 18 months of the date the Project is completed and available for occupancy.

(g) To the extent a default may be cured by Owner, the City agrees to accept a cure timely tendered by a limited partner of Owner.

Section 6.2. Remedies. Upon an occurrence of an Event of Default, the City, in its sole discretion may, (i) apply to any court having jurisdiction of the subject matter for specific performance of this Agreement, and/or for an injunction against any violation of this Agreement, for the appointment of a receiver to take over and operate the Property in accordance with the terms of this Agreement, or (ii) take any action authorized under Subchapter F of Chapter 10, Title 10 of the Texas Administrative, or (iii) take any and all action at law, in equity, or otherwise for such other relief as may be appropriate, it being acknowledged that the beneficiaries of Owner's obligations thereunder cannot be adequately compensated by monetary damages in the event of Owner's default. The City shall be entitled to its reasonable attorneys' fees in any such judicial action in which the City shall prevail. The City shall also be compensated for fees associated with additional compliance monitoring during corrective periods of non-compliance upon a default by Owner hereunder.

Section 6.3. Cumulative and Concurrent Remedies. Each right, power and remedy of the City provided for in this Agreement now or hereafter existing at law or in equity or by statute or otherwise shall be cumulative and concurrent and shall be in addition to every other right, power or remedy provided for in this Agreement or now or hereafter existing at law or in equity or by statute or otherwise, and the exercise or beginning of the exercise by the City of any one or more of the rights, powers or remedies provided for in this Agreement or now or hereafter existing at law or in equity or by statute or otherwise shall not preclude the simultaneous or later exercise by the City of any or all such other rights, powers or remedies.

Section 6.4. Enforcement and Remedies of Other Parties. The rent requirements set forth in Article III hereof, and the maintenance requirements under Section 6.7 hereof also shall inure to the benefit of, and may be judicially enforced against Owner by, affected Low Income Families, Very Low Income Families or Extremely Low Income Families. Any of the persons or entities described above shall be entitled to judicially enforce Sections 3.1, 3.2, 6.7 or provisions regarding discrimination against holders of rental vouchers in Section 4.2 of this Agreement in the same manner that the City may seek judicial enforcement in accordance with Sections 6.2 and 6.3, and any such party that prevails in any such judicial action shall be entitled to its reasonable attorneys' fees. Further, any deed, lease, conveyance or contract made in violation of this Agreement shall be void and may be set aside on petition of one or more of the parties to the Agreement, and all successors in interest, heirs, executors, administrators, or assigns, shall be deemed parties to this Agreement to the same effect as the original signer; and when any such

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conveyance or other instrument is set aside by decree of a court of competent jurisdiction, all costs and all expenses of such proceedings shall be taxed against the offending party or parties, and shall be declared by the court to constitute a lien against the real estate so wrongfully deeded, sold, leased, or conveyed, until paid, and such lien may be enforced in such manner as the court may order.

Section 6.5. Reliance Upon Information. In carrying out its obligations hereunder, Owner shall be entitled to rely upon information provided by the City with respect to (i) income limits applicable to Lower Income Individuals and Families, Very Low Income Families and Extremely Low Income Families, (ii) the method for calculating the incomes of such individuals and families and (iii) the maximum rents which may be charged to such individuals and families pursuant to Sections 3.1 and 3.2 hereof.

Section 6.6. Purchase Options, Rights of First Refusal, Preemptive Rights to Purchase. The City has the option to utilize purchase options, rights of first refusal or any other preemptive rights to purchase Property in accordance with 10 TAC §10.407, 24 CFR §92.503 and 24 CFR §92.252 in order to preserve the affordability requirements under Article II of this Agreement during the CDBG Affordability Period. Pursuant to Section 2306.185(f) of the State Act, Owner must provide written notice to the City at least 12 months before the date of any attempt to dispose of the Property or prepay any loan insured by the United States City of Housing and Urban Development to enable the City to attempt to locate a buyer who will conform to this LURA.

Section 6.7. Third Party Physical Needs Assessment. In accordance with Section 2306.186 of the State Act and the implementing regulations (10 TAC §10.404), beginning with the eleventh (11th) year after May 1, 2016, the date of the commitment to fund the Loan, Owner shall contract for a third party physical needs assessment at appropriate intervals that are consistent with first lien lender requirements. Owner shall submit the third-party needs assessment to the City as well as any response to the assessment, and repairs made in response, and information on any necessary changes to the required reserve based on the assessment within 30 days of completion of the Property Condition Assessment ("PCA"), as such term is defined in the implementing regulations. The City may complete the necessary repairs if Owner fails to do so and Owner shall pay for those repairs directly or through a reserve account. If the City is notified of health and safety violations in the report, the City may complete the repairs and pay for them through a reserve account. The City shall assess administrative penalties for Owner's failure to conduct the inspection, to make the identified repairs, or to otherwise comply with this section in an amount computed by multiplying \$200 by the number of dwelling units payable to the City. The Office of the Texas Attorney General will assist in the enforcement of this section and the collection of any administrative penalties assessed under this section.

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ARTICLE VII

Miscellaneous

Section 7.1. Amendments. This Agreement may not be amended or modified except by written instrument signed by Owner and the City, or their respective heirs, successors or assigns, which instrument shall not be effective until it is recorded in the Real Property Records of the county in which the Property is located.

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Section 7.2. Notices. All notices required or permitted to be given under this Agreement must be in writing. Notice will be deemed effective three (3) business days after deposit in the United States mail, postage prepaid, by certified mail, return receipt requested, and properly addressed to the party to be notified. Notice given in any other manner shall be deemed effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

The City of Texarkana: 221 E. 11th Street
P.O. Box 13941
Austin, Texas 78711-3941
220 Texas Blvd
P. O. Box 1967
Texarkana, Texas 75504
 Attention: Director of CDBG Program

with copy to: The City of Texarkana
221 E. 11th Street
P.O. Box 13941
Austin, Texas 78711-3941
Attention: Name Jo Thomason
Atchley, Russell, Waldrop & Hlavinka, LLP
1710 Moores Lane
Texarkana, Texas 75503

Owner: Ownership Name, LP
Address
City, TX 75XXX
Attention: Name Grimm Lofts, LLC

with copy to: Ownership Entity, LP
Address
City, Texas 75XXX

Any party may change its address for notice purposes by giving notice to the other parties in accordance with this Section 7.2.

Section 7.3. Entire Agreement. This Agreement contains the entire understanding between the parties hereto with respect to the subject matter hereof. There are no representations, oral or otherwise, other than those expressly set forth herein. Time is of the essence of this Agreement.

Section 7.4. Cooperation. Should any claims, demands, suits or other legal proceedings be made or instituted by any person against the City which arise out of any of the matters relating to this Agreement, Owner shall cooperate fully by giving the City all pertinent information and reasonable assistance in the defense or other disposition thereof.

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Section 7.5. Choice of Law. In the event the enforceability or validity of any provision of this Agreement is challenged or questioned, such provision shall be governed by, and shall be construed in accordance with, the laws of the State of Texas or the federal laws, whichever may be applicable.

Section 7.6. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

Section 7.7. Binding Effect; Covenants Running with the Land. During the Term, this Agreement and the covenants, reservations and restrictions contained herein shall be deemed covenants running with the land for the benefit of the City and its successors, and shall pass to and be binding on Owner's heirs, assigns and successors in title to the Property, or if the Property shall not include title to land, but shall include a leasehold interest in land, this Agreement and the covenants, restrictions and reservations shall bind the leasehold interest as well as the Property and shall pass to and be binding upon all heirs, assigns and successors to such interests; provided, however, that upon expiration of the Term in accordance with the terms hereof said covenants, reservations and restrictions shall expire. Each and every contract, deed or other instrument hereafter executed covering or conveying the Property or any portion thereof shall conclusively be held to have been executed, delivered and accepted subject to such covenants, reservations and restrictions, regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instruments. If a portion or portions of the Property are conveyed, all of such covenants, reservations and restrictions shall run to each portion of the Property. Owner, at its cost and expense, shall cause this Agreement to be duly recorded or filed and re-recorded or re-filed in such places, and shall pay or cause to be paid all recording, filing, or other taxes, fees and charges, and shall comply with all such statutes and regulations as may be required by law, in the opinion of qualified counsel, in order to establish, preserve and protect the ability of the City to enforce this Agreement.

Section 7.8. Counterparts. This Agreement and any amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all the parties shall not have signed the same counterpart.

Section 7.9. Section Titles. Section titles and the table of contents are for descriptive purposes only and shall not control or limit the meaning of this Agreement as set forth in the text.

Section 7.10. Change in Neighborhood. A substantial or radical change in the character of the neighborhood surrounding the Property will not extinguish the restrictive covenants of this Agreement. The restrictive covenants shall survive any and all changed circumstances, including but not limited to the following: housing pattern changes; zoning amendments; the issuance of variances affecting the immediate or surrounding area; increased traffic or road conditions; enhancement of the value of the Land or Property; growing industrial activity; encroachment of business areas; development of natural resources; financial downturn of the Owner; or commercialization of the neighborhood in question.

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EXECUTED to be effective as of the date first written above.

OWNER:

GRIMM LOFTS, LLC ~~OWNERSHIP ENTITY NAME, LP~~, a Texas
limited ~~partnership~~ liability company

By: ~~GP ENTITY NAME, LLC, a Texas limited liability company, its
general partner~~

By: ~~Center for Housing Resources, Inc., a Texas nonprofit
corporation, its sole manager~~

By: _____
Name: _____

Mark Bouldin, Managing Member
Title: _____

THE STATE OF TEXAS §

COUNTY OF BOWIE §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared Mark Bouldin, the Managing Member of Grimm Lofts, LLC, a Texas limited liability company, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that the same was the act of the said limited liability company, and that he executed the same as the act of such limited liability company for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND this _____ day of _____, 2017.

Notary Public, State of Texas

By: _____
 Name: Jim Sari, Managing Member

THE STATE OF TEXAS §
 §
 COUNTY OF BOWIE §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared ~~NAME OF CONTACT PERSON~~ Jim Sari, known to me to be, -the Managing Member of Chairman of the Board of Directors of Center for Housing Resources, Inc., a Texas nonprofit corporation, sole manager of XXX, LLC, a Texas limited liability company, general partner of OWNERSHIP ENTITY NAME, LP Grimm Lofts, LLC, a Texas limited partnershipliability company, ~~the limited partnership that executed the foregoing instrument,~~ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that the same was the act of the said limited partnershipliability company, and that ~~she~~ executed the same as the act of such limited partnershipliability company for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND ~~AND SEAL OF OFFICE~~ this ____ day of _____, 20176.

~~(Seal)~~

 Notary Public, State of Texas

THE CITY OF TEXARKANA:

**THE CITY OF TEXARKANA, a local political
subdivision**

By: _____
 Name: John Whitson, City Manager

Duly authorized officer or representative

THE STATE OF TEXAS §
§
COUNTY OF BOWIE §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared John Whitson, the City Manager CITY REP NAME, TITLE, duly authorized officer or representative of **THE CITY OF TEXARKANA**, a local political subdivision.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20167.

(Seal)

 Notary Public, State of Texas

PREPARED BY:**AFTER RECORDING RETURN TO:**

<u>Jo Thomason</u>	<u>Jo Thomason</u>
<u>Atchley, Russell, Waldrop & Hlavinka</u>	<u>Atchley, Russell, Waldrop & Hlavinka</u>
<u>1710 Moores Lane</u>	<u>1710 Moores Lane</u>
<u>P. O. Box 5517</u>	<u>P. O. Box 5517</u>
<u>Texarkana, Texas 75503</u>	<u>Texarkana, Texas 75503</u>

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EXHIBIT "A"

Legal description of land

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Attachment: 2017-068 ATTH 09 HOME-CDBG LURA - City of Texarkana CDBG 108 DRAFT jt rvsd 170531 (1664 : 2017-068 RES Authorizing City

Grim Hotel Roadmap to Redevelopment

Prepared for:
The City of Texarkana, TX

Prepared by:
Council of Development Finance Agencies

June 2015

Contents

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About the Roadmap to Redevelopment

The *Roadmap to Redevelopment* is a product of the [CDFA Brownfields Technical Assistance Program](#), which is funded through a grant from the U.S. Environmental Protection Agency. The program provides technical assistance to brownfields communities on redevelopment finance. For communities that require detailed, hands-on assistance for their redevelopment efforts, CDFA Brownfields Project Response Teams comprised of CDFA staff and technical assistance partners are available to conduct site visits and provide recommendations. The goal of these visits is to offer communities specific, actionable advice that can transform brownfields into economically-productive sites in accordance with the goals and plans of the community. CDFA will coordinate 36 Brownfields Project Response Teams over the life of the program.

The *Roadmap to Redevelopment* was developed through a three-day process that included interviews with numerous stakeholders from the government, business, and non-profit sectors. The Roadmap for Redevelopment provides a framework for the redevelopment of the Grim Hotel site in Texarkana, TX.

The plan's recommendations combine the input of development finance experts, CDFA staff, and the interests of stakeholder groups gathered during the Project Response Team site visit. The plan articulates six recommendations in order to better facilitate the redevelopment of the Grim Hotel site.

- I. Revising Tax Increment Financing Zone (TIRZ) #2
- II. Supporting a Downtown Special Assessment District
- III. Improving Development-Related Communication within the City
- IV. Encouraging Public Access at the Grim Hotel
- V. Exploring New Markets Tax Credits (NMTCS)
- VI. Planning for Downtown Corridor Improvements

In accepting the CDFA Project Response Team's assistance, the City of Texarkana has committed to making best efforts to consider and implement these recommendations. Likewise, CDFA will continue to provide the City with access to brownfields resources and assistance to move the project forward.

Background & History

Built in 1925, the Grim Hotel located at 301 North Stateline Ave is a downtown landmark in Texarkana.¹The building was designed by architects George Mann and Eugene Stern and named after William Rhodes Grim, a prominent businessman in Texarkana. The hotel stands eight stories tall with 250 rooms, and was constructed at a cost of \$600,000.²

The lobby features historic architectural details including stone walls and marble flooring. The first floor housed the hotel's café, the main dining room, and the famous Palm Court. The mezzanine held a beauty parlor, a barber shop, a coffee shop, a private dining room, and a drug store. A garden adorned the rooftop of the building and functioned for many years as an events space.

The Grim Hotel was reportedly the hot spot of Texarkana in the 1930's, hosting many parties and big-name jazz bands, and was well known for having illegal card games for high rollers. The building was historically significant to Texarkana's economic growth throughout the 1900's and is still culturally and architecturally significant today.³



¹ Grim Hotel Redevelopment. (2015). Retrieved from <http://ci.texarkana.tx.us/479/Hotel-Grim-Redevelopment>

² Abandoned Arkansas. (2015). Retrieved from <http://www.abandonedar.com/hotel-grim/>

³ Abandoned Arkansas. (2015). Retrieved from <http://www.abandonedar.com/hotel-grim/>

Grim Hotel

Roadmap to Redevelopment

Recommendations

Part I: Revising Tax Increment Financing Zone (TIRZ) #2

- i. Evaluate parcel-by-parcel performance of TIRZ district

The TIRZ 2 district has lost property value since the district's creation. To accurately determine where the value has been lost in the district, the City should have a comprehensive GIS analysis of the property database performed.

- ii. Outline new boundary for TIRZ based on analysis findings.

Based on the parcel value analysis above, the City should amend the TIRZ 2 boundary to remove properties that are contributing to the negative value of the TIRZ.

- iii. Amend current project plan

The current TIRZ 2 project plan should be updated to provide more specific cost categories and items, with a specific emphasis on likely Grim Hotel and other expected improvements.

- iv. Facilitate open communication

The City should facilitate open dialogue with the County, which is a partner in the TIRZ 2 district, when making these changes, in order to encourage collaboration regarding revitalization initiatives.

Part II: Supporting a Downtown Special Assessment District

- i. Educate downtown property owners about the benefits of a Municipal Management District (MMD) or Public Improvement District (PID) for downtown redevelopment

MMDs and PIDs enable property owners to contribute to redevelopment costs through special assessments. MMDs, which require creation through the legislature, are stronger vehicles that have grant-making and bond issuing authority.

- ii. Support the district creation process

The City should work with property owners to help with the petition and legislative processes to ensure the creation of the special assessment district. Downtown property owners will be encouraged to support a "self-tax" in order to pay for improvements that will directly benefit their district and increase property values.

Part III: Improving Development-Related Communication within the City

- i. Cultivate open lines of communication with Texarkana taxing jurisdictions

The City, County, and various school districts are all important to the economic development of Texarkana, TX. All of the relevant entities need to be able to work together and toward the same goals if the area is to grow effectively.

- ii. Facilitate communication between the City and property owners / developers

Downtown redevelopment in Texarkana, TX will largely be the result of public-private partnerships, at least for the foreseeable future. The City therefore needs to maintain open lines of communication with property owners and potential developers, which will help identify potential problems and opportunities.

- iii. Communicate with Texarkana, AR regarding efforts to further catalyze downtown development.

Economic development activity on one side of the State line has a direct impact on activity on the other side. Both cities should be united regarding efforts to revitalize the downtown area, specifically along State Line Ave.

Part IV: Encouraging Public Access at the Grim Hotel

- i. Work with Grim Hotel developer to accommodate community interest in access to building

Numerous citizens expressed a desire to be able to see the lobby and rooftop of a restored Grim Hotel. Considering the substantial public investment in the project, the City should work with the project developer to incorporate this public desire into the project plan. "Building access" could include making the lobby and rooftop commercial space, available for rentals, or other accommodations.

Part V: Exploring New Markets Tax Credits (NMTCs)

- i. Explore opportunity for NMTC investment in the Grim Hotel rehabilitation project

The current project plan is not eligible for NMTC investment. However, if a regional entity with available allocation and the developer are interested in a Grim Hotel project incorporating significant commercial space, then this outcome may be the best option for all parties.

- ii. Explore opportunities for NMTC investment in future Grim Hotel tenants

The Grim Hotel is located in a designated census tract, meaning that many of the future businesses renting the property will be eligible for the tax credits. The City should work to establish relationships with entities that receive tax credit allocations in order to assist these future tenants.

Part VI: Planning for Downtown Corridor Improvements

- i. Develop a plan using the Grim Hotel as a catalyst for additional downtown redevelopment

The Grim Hotel is viewed by nearly everyone in the City as the key to additional economic activity downtown. The City can play a critical role in spurring this development by making additional downtown improvements that will make the federal courthouse, Perot Theatre, and other recent projects feel connected and part of one, larger Texarkana corridor.

- ii. Increase downtown parking

Residents of the Grim Hotel will expect to park behind or very near the building, and the same is true for all destinations downtown. Narrowing the street and converting the parallel parking spaces to angled parking is recommended to increase the number of available spaces.

- iii. Transition to more two-way streets downtown

A two-way street system will benefit the area by calming traffic, improving walkability, and providing additional spaces for on-street parking.

- iv. Implement consistent street-scaping

Sidewalks, crosswalks, signage, and other street-scaping elements should be consistent and appealing throughout the corridor.

- v. Prioritize façade improvements

Citizens and tourists alike will be particularly interested in living, shopping, and working downtown if the building fronts appear well-maintained. The City should continue to encourage investments in these improvements.

Grim Hotel

Roadmap to Redevelopment

Additional Resources

As the City of Texarkana, TX works through the recommendations in this plan, the following resources may provide useful information.

CDFA Online Resource Database | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordsearch.html>

CDFA Brownfields Financing Toolkit | [http://www.cdfa.net/cdfa/cdfaweb.nsf/ord/201502_BF_Toolkit/\\$file/CDFA%20Brownfields%20Financing%20Toolkit%2002.02.15.pdf](http://www.cdfa.net/cdfa/cdfaweb.nsf/ord/201502_BF_Toolkit/$file/CDFA%20Brownfields%20Financing%20Toolkit%2002.02.15.pdf)

Revolving Loan Fund Basics | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=irlf14-phelps.html>

Tax Increment Financing | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=preso-nmi-localinitiatives-0614.html>

Infrastructure Funds & Financing for Revitalization | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=cafr14-infrastuctureandrevitalization.html>

A Tool Box for Texas Cities | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=CalderonOverviewTEDC2008.html>

Combining and Leveraging TIF with Other Tools | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=ads11-smith.html>

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Individuals

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Jerry Sparks
Lisa Thompson
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John Whitson

Organizations

City of Texarkana, TX
City of Texarkana Fire Department
Downtown property owners & community members
Grim Hotel Citizen Work Team
Pecan Point Brewing Company
Perot Theatre
Main Street Texarkana
Texarkana Museum System
Texarkana City Council
Texarkana Chamber of Commerce
The Texarkana Regional Arts & Humanities Council

About the Authors

The *Roadmap to Redevelopment Plan* was authored by the Council of Development Finance Agencies (CDFA), a national association dedicated to the advancement of development finance concerns and interests. Learn more about CDFA at www.cdfa.net.

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The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing public, private and non-profit entities alike. For more information about CDFA, visit www.cdfa.net or e-mail info@cdfa.net.

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Guaranty Agreement

This GUARANTY AGREEMENT (this "**Guaranty**") is made as of the ____ day of _____, 2017, by Mark Bouldin and Jim Sari (collectively, "**Guarantors**", and each, from time to time, a "**Guarantor**"), in favor of the City of Texarkana, Texas, a home-ruled municipal corporation (together with its successors and assigns, "**Lender**").

WITNESSETH:

WHEREAS, Grimm Lofts, LLC, a Texas limited liability company, ("**Borrower**") has requested that Lender make a loan (the "**Loan**") to Borrower, which Loan is evidenced by that certain Promissory Note, dated as of the date hereof, in the original principal amount of Six Hundred and Fifty Thousand Dollars and No Cents (\$650,000.00) made by Borrower to the order of Lender (as the same may from time to time be amended, supplemented, restated or otherwise modified, the "**Note**"), and that certain Brownsfield Revolving Loan Fund Loan Agreement, dated as of the date hereof, between Borrower and Lender (as the same may from time to time be amended, supplemented, restated or otherwise modified, the "**Loan Agreement**");

WHEREAS, as a condition precedent to making the Loan, Lender has required that Guarantors execute and deliver this Guaranty to Lender; and

WHEREAS, any capitalized term used and not defined in this Guaranty shall have the meaning given to such term in the Loan Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and in order to induce Lender to make the Loan to Borrower, Guarantors hereby jointly and severally agree as follows:

Section 1. Guaranteed Obligations.

Guarantors hereby jointly and severally, and unconditionally and irrevocably guarantee to Lender (a) the punctual payment when due, whether by lapse of time, by acceleration of maturity, or otherwise, of all principal, interest (including without limitation, interest accruing after the commencement of any bankruptcy or insolvency proceeding by or against Borrower, whether or not allowed in such proceeding), prepayment premiums, fees, late charges, costs, expenses, indemnification indebtedness, and other sums of money now or hereafter due and owing, or which Borrower is obligated to pay, pursuant to the terms of the Note, the Loan Agreement, the Mortgage, any of the other Loan Documents, any application, agreement, note or other document executed and delivered in connection with the Loan, as the same may from time to time be amended, supplemented, restated or otherwise modified (collectively, the "**Indebtedness**"), including, without limitation, the Indebtedness currently outstanding, the Indebtedness arising subsequent to the date hereof, and any and all Advances under the Loan Agreement.

Section 2. Primary Liability of Guarantors.

(a) This Guaranty is a continuing guaranty of the Guaranteed Obligations, and is an absolute, irrevocable and unconditional guaranty of payment and performance, and each Guarantor shall be liable for the payment and performance of the Guaranteed Obligations as a primary obligor. The obligations of Guarantors under this Guaranty shall not be subject to any counterclaim, set-off, abatement, deferment, or defense based upon any claim that any Guarantor may have against Lender, Borrower or any other Person (other than the satisfaction of the Guaranteed Obligations by Borrower or Guarantors), and any notice of directive given by any Guarantor to Lender that is inconsistent with the foregoing shall be null and void, and may be ignored by Lender, and, in addition, may not be pleaded or introduced as evidence in any litigation relating to this

Guaranty (without the prior written consent of Lender) for the reason that such pleading or introduction would be at variance with the written terms of this Guaranty.

(b) This Guaranty shall be effective as a waiver of, and Guarantors hereby expressly waive, any right that Guarantors may otherwise have been entitled, whether existing under statute, at Law or in equity, to require Lender to take prior recourse or proceedings against any collateral, security or Person. It shall not be necessary for Lender, in order to enforce such payment or performance by Guarantors, first to institute suit or pursue or exhaust any rights or remedies against Borrower or other Person liable on such indebtedness or for such performance, or to enforce any rights against any security given to secure such indebtedness or performance, or to join Borrower or any other Person liable for the payment or performance of the Guaranteed Obligations or any part thereof in any action to enforce this Guaranty, or to resort to any other means of obtaining payment or performance of the Guaranteed Obligations; provided, however, that nothing herein contained shall prevent Lender from suing on the Note or foreclosing the Mortgage or exercising any other right under the Loan Documents.

(c) Suit may be brought or demand may be made against Borrower or against any or all parties who have signed this Guaranty or any other guaranty covering all or any part of the Guaranteed Obligations, or against any one or more of them, separately or together, without impairing the rights of Lender against any party hereto.

(d) Guarantors hereby agree to indemnify Lender against loss, cost or expense incurred by Lender caused by the Borrower asserting any defense to its obligations under the Loan Agreement and/or any one or more of the Loan Documents or the assertion by any Guarantor of any defense to such Guarantor's obligations under this Guaranty. Guarantors (i) waive any right or claim of right to cause a marshalling of the Borrower's assets or to cause Lender to proceed against any of the security for the Note or for the obligations guaranteed hereby before proceeding against any Guarantor or to proceed against Guarantors in any particular order; (ii) agree that any payments required to be made by Guarantors under this Guaranty shall become due on demand in accordance with the terms hereof and in the Loan Agreement, the Note, and/or the Mortgage and without presentment of the Note to Borrower, demand for payment or protest thereof, or notice of non-payment or protest thereof, but subject to any applicable notice and cure periods provided in the Loan Documents; and (iii) waive and relinquish all rights and remedies afforded by applicable law to guarantors except any rights of subrogation that Guarantors may have; provided, that the guaranty provided for under this Guaranty shall neither be contingent upon the existence of any such rights of subrogation nor subject to any claims or defenses whatsoever which may be asserted in connection with the enforcement or attempted enforcement of such subrogation rights including, without limitation, any claim that such subrogation rights were abrogated by any acts of Lender. Guarantors hereby agree to postpone the exercise of any and all rights of subrogation to Lender's rights against Borrower or Guarantors and any rights of subrogation to any collateral securing the Loan and/or the obligations under the Loan Agreement and/or any one or more of the Loan Documents until the Loan shall have been paid in full.

Section 3. Certain Agreements and Waivers by Guarantors.

(a) Guarantors agree that neither Lender's rights or remedies nor Guarantors' obligations under the terms of this Guaranty shall be released, diminished, impaired, reduced or affected by any one or more of the following events, actions, facts, or circumstances, and the liability of Guarantors under this Guaranty shall be absolute, unconditional and irrevocable irrespective of:

- (i) the attempt or absence of any attempt by Lender to obtain payment or performance by Borrower or Guarantors (or any Guarantor) (this being a guaranty of payment and performance and not merely of collection);
- (ii) any limitation on the liability of, or recourse against, any other Person in any Loan Document or arising under any Law;

(iii) any claim or defense that this Guaranty was made without consideration or is not supported by adequate consideration or that the obligations of Guarantors under this Guaranty exceed or are more burdensome than those of Borrower under the other Loan Documents;

(iv) the release or taking or accepting of any other security or guaranty for, or right of recourse with respect to, any or all of the Guaranteed Obligations;

(v) the operation of any statutes of limitation or other Laws regarding the limitation of actions, all of which are hereby waived as a defense to any action or proceeding brought by Lender against Guarantors (or any Guarantor), to the fullest extent permitted by Law;

(vi) any exemption or the benefit of all other provisions of Law that are waivable under applicable Law;

(vii) any release, surrender, abandonment, exchange, alteration, sale or other disposition, subordination, deterioration, waste, failure to protect or preserve, impairment, or loss of, or any failure to create or perfect any lien or security interest with respect to, or any other dealings with, any collateral or security at any time existing or purported, believed or expected to exist in connection with any or all of the Guaranteed Obligations, or any impairment of Guarantors' recourse against any Person or collateral, or the acceptance by Lender of any additional security for the Loan;

(viii) whether express or by operation of Law, any partial release of the liability of Guarantor under this Guaranty (except to the extent expressly so released) or any complete or partial release of Borrower or any other Person liable, directly or indirectly, for the payment or performance of any or all of the Guaranteed Obligations;

(ix) the death, insolvency, bankruptcy, disability, dissolution, liquidation, termination, receivership, reorganization, merger, consolidation, change of form, structure or ownership, sale of all assets, or lack of corporate, partnership or other power of Borrower, Guarantors (or any Guarantor), or any other Person at any time liable for the payment or performance of any or all of the Guaranteed Obligations, or the failure by Lender to file or enforce a claim against the estate of Borrower, such Guarantor(s), or such other Person;

(x) either with or without notice to or consent of Guarantors, any renewal, extension, modification, supplement, subordination or rearrangement of the terms of any or all of the Guaranteed Obligations and/or any of the Loan Documents, including without limitation material alterations of the terms of payment (including changes in maturity date(s) and interest rate(s)) or performance (including changes with respect to the construction of the Improvements) or any other terms thereof, or any waiver, termination, or release of, or consent to departure from, any of the Loan Documents or any other guaranty of any or all of the Guaranteed Obligations, or any adjustment, indulgence, forbearance, or compromise that may be granted from time to time by Lender to Borrower or any other Person at any time liable for the payment or performance of any or all of the Guaranteed Obligations, or the making of additional loans to Borrower;

(xi) any neglect, lack of diligence, delay, omission, failure, or refusal of Lender to take or prosecute (or in taking or prosecuting) any action for the collection or enforcement of any of the Guaranteed Obligations, or to foreclose or take or prosecute any action to foreclose (or in foreclosing or taking or prosecuting any action to foreclose) upon any security therefor, or to exercise (or in exercising) any other right or power with respect to any security therefor, or to take or prosecute (or in taking or prosecuting) any action in connection with any Loan Document, or any failure to sell or otherwise dispose of in a commercially reasonable manner any collateral securing any or all of the Guaranteed Obligations;

(xii) any failure of Lender to notify Guarantors (or any Guarantor) of any creation, renewal, extension, rearrangement, modification, supplement, subordination, or assignment of the Guaranteed Obligations or any part thereof, or of any Loan Document, or of any release of or change in any security, or of the

occurrence or existence of any Default or Event of Default, or of any other action taken or refrained from being taken by Lender against Borrower or any security or other recourse, or of any new agreement between Lender and Borrower, it being understood that Lender shall not be required to give Guarantors (or any Guarantor) any notice of any kind under any circumstances with respect to or in connection with the Guaranteed Obligations, any and all rights to notice Guarantors may have otherwise had being hereby waived by Guarantors, and each Guarantor shall be responsible for obtaining information for itself regarding Borrower, including any changes in the business or financial condition of Borrower, and Guarantors acknowledge and agree that Lender shall have no duty to notify Guarantors (or any Guarantor) of any information which Lender may have concerning Borrower;

(xiii) the existence of any claim, counterclaim, set off or other right that Guarantors (or any Guarantor) may at any time have against Borrower, Lender, or any other Person, whether or not arising in connection with this Guaranty, the Note, the Loan Agreement, or any other Loan Document;

(xiv) the unenforceability of all or any part of the Guaranteed Obligations against Borrower, whether because the Guaranteed Obligations exceed the amount permitted by Law or violate any usury law, or because the Persons creating the Guaranteed Obligations acted in excess of their authority, or because of a lack of validity or enforceability of or defect or deficiency in any of the Loan Documents, or because Borrower has any valid defense, claim or offset with respect thereto, or because Borrower's obligation ceases to exist by operation of Law, or because of any other reason or circumstance, it being agreed that Guarantors shall remain liable under this Guaranty regardless of whether Borrower or any other Person is found not liable on the Guaranteed Obligations, or any part thereof, for any reason (and regardless of any joinder of Borrower or any other party in any action to obtain payment or performance of any or all of the Guaranteed Obligations);

(xv) any order, ruling or plan of reorganization emanating from proceedings under Title 11 of the United States Code (the "**Bankruptcy Code**") with respect to Borrower or any other Person, including any extension, reduction, composition, or other alteration of the Guaranteed Obligations, whether or not consented to by Lender, or any action taken or omitted by Lender in any such proceedings, including any election to have Lender's claim allowed as being secured, partially secured or unsecured, any extension of credit by Lender in any such proceedings or the taking and holding by Lender of any security for any such extension of credit, the foregoing to include, (A) any election by Lender under Section 1111(b)(2) of the Bankruptcy Code, (B) any borrowing or grant of a security interest by Borrower as debtor-in-possession under Section 364 of the Bankruptcy Code, (C) the inability of Lender to enforce the Loan against Borrower by application of the automatic stay provisions of Section 362 of the Bankruptcy Code, or (D) the disallowance, under Section 502 of the Bankruptcy Code, of all or any portion of Lender's claim(s) against Borrower for repayment of the Loan;

(xvi) all suretyship defenses and defenses in the nature hereof, which require the Lender to institute suit against the Borrower and all other parties to the Loan as a condition to Guarantors' (or any Guarantor's) liability, any other condition, event, omission, action that would in the absence of this paragraph result in the release or discharge of Guarantors (or any Guarantor) from the performance or observance of any obligation, covenant or agreement contained in this Guaranty or any other agreement;

(xvii) any merger or consolidation of Borrower into or with any other entity, or any sale, lease or transfer of any of the assets of Borrower or Guarantors (or any Guarantor) to any other Person;

(xviii) any change in the ownership of Borrower, or any change in the relationship between Borrower and Guarantors (or any Guarantor), or any termination of any such relationship;

(xix) any early termination of any of the Guaranteed Obligations;

(xx) Lender's enforcement or forbearance from enforcement of the Guaranteed Obligations; or

(xxi) any liability, irregularity or unenforceability in whole or in part, or any confirmation, instrument or agreement required thereunder or related thereto, or any transaction entered into thereunder, or any limitation on the liability of Borrower thereunder or any limitation on the method or terms of payment thereunder which may now or hereafter be caused or imposed in any manner whatsoever.

(b) In the event any payment by Borrower or any other Person to Lender is held to constitute a preference, fraudulent transfer or other voidable payment under any bankruptcy, insolvency or similar Law, or if for any other reason Lender is required to refund such payment or pay the amount thereof to any other party, such payment by Borrower or any other party to Lender shall not constitute a release of Guarantors from any liability under this Guaranty, and this Guaranty shall continue to be effective or shall be reinstated (notwithstanding any prior release, surrender or discharge by Lender of this Guaranty or of Guarantors), as the case may be, and this Guaranty shall apply to, any and all amounts so refunded by Lender or paid by Lender to another Person (which amounts shall constitute part of the Guaranteed Obligations), and any interest paid by Lender and any attorneys' fees, costs and expenses paid or incurred by Lender in connection with any such event.

(c) It is the intent of Guarantors and Lender that the obligations and liabilities of Guarantors under this Guaranty are absolute, irrevocable and unconditional under any and all circumstances and that until the Guaranteed Obligations are fully and finally paid and performed, and not subject to refund or disgorgement, the obligations and liabilities of Guarantors under this Guaranty shall not be discharged or released, in whole or in part, by any act or occurrence that might, but for the provisions of this Guaranty, be deemed a legal or equitable discharge or release of a guarantor.

(d) If acceleration of the time for payment of any amount payable by Borrower under the Note, the Loan Agreement, any other Loan Document is stayed or delayed by any Law or tribunal, all such amounts shall nonetheless be payable by Guarantors on demand by Lender.

Section 4. Subordination.

If, for any reason whatsoever, Borrower is now or hereafter becomes indebted to Guarantors (or any Guarantor):

(a) Such indebtedness and all interest thereon and all liens, security interests and rights now or hereafter existing with respect to property of Borrower securing such indebtedness shall, at all times, be subordinate in all respects to the Guaranteed Obligations and to all liens, security interests and rights now or hereafter existing to secure the Guaranteed Obligations.

(b) Guarantors (or such Guarantor) shall not be entitled to enforce or receive payment of, directly or indirectly, any such indebtedness of Borrower to Guarantors (or such Guarantor) until the Guaranteed Obligations have been fully and finally paid and performed; provided, however, that so long as no Default shall have occurred and is continuing, Guarantors (or such Guarantor) shall not be prohibited from receiving such (i) reasonable management fees or reasonable salary from Borrower as Lender may approve from time to time in its reasonable discretion and (ii) distributions from Borrower in an amount equal to any income taxes imposed on Guarantor that are attributable to Borrower's income from the Property.

(c) Each Guarantor hereby assigns and grants to Lender a security interest in all such indebtedness and security therefor, if any, of Borrower to such Guarantor now existing or hereafter arising, including any dividends and payments pursuant to debtor relief or insolvency proceedings referred to below. In the event of receivership, bankruptcy, reorganization, arrangement or other debtor relief or insolvency proceedings involving Borrower as debtor, Lender shall have the right to prove its claim in any such proceeding so as to establish Lender's rights under this Guaranty and shall have the right to receive directly from the receiver, trustee or other custodian (whether or not an Event of Default shall have occurred or be continuing under any of the Loan Documents), dividends and payments that are payable upon any obligation of Borrower to such Guarantor now existing or hereafter arising, and to have all benefits of any security therefor, until the Guaranteed Obligations have been fully and finally paid and performed. If, notwithstanding the foregoing

provisions, such Guarantor should receive any payment, claim or distribution that is prohibited as provided above in this Section 4, such Guarantor shall pay the same to Lender immediately, such Guarantor hereby agreeing that it shall receive the payment, claim or distribution in trust for Lender and shall have absolutely no dominion over the same except to pay it immediately to Lender.

(d) Guarantors shall promptly upon request of Lender from time to time execute such documents and perform such acts as Lender may reasonably require to evidence and perfect its interest and to permit or facilitate exercise of its rights under this Section 4, including execution and delivery of proofs of claim, further assignments and security agreements, and delivery to Lender of any promissory notes or other instruments evidencing indebtedness of Borrower to Guarantors (or any Guarantor). If Guarantor(s) fail to take any such action, Lender, as attorney-in-fact for Guarantor(s), is hereby authorized to do so in the name of Guarantor(s). The foregoing power of attorney is coupled with an interest and cannot be revoked. All promissory notes, accounts receivable ledgers or other evidences, now or hereafter held by Guarantors (or any Guarantor) of obligations of Borrower to Guarantors (or such Guarantor) shall contain a specific written notice thereon that the indebtedness evidenced thereby is subordinated under and is subject to the terms of this Guaranty.

Section 5. Other Liability of Guarantors or Borrower.

If Guarantors are or become (or if any Guarantor is or becomes) liable, by endorsement or otherwise, for any indebtedness owing by Borrower to Lender other than under this Guaranty, such liability shall not be in any manner impaired or affected hereby, and the rights of Lender under this Guaranty shall be cumulative of any and all other rights that Lender may have against Guarantors (or such Guarantor). If Borrower is or becomes indebted to Lender for any indebtedness other than or in excess of the Guaranteed Obligations, any payment received or recovery realized upon such other indebtedness of Borrower to Lender may be applied to such other indebtedness. This Guaranty is independent of (and shall not be limited by) any other guaranty now existing or hereafter given. Further, Guarantors' (and each Guarantor's) liability under this Guaranty is in addition to any and all other liability Guarantors (or such Guarantor) may have in any other capacity, including, if applicable, its capacity as a general partner.

Section 6. Binding Effect; Joint and Several Liability.

This Guaranty is binding not only on Guarantors, but also on each Guarantor's heirs, personal representatives, successors and assigns. Upon the death of a Guarantor, if such Guarantor is a natural person, this Guaranty shall continue against such Guarantor's estate as to all of the Guaranteed Obligations, including that portion incurred or arising after the death of such Guarantor and shall be provable in full against such Guarantor's estate, whether or not the Guaranteed Obligations are then due and payable. If this Guaranty is signed by more than one Person, then all of the obligations of Guarantors arising under this Guaranty shall be jointly and severally binding on each of the undersigned, and their respective heirs, personal representatives, successors and assigns, and the term "**Guarantor**" shall mean all of such Persons and each of them individually.

Section 7. Governing Law.

The validity, enforcement, and interpretation of this Guaranty, shall for all purposes be governed by and construed in accordance with the laws of the State of Texas and applicable United States federal law, and is intended to be performed in accordance with, and only to the extent permitted by, such laws. All obligations of Guarantors under this Guaranty are payable and performable at the place or places where the Guaranteed Obligations are payable and performable.

Section 8. Invalidity of Certain Provisions.

If any provision of this Guaranty or the application thereof to any Person or circumstance shall, for any reason and to any extent, be declared to be invalid or unenforceable, neither the remaining provisions of this Guaranty nor the application of such provision to any other Person or circumstance shall be affected thereby, and the

remaining provisions of this Guaranty, or the applicability of such provision to other Persons or circumstances, as applicable, shall remain in effect and be enforceable to the maximum extent permitted by applicable Law.

Section 9. Costs and Expenses of Enforcement.

Guarantors agree to pay to Lender on demand all costs and expenses incurred by Lender in seeking to enforce Lender's rights and remedies against the Borrower or against any Guarantor under this Guaranty, including court costs and attorneys' fees, whether or not suit is filed hereon. All such costs and expenses incurred by Lender shall constitute a portion of the Guaranteed Obligations under this Guaranty, shall be subject to the provisions hereof with respect to the Guaranteed Obligations and shall be payable by Guarantors on demand by Lender.

Section 10. No Usury.

It is not the intention of Lender or Guarantors to obligate Guarantors to pay interest in excess of what is lawfully permitted to be paid by Guarantors under applicable Law. Should it be determined that any portion of the Guaranteed Obligations or any other amount payable by Guarantors under this Guaranty constitutes interest in excess of the maximum amount of interest that Guarantors (or any Guarantor), in Guarantors' (or such Guarantor's) capacity as guarantor, may lawfully be required to pay under applicable Law, the obligation of Guarantors (or such Guarantor) to pay such interest shall automatically be limited to the payment thereof in the maximum amount so permitted under applicable Law. The provisions of this Section 10 shall override and control all other provisions of this Guaranty and of any other agreement between Guarantors (or any Guarantor) and Lender.

Section 11. Representations, Warranties, and Covenants of Guarantor.

Until the Guaranteed Obligations are paid and performed in full and each and every term, covenant and condition of this Guaranty is fully performed, Guarantors hereby represent, warrant, and covenant that: (a) each Guarantor has a direct or indirect financial interest in Borrower and will derive a material and substantial benefit, directly or indirectly, from the making of the Loan to Borrower and from the making of this Guaranty by Guarantor; (b) this Guaranty is duly authorized and valid, and is binding upon and enforceable against each Guarantor. Guarantors' representations, warranties and covenants are a material inducement to Lender to enter into the other Loan Documents and shall survive the execution hereof and any bankruptcy, foreclosure, transfer of security or other event affecting Borrower, Guarantors (or any Guarantor), any other party, or any security for all or any part of the Guaranteed Obligations.

Section 12. Notices.

All notices, requests, consents, demands and other communications required or which any party desires to give under this Guaranty shall be in writing and, shall be deemed sufficiently given or furnished if delivered by personal delivery, by nationally recognized overnight courier service, or by certified United States mail, postage prepaid, addressed to the party to whom directed at the addresses set forth in Exhibit A attached hereto (unless changed by similar notice in writing given by the particular party whose address is to be changed) or by electronic mail or facsimile, as set forth in Exhibit A attached hereto. Any such notice or communication shall be deemed to have been given either at the time of personal delivery or, in the case of courier or mail, as of the date of first attempted delivery at the address and in the manner provided herein, or, in the case of electronic mail or facsimile, upon receipt; provided that service of a notice required by any applicable statute shall be considered complete when the requirements of that statute are met. Notwithstanding the foregoing, no notice of change of address shall be effective except upon actual receipt. This Section 12 shall not be construed in any way to affect or impair any waiver of notice or demand provided in this Guaranty or in any other Loan Document or to require giving of notice or demand to or upon any Person in any situation or for any reason.

Section 13. Cumulative Rights.

All of the rights and remedies of Lender under this Guaranty and the other Loan Documents are cumulative of each other and of any and all other rights at law or in equity, and the exercise by Lender of any one or more of

such rights and remedies shall not preclude the simultaneous or later exercise by Lender of any or all such other rights and remedies. No single or partial exercise of any right or remedy shall exhaust it or preclude any other or further exercise thereof, and every right and remedy may be exercised at any time and from time to time. No failure by Lender to exercise, nor delay in exercising, any right or remedy shall operate as a waiver of such right or remedy or as a waiver of any Event of Default. No notice to or demand on Guarantor in any case shall of itself entitle Guarantors (or any Guarantor) to any other or further notice or demand in similar or other circumstances. No provision of this Guaranty or any right or remedy of Lender with respect hereto, or any default or breach, can be waived, nor can this Guaranty or Guarantors (or any Guarantor) be released or discharged in any way or to any extent, except specifically in each case by a writing intended for that purpose (and which refers specifically to this Guaranty) executed and delivered by Lender to Guarantors (or such Guarantor).

Section 14. Term of Guaranty.

This Guaranty shall continue in effect until all the Guaranteed Obligations and all of the obligations of Guarantors to Lender under this Guaranty are fully and finally paid, performed and discharged and are not subject to any bankruptcy preference period or any other disgorgement.

Section 15. Subrogation.

Guarantor shall not have any right of subrogation under any of the Loan Documents or any right to participate in any security for the Guaranteed Obligations or any right to reimbursement, exoneration, contribution, indemnification or any similar rights, until the Guaranteed Obligations have been fully and finally paid, performed and discharged, and Guarantor hereby waives all of such rights.

Section 16. Time of Essence.

Time shall be of the essence in this Guaranty with respect to all of Guarantors' obligations under this Guaranty.

Section 17. Entire Agreement; Counterparts; Construction.

This Guaranty embodies the entire agreement between Lender and Guarantors and with respect to the guaranty by Guarantors of the Guaranteed Obligations. This Guaranty supersedes all prior agreements and understandings, if any, with respect to the guaranty by Guarantors of the Guaranteed Obligations. This Guaranty shall be effective upon execution by Guarantors and delivery to Lender. This Guaranty may not be modified, amended or superseded except in a writing signed by Lender and Guarantors referencing this Guaranty by its date and specifically identifying the portions hereof that are to be modified, amended or superseded. As used herein, the words "include" and "including" shall be interpreted as if followed by the words "without limitation."

Section 18. WAIVER OF JURY TRIAL.

WITHOUT INTENDING IN ANY WAY TO LIMIT THE PARTIES' AGREEMENT TO ARBITRATE ANY "DISPUTE" (FOR PURPOSES OF THIS SECTION, AS DEFINED ABOVE) AS SET FORTH IN THIS GUARANTY, TO THE EXTENT ANY "DISPUTE" IS NOT SUBMITTED TO ARBITRATION OR IS DEEMED BY THE ARBITRATOR OR BY ANY COURT WITH JURISDICTION NOT TO BE ARBITRABLE OR REQUIRED TO BE ARBITRATED, GUARANTOR AND LENDER EACH WAIVE TRIAL BY JURY WITH RESPECT TO ANY SUCH "DISPUTE" AND ANY ACTION ON SUCH "DISPUTE." THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY EACH GUARANTOR AND LENDER, AND GUARANTORS AND LENDER EACH HEREBY REPRESENT THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY ANY PERSON OR ENTITY TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT. THIS PROVISION IS A MATERIAL INDUCEMENT FOR THE PARTIES ENTERING INTO THE LOAN DOCUMENTS. GUARANTORS AND LENDER ARE EACH HEREBY AUTHORIZED TO FILE A COPY OF THIS SECTION IN ANY PROCEEDING AS CONCLUSIVE EVIDENCE OF THIS WAIVER OF JURY TRIAL. EACH GUARANTOR FURTHER REPRESENTS AND WARRANTS THAT IT HAS BEEN REPRESENTED IN THE SIGNING OF THIS GUARANTY AND IN THE MAKING OF THIS WAIVER BY INDEPENDENT LEGAL COUNSEL, OR HAS HAD THE OPPORTUNITY TO

BE REPRESENTED BY INDEPENDENT LEGAL COUNSEL SELECTED BY SUCH GUARANTOR'S OWN FREE WILL, AND THAT IT HAS HAD THE OPPORTUNITY TO DISCUSS THIS WAIVER WITH COUNSEL.

Section 19. Separate Indemnity.

Each Guarantor acknowledges and agrees that Lender's rights (and such Guarantor's obligations) under this Guaranty shall be in addition to all of Lender's rights (and all of Guarantor's obligations) under any indemnity agreement or other guaranty executed and delivered to Lender by the Borrower and/or any Guarantor, and payments by any Guarantor under this Guaranty shall not reduce any of such Guarantor's obligations and liabilities under any other indemnity agreement or other guaranty. The obligations under this Guaranty hereunder shall terminate upon the full repayment of all sums due under the Loan Agreement, the Note and the other Loan Documents.

Section 20. Counterparts.

If this Guaranty is to be executed by more than one Person, then it may be executed in one or more counterparts, each of which shall constitute an original and all of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, Guarantors have duly executed this Guaranty under seal as of the date first written above.

Mark Bouldin, Individually

Jim Sari, Individually

Exhibit A

Addresses for Notices

PROMISSORY NOTE**("Promissory Note")**

\$650,000.00

Date: _____
Texarkana, Bowie County, Texas

FOR VALUE RECEIVED, the undersigned (and each of the undersigned), as principals, unconditionally and jointly and severally promise to pay to the order of the **City of Texarkana, Texas**, with an address of P.O. Box 1967, Texarkana, Texas 75505 at payee's office in the City of Texarkana, Bowie County, Texas, the principal sum of Six Hundred and Fifty Thousand and no/100 dollars (\$650,000.00), in legal and lawful money of the United States of America, together with interest (on the principal balance outstanding hereunder from time to time) as provided herein, payable as provided herein. All payments hereon shall be credited first to interest and then to principal; and any prepayments of principal shall first be applied to reduce the payments scheduled to be paid latest.

Interest rate of the loan shall utilize the 10-year Treasury Rate, currently 1.7%, adjustable every 5 years, as a non-assumable loan. Notwithstanding any payments otherwise scheduled or made hereon, the balance of principal and interest on this indebtedness shall be finally due and payable on or before one hundred-eighty (180) months following the execution of this Note. Prior to the ultimate due date, the principal and interest on this Note are payable as follows: In one hundred-eighty (180) monthly payments of principal and interest in the amount of **\$4,093.62** each, the first such installment being due and payable on or before the first day of the month following the execution of this Note, and a similar installment being due and payable on or before the same day of each succeeding month thereafter until all principal and interest are fully paid; EXCEPT THAT the final installment will be for the balance of principal and interest then owing, whether more or less than the regular installments.

If not paid when due or declared due, matured and unpaid interest and principal (including as principal all additional amounts payable to the owner hereof as expenses or advancements agreed to be paid hereunder or under any agreement or instrument securing, guaranteeing or supplementing this Note) shall bear interest from the date of maturity until paid at the maximum rate allowed by law.

It is expressly provided that upon default in the punctual payment of this Note or any part thereof, principal or interest, as the same shall become due and payable, or default or breach by any maker hereof of any obligation of such maker to the owner hereof, or failure to perform any terms of any instrument securing, guaranteeing, or supplementing this Note, this Note and the entire indebtedness secured or guaranteed by any such instrument, exclusive of unearned interest, shall be matured, at the option of the owner, without demand or notice. If at any time, in the sole opinion of the owner hereof, the financial responsibility of any maker, surety, guarantor, or endorser, or the prospect for payment, of this Note or the collateral securing this Note, shall become impaired or unsatisfactory to the owner hereof, this Note and all other obligations of such maker, guarantor, or endorser, exclusive of unearned interest shall become immediately due and payable at the owner's option, without demand or notice. In the event default is made in the prompt payment of this Note or such indebtedness when due or declared due, and the same is placed in the hands of an attorney for collection, or suit is brought on same, or the same is collected through Probate, or other judicial proceeding, then the makers, sureties, guarantors,

and endorsers agree and promise to pay reasonable attorneys fees for collection. Each of the undersigned additionally agrees and promises to pay all costs of collection hereof and of realization upon (or protection of) any security herefor, together with any interest thereon as provided herein from the time expended by the owner hereof. **THIS NOTE SHALL BE GOVERNED BY THE LAWS IN EFFECT IN THE STATE OF TEXAS, INCLUDING ANY APPLICABLE FEDERAL LAW.**

Each party liable on this Note, whether primarily or secondarily liable, including, without limitation, each maker, surety, guarantor, accommodation party, and endorser of this Note, expressly waives all notices, demands for payment, presentations for payment, notices of intention to accelerate the maturity, protests and notices of protest, notice of nonpayment, and diligence in collecting this Note, filing of suit, and enforcing any of the security herefor, as to this Note and as to each, every, and all installments hereof; agrees that any and all extensions, and changes in the time for payment, hereof may be granted to any of the above parties without notice to the others; consents, without notice, to extensions of time, renewals, release of any party liable hereon, releases of collateral and indulgences extended by any owner hereof; and agrees that it will not be necessary for any owner hereof, in order to enforce any liability hereon, to first institute suit or exhaust its remedies against any party liable hereon, or to enforce its rights against any security herefor, and that no extension, renewal, substitution, exchange, or release of collateral, or indulgence shall discharge, release, or reduce any liability of any party hereon. No delay by the owner hereof in exercising any right hereunder, or under any instrument securing, guaranteeing, or supplementing this Note, shall be construed as a waiver of any such right; and such right may be exercised at any subsequent time during default.

Notwithstanding anything to the contrary, all agreements between any party liable on this Note and any owner or holder hereof are expressly limited and modified so that in no event or contingency whatsoever shall the amount paid, agreed to be paid, or charged for the use, forbearance, or detention of money, ever exceed the maximum amount permissible under applicable law. In the event that any applicable law limiting the amount of interest or other charges permitted to be collected is interpreted so that any charge provided for in this Note, in any instrument securing, guaranteeing, or supplementing this Note, or in any other indebtedness of any maker hereof payable to the owner hereof, whether considered separately or together with other charges that are considered a part of this transaction, violates such law by reason of the acceleration of any indebtedness, or for any other reason, such charge is hereby reduced to the extent necessary to eliminate any such violation. Any amounts of such interest or other charges previously paid to the owner hereof in excess of the amounts permitted by applicable law shall be applied by the owner to reduce the principal of the indebtedness evidenced by this Note, or, at the owner's option, be refunded.

Payment hereof is secured by a Deed of Trust on the following property:

LEGAL DESCRIPTION

The Property has an address of _____, Texarkana, Bowie County, Texas 75503.

The following Notice is provided pursuant to Section 26.02 of the Texas Business & Commerce Code, regarding the "Loan Agreement" which is defined as all of the loan documents, including this promissory note and documents guaranteeing or securing the note:

THIS WRITTEN LOAN AGREEMENT REPRESENTS THE FINAL AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE CONTRADICTED BY EVIDENCE OF PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OF THE PARTIES.

THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.

THIS LOAN IS PAYABLE IN FULL ON OR BEFORE THE FIRST DAY OF THE 180TH MONTH FOLLOWING THE EXECUTION OF THIS NOTE BY ALL PARTIES. AT MATURITY, YOU MUST REPAY THE ENTIRE PRINCIPAL BALANCE OF THE LOAN AND UNPAID INTEREST THEN DUE. LENDER IS UNDER NO OBLIGATION TO REFINANCE THE LOAN AT THAT TIME. YOU WILL, THEREFORE, BE REQUIRED TO MAKE PAYMENT OUT OF OTHER ASSETS THAT YOU MAY OWN, OR YOU WILL HAVE TO FIND A LENDER WILLING TO LEND YOU THE MONEY. IF YOU REFINANCE THIS LOAN AT MATURITY, YOU MAY HAVE TO PAY SOME OR ALL OF THE CLOSING COSTS NORMALLY ASSOCIATED WITH A NEW LOAN.

IN WITNESS WHEREOF, this Note has been signed and delivered to the payee herein on the date first written above.

Grimm Lofts, LLC

Mark Bouldin, Managing Member

Jim Sari, Managing Member

Deed of Trust

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Basic Information

Date:

Grantor: Grimm Lofts, LLC

Grantor's Mailing Address: 14755 Preston Road, Suite 600, Dallas, TX 75254

Trustee[s]: John Whitson, City Manager

Trustee's Mailing Address[es]: P.O. Box 1967, Texarkana, TX 75501-1967

Lender: City of Texarkana, Texas

Lender's Mailing Address: P.O. Box 1967, Texarkana, TX 75501-1967

Obligation

Note

Date:

Original principal amount: \$1,429,000.00

Borrower: Grimm Lofts, LLC

Lender: City of Texarkana, Texas

Maturity date: Twenty years from the date of execution.

Property (including any improvements): 301 State Line North, Texarkana, TX

Prior Lien: None.

Other Exceptions to Conveyance and Warranty:

A. Granting Clause

For value received and to secure payment of the Obligation, Grantor conveys the Property to Trustee in trust. Grantor warrants and agrees to defend the title to the Property, subject to the Other Exceptions to Conveyance and Warranty. On payment of the Obligation and

all other amounts secured by this deed of trust, this deed of trust will have no further effect, and Lender will release it at Grantor's expense.

B. Grantor's Obligations

B.1. Grantor agrees to maintain all property and liability insurance coverages with respect to the Property, revenues generated by the Property, and operations on the Property that Lender reasonably requires ("Required Insurance Coverages"), issued by insurers and written on policy forms acceptable to Lender, and as to property loss, that are payable to Lender under policies containing standard mortgagee clauses, and deliver evidence of the Required Insurance Coverages in a form acceptable to Lender before execution of this deed of trust and again at least ten days before the expiration of the Required Insurance Coverages.

B.2. Grantor agrees to—

- a. keep the Property in good repair and condition;
- b. pay all taxes and assessments on the Property before delinquency, not authorize a taxing entity to transfer its tax lien on the Property to anyone other than Lender, and not request a deferral of the collection of taxes pursuant to section 33.06 of the Texas Tax Code;
- c. defend title to the Property subject to the Other Exceptions to Conveyance and Warranty and preserve the lien's priority as it is established in this deed of trust;
- d. obey all laws, ordinances, and restrictive covenants applicable to the Property;
- e. keep any buildings occupied as required by the Required Insurance Coverages;
- f. if the lien of this deed of trust is not a first lien, pay or cause to be paid all prior lien notes and abide by or cause to be abided by all prior lien instruments; and
- g. notify Lender of any change of address.

C. Lender's Rights

C.1. Lender or Lender's mortgage servicer may appoint in writing one or more substitute trustees, succeeding to all rights and responsibilities of Trustee.

C.2. If the proceeds of the Obligation are used to pay any debt secured by prior liens, Lender is subrogated to all the rights and liens of the holders of any debt so paid.

C.3. Lender may apply any proceeds received under the property insurance policies covering the Property either to reduce the Obligation or to repair or replace damaged or

destroyed improvements covered by the policy. If the Property is Grantor's primary residence and Lender reasonably determines that repairs to the improvements are economically feasible, Lender will make the property insurance proceeds available to Grantor for repairs.

C.4. Notwithstanding the terms of the Note to the contrary, and unless applicable law prohibits, all payments received by Lender from Grantor with respect to the Obligation or this deed of trust may, at Lender's discretion, be applied first to amounts payable under this deed of trust and then to amounts due and payable to Lender with respect to the Obligation, to be applied to late charges, principal, or interest in the order Lender in its discretion determines.

C.5. If Grantor fails to perform any of Grantor's obligations, Lender may perform those obligations and be reimbursed by Grantor on demand for any amounts so paid, including attorney's fees, plus interest on those amounts from the dates of payment at the rate stated in the Note for matured, unpaid amounts. The amount to be reimbursed will be secured by this deed of trust.

C.6. If a default exists in payment of the Obligation or performance of Grantor's obligations and the default continues after any required notice of the default and the time allowed to cure, Lender may—

- a. declare the unpaid principal balance and earned interest on the Obligation immediately due;
- b. exercise Lender's rights with respect to rent under the Texas Property Code as then in effect;
- c. direct Trustee to foreclose this lien, in which case Lender or Lender's agent will cause notice of the foreclosure sale to be given as provided by the Texas Property Code as then in effect; and
- d. purchase the Property at any foreclosure sale by offering the highest bid and then have the bid credited on the Obligation.

C.7. Lender may remedy any default without waiving it and may waive any default without waiving any prior or subsequent default.

D. Trustee's Rights and Duties

If directed by Lender to foreclose this lien, Trustee will—

D.1. either personally or by agent give notice of the foreclosure sale as required by the Texas Property Code as then in effect;

D.2. sell and convey all or part of the Property "AS IS" to the highest bidder for cash with a general warranty binding Grantor, subject to the Prior Lien and to the Other Exceptions to Conveyance and Warranty and without representation or warranty, express or implied, by Trustee;

D.3. from the proceeds of the sale, pay, in this order—

- a. expenses of foreclosure, including a reasonable commission to Trustee;
- b. to Lender, the full amount of principal, interest, attorney's fees, and other charges due and unpaid;
- c. any amounts required by law to be paid before payment to Grantor; and
- d. to Grantor, any balance; and

D.4. be indemnified, held harmless, and defended by Lender against all costs, expenses, and liabilities incurred by Trustee for acting in the execution or enforcement of the trust created by this deed of trust, which includes all court and other costs, including attorney's fees, incurred by Trustee in defense of any action or proceeding taken against Trustee in that capacity.

E. General Provisions

E.1. If any of the Property is sold under this deed of trust, Grantor must immediately surrender possession to the purchaser. If Grantor does not, Grantor will be a tenant at sufferance of the purchaser, subject to an action for forcible detainer.

E.2. Recitals in any trustee's deed conveying the Property will be presumed to be true.

E.3. Proceeding under this deed of trust, filing suit for foreclosure, or pursuing any other remedy will not constitute an election of remedies.

E.4. This lien will remain superior to liens later created even if the time of payment of all or part of the Obligation is extended or part of the Property is released.

E.5. If any portion of the Obligation cannot be lawfully secured by this deed of trust, payments will be applied first to discharge that portion.

E.6. Grantor assigns to Lender all amounts payable to or received by Grantor from condemnation of all or part of the Property, from private sale in lieu of condemnation, and from damages caused by public works or construction on or near the Property. After deducting any expenses incurred, including attorney's fees and court and other costs, Lender will either release any remaining amounts to Grantor or apply such amounts to reduce the Obligation. Lender will not be liable for failure to collect or to exercise diligence in collecting any such amounts. Grantor will immediately give Lender notice of any actual or threatened proceedings for condemnation of all or part of the Property.

E.7. Grantor collaterally assigns to Lender all present and future rent from the Property and its proceeds. Grantor warrants the validity and enforceability of the assignment. Grantor will apply all rent to payment of the Obligation and performance of this deed of trust, but if the rent exceeds the amount due with respect to the Obligation and the deed of trust, Grantor may retain the excess. If a default exists in payment of the Obligation or performance of this deed of trust,

Lender may exercise Lender's rights with respect to rent under the Texas Property Code as then in effect. Lender neither has nor assumes any obligations as lessor or landlord with respect to any occupant of the Property. Lender may exercise Lender's rights and remedies under this paragraph without taking possession of the Property. Lender will apply all rent collected under this paragraph as required by the Texas Property Code as then in effect. Lender is not required to act under this paragraph, and acting under this paragraph does not waive any of Lender's other rights or remedies.

E.8. Interest on the debt secured by this deed of trust will not exceed the maximum amount of nonusurious interest that may be contracted for, taken, reserved, charged, or received under law. Any interest in excess of that maximum amount will be credited on the principal of the debt or, if that has been paid, refunded. On any acceleration or required or permitted prepayment, any such excess will be canceled automatically as of the acceleration or prepayment or, if already paid, credited on the principal of the debt or, if the principal of the debt has been paid, refunded. This provision overrides any conflicting provisions in this and all other instruments concerning the debt.

E.9. In no event may this deed of trust secure payment of any debt that may not lawfully be secured by a lien on real estate or create a lien otherwise prohibited by law.

E.10. If Grantor transfers any part of the Property without Lender's prior written consent, Lender may declare the Obligation immediately payable and invoke any remedies provided in this deed of trust for default. If the Property is residential real property containing fewer than five dwelling units or a residential manufactured home, this provision does not apply to (a) a subordinate lien or encumbrance that does not transfer rights of occupancy of the Property; (b) creation of a purchase-money security interest for household appliances; (c) transfer by devise, descent, or operation of law on the death of a co-Grantor; (d) grant of a leasehold interest of three years or less without an option to purchase; (e) transfer to a spouse or children of Grantor or between co-Grantors; (f) transfer to a relative of Grantor on Grantor's death; (g) a transfer resulting from a decree of a dissolution of marriage, a legal separation agreement, or an incidental property settlement agreement by which the spouse of Grantor becomes an owner of the Property; or (h) transfer to an inter vivos trust in which Grantor is and remains a beneficiary and occupant of the Property.

E.10. Grantor may not sell, transfer, or otherwise dispose of any Property, whether voluntarily or by operation of law, without the prior written consent of Lender. If granted, consent may be conditioned upon (a) the grantee's integrity, reputation, character, creditworthiness, and management ability being satisfactory to Lender; and (b) the grantee's executing, before such sale, transfer, or other disposition, a written assumption agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not cause or permit any Property to be encumbered by any liens, security interests, or encumbrances other than the liens securing the Obligation and the liens securing ad valorem taxes not yet due and payable without the prior written consent of Lender. If granted,

consent may be conditioned upon Grantor's executing, before granting such lien, a written modification agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, an approval fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not grant any lien, security interest, or other encumbrance (a "Subordinate Instrument") covering the Property that is subordinate to the liens created by this deed of trust without the prior written consent of Lender. If granted, consent may be conditioned upon the Subordinate Instrument's containing express covenants to the effect that—

- a. the Subordinate Instrument is unconditionally subordinate to this deed of trust;
- b. if any action is instituted to foreclose or otherwise enforce the Subordinate Instrument, no action may be taken that would terminate any occupancy or tenancy without the prior written consent of Lender, and that consent, if granted, may be conditioned in any manner Lender determines;
- c. rents, if collected by or for the holder of the Subordinate Instrument, will be applied first to the payment of the Obligation then due and to expenses incurred in the ownership, operation, and maintenance of the Property in any order Lender may determine, before being applied to any indebtedness secured by the Subordinate Instrument;
- d. written notice of default under the Subordinate Instrument and written notice of the commencement of any action to foreclose or otherwise enforce the Subordinate Instrument must be given to Lender concurrently with or immediately after the occurrence of any such default or commencement; and
- e. in the event of the bankruptcy of Grantor, all amounts due on or with respect to the Obligation and this deed of trust will be payable in full before any payments on the indebtedness secured by the Subordinate Instrument.

Grantor may not cause or permit any of the following events to occur without the prior written consent of Lender: if Grantor is (a) a corporation, the termination of the corporation or the sale, pledge, encumbrance, or assignment of any shares of its stock; (b) a limited liability company, the termination of the company or the sale, pledge, encumbrance, or assignment of any of its membership interests; (c) a general partnership or joint venture, the termination of the partnership or venture or the sale, pledge, encumbrance, or assignment of any of its partnership or joint venture interests, or the withdrawal from or admission into it of any general partner or joint venturer; or (d) a limited partnership, (i) the termination of the partnership, (ii) the sale, pledge, encumbrance, or assignment of any of its general partnership interests, or the withdrawal from or admission into it of any general partner, (iii) the sale, pledge, encumbrance, or assignment of a controlling portion of its limited partnership interests, or (iv) the withdrawal

from or admission into it of any controlling limited partner or partners. If granted, consent may be conditioned upon (a) the integrity, reputation, character, creditworthiness, and management ability of the person succeeding to the ownership interest in Grantor (or security interest in such ownership) being satisfactory to Lender; and (b) the execution, before such event, by the person succeeding to the interest of Grantor in the Property or ownership interest in Grantor (or security interest in such ownership) of a written modification or assumption agreement containing such terms as Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

E.11. When the context requires, singular nouns and pronouns include the plural.

E.12. The term *Note* includes all extensions, modifications, and renewals of the Note and all amounts secured by this deed of trust.

E.13. This deed of trust binds, benefits, and may be enforced by the successors in interest of all parties.

E.14. If Grantor and Borrower are not the same person, the term *Grantor* includes Borrower.

E.15. Grantor and each surety, endorser, and guarantor of the Obligation waive, to the extent permitted by law, all (a) demand for payment, (b) presentation for payment, (c) notice of intention to accelerate maturity, (d) notice of acceleration of maturity, (e) protest, and (f) notice of protest.

E.16. Grantor agrees to pay reasonable attorney's fees, trustee's fees, and court and other costs of enforcing Lender's rights under this deed of trust if an attorney is retained for its enforcement.

E.17. If any provision of this deed of trust is determined to be invalid or unenforceable, the validity or enforceability of any other provision will not be affected.

E.18. The term *Lender* includes any mortgage servicer for Lender.

E.19. Grantor hereby grants Lender a right of first refusal with respect to Grantor's power to authorize any third party (other than Lender pursuant to its rights as set forth in this instrument) to pay ad valorem taxes on the Property and authorize a taxing entity to transfer its tax lien on the Property to that third party. Grantor's authorization to any third party (other than Lender) to pay the ad valorem taxes and receive transfer of a taxing entity's lien for ad valorem taxes shall be null and void and of no force and effect unless Lender, within ten days after receiving written notice from Grantor, fails to pay the ad valorem taxes pursuant to Lender's rights as set forth in this instrument.

Grantor: Grimm Lofts, LLC

By: _____
Mark Bouldin, Managing Member

By: _____
Jim Sari, Managing Member

Deed of Trust

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Basic Information

Date:

Grantor: Grimm Lofts, LLC

Grantor's Mailing Address: 14755 Preston Road, Suite 600, Dallas, TX 75254

Trustee[s]: John Whitson, City Manager

Trustee's Mailing Address[es]: P.O. Box 1967, Texarkana, TX 75501-1967

Lender: City of Texarkana, Texas

Lender's Mailing Address: P.O. Box 1967, Texarkana, TX 75501-1967

Obligation

Note

Date:

Original principal amount: \$650,000.00

Borrower: Grimm Lofts, LLC

Lender: City of Texarkana, Texas

Maturity date: _____

Property (including any improvements): 301 State Line North, Texarkana, TX

Prior Lien: None.

Other Exceptions to Conveyance and Warranty:

A. Granting Clause

For value received and to secure payment of the Obligation, Grantor conveys the Property to Trustee in trust. Grantor warrants and agrees to defend the title to the Property, subject to the Other Exceptions to Conveyance and Warranty. On payment of the Obligation and

all other amounts secured by this deed of trust, this deed of trust will have no further effect, and Lender will release it at Grantor's expense.

B. Grantor's Obligations

B.1. Grantor agrees to maintain all property and liability insurance coverages with respect to the Property, revenues generated by the Property, and operations on the Property that Lender reasonably requires ("Required Insurance Coverages"), issued by insurers and written on policy forms acceptable to Lender, and as to property loss, that are payable to Lender under policies containing standard mortgagee clauses, and deliver evidence of the Required Insurance Coverages in a form acceptable to Lender before execution of this deed of trust and again at least ten days before the expiration of the Required Insurance Coverages.

B.2. Grantor agrees to—

- a. keep the Property in good repair and condition;
- b. pay all taxes and assessments on the Property before delinquency, not authorize a taxing entity to transfer its tax lien on the Property to anyone other than Lender, and not request a deferral of the collection of taxes pursuant to section 33.06 of the Texas Tax Code;
- c. defend title to the Property subject to the Other Exceptions to Conveyance and Warranty and preserve the lien's priority as it is established in this deed of trust;
- d. obey all laws, ordinances, and restrictive covenants applicable to the Property;
- e. keep any buildings occupied as required by the Required Insurance Coverages;
- f. if the lien of this deed of trust is not a first lien, pay or cause to be paid all prior lien notes and abide by or cause to be abided by all prior lien instruments; and
- g. notify Lender of any change of address.

C. Lender's Rights

C.1. Lender or Lender's mortgage servicer may appoint in writing one or more substitute trustees, succeeding to all rights and responsibilities of Trustee.

C.2. If the proceeds of the Obligation are used to pay any debt secured by prior liens, Lender is subrogated to all the rights and liens of the holders of any debt so paid.

C.3. Lender may apply any proceeds received under the property insurance policies covering the Property either to reduce the Obligation or to repair or replace damaged or

destroyed improvements covered by the policy. If the Property is Grantor's primary residence and Lender reasonably determines that repairs to the improvements are economically feasible, Lender will make the property insurance proceeds available to Grantor for repairs.

C.4. Notwithstanding the terms of the Note to the contrary, and unless applicable law prohibits, all payments received by Lender from Grantor with respect to the Obligation or this deed of trust may, at Lender's discretion, be applied first to amounts payable under this deed of trust and then to amounts due and payable to Lender with respect to the Obligation, to be applied to late charges, principal, or interest in the order Lender in its discretion determines.

C.5. If Grantor fails to perform any of Grantor's obligations, Lender may perform those obligations and be reimbursed by Grantor on demand for any amounts so paid, including attorney's fees, plus interest on those amounts from the dates of payment at the rate stated in the Note for matured, unpaid amounts. The amount to be reimbursed will be secured by this deed of trust.

C.6. If a default exists in payment of the Obligation or performance of Grantor's obligations and the default continues after any required notice of the default and the time allowed to cure, Lender may—

- a. declare the unpaid principal balance and earned interest on the Obligation immediately due;
- b. exercise Lender's rights with respect to rent under the Texas Property Code as then in effect;
- c. direct Trustee to foreclose this lien, in which case Lender or Lender's agent will cause notice of the foreclosure sale to be given as provided by the Texas Property Code as then in effect; and
- d. purchase the Property at any foreclosure sale by offering the highest bid and then have the bid credited on the Obligation.

C.7. Lender may remedy any default without waiving it and may waive any default without waiving any prior or subsequent default.

D. Trustee's Rights and Duties

If directed by Lender to foreclose this lien, Trustee will—

D.1. either personally or by agent give notice of the foreclosure sale as required by the Texas Property Code as then in effect;

D.2. sell and convey all or part of the Property "AS IS" to the highest bidder for cash with a general warranty binding Grantor, subject to the Prior Lien and to the Other Exceptions to Conveyance and Warranty and without representation or warranty, express or implied, by Trustee;

D.3. from the proceeds of the sale, pay, in this order—

- a. expenses of foreclosure, including a reasonable commission to Trustee;
- b. to Lender, the full amount of principal, interest, attorney's fees, and other charges due and unpaid;
- c. any amounts required by law to be paid before payment to Grantor; and
- d. to Grantor, any balance; and

D.4. be indemnified, held harmless, and defended by Lender against all costs, expenses, and liabilities incurred by Trustee for acting in the execution or enforcement of the trust created by this deed of trust, which includes all court and other costs, including attorney's fees, incurred by Trustee in defense of any action or proceeding taken against Trustee in that capacity.

E. General Provisions

E.1. If any of the Property is sold under this deed of trust, Grantor must immediately surrender possession to the purchaser. If Grantor does not, Grantor will be a tenant at sufferance of the purchaser, subject to an action for forcible detainer.

E.2. Recitals in any trustee's deed conveying the Property will be presumed to be true.

E.3. Proceeding under this deed of trust, filing suit for foreclosure, or pursuing any other remedy will not constitute an election of remedies.

E.4. This lien will remain superior to liens later created even if the time of payment of all or part of the Obligation is extended or part of the Property is released.

E.5. If any portion of the Obligation cannot be lawfully secured by this deed of trust, payments will be applied first to discharge that portion.

E.6. Grantor assigns to Lender all amounts payable to or received by Grantor from condemnation of all or part of the Property, from private sale in lieu of condemnation, and from damages caused by public works or construction on or near the Property. After deducting any expenses incurred, including attorney's fees and court and other costs, Lender will either release any remaining amounts to Grantor or apply such amounts to reduce the Obligation. Lender will not be liable for failure to collect or to exercise diligence in collecting any such amounts. Grantor will immediately give Lender notice of any actual or threatened proceedings for condemnation of all or part of the Property.

E.7. Grantor collaterally assigns to Lender all present and future rent from the Property and its proceeds. Grantor warrants the validity and enforceability of the assignment. Grantor will apply all rent to payment of the Obligation and performance of this deed of trust, but if the rent exceeds the amount due with respect to the Obligation and the deed of trust, Grantor may retain the excess. If a default exists in payment of the Obligation or performance of this deed of trust,

Lender may exercise Lender's rights with respect to rent under the Texas Property Code as then in effect. Lender neither has nor assumes any obligations as lessor or landlord with respect to any occupant of the Property. Lender may exercise Lender's rights and remedies under this paragraph without taking possession of the Property. Lender will apply all rent collected under this paragraph as required by the Texas Property Code as then in effect. Lender is not required to act under this paragraph, and acting under this paragraph does not waive any of Lender's other rights or remedies.

E.8. Interest on the debt secured by this deed of trust will not exceed the maximum amount of nonusurious interest that may be contracted for, taken, reserved, charged, or received under law. Any interest in excess of that maximum amount will be credited on the principal of the debt or, if that has been paid, refunded. On any acceleration or required or permitted prepayment, any such excess will be canceled automatically as of the acceleration or prepayment or, if already paid, credited on the principal of the debt or, if the principal of the debt has been paid, refunded. This provision overrides any conflicting provisions in this and all other instruments concerning the debt.

E.9. In no event may this deed of trust secure payment of any debt that may not lawfully be secured by a lien on real estate or create a lien otherwise prohibited by law.

E.10. If Grantor transfers any part of the Property without Lender's prior written consent, Lender may declare the Obligation immediately payable and invoke any remedies provided in this deed of trust for default. If the Property is residential real property containing fewer than five dwelling units or a residential manufactured home, this provision does not apply to (a) a subordinate lien or encumbrance that does not transfer rights of occupancy of the Property; (b) creation of a purchase-money security interest for household appliances; (c) transfer by devise, descent, or operation of law on the death of a co-Grantor; (d) grant of a leasehold interest of three years or less without an option to purchase; (e) transfer to a spouse or children of Grantor or between co-Grantors; (f) transfer to a relative of Grantor on Grantor's death; (g) a transfer resulting from a decree of a dissolution of marriage, a legal separation agreement, or an incidental property settlement agreement by which the spouse of Grantor becomes an owner of the Property; or (h) transfer to an inter vivos trust in which Grantor is and remains a beneficiary and occupant of the Property.

E.10. Grantor may not sell, transfer, or otherwise dispose of any Property, whether voluntarily or by operation of law, without the prior written consent of Lender. If granted, consent may be conditioned upon (a) the grantee's integrity, reputation, character, creditworthiness, and management ability being satisfactory to Lender; and (b) the grantee's executing, before such sale, transfer, or other disposition, a written assumption agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not cause or permit any Property to be encumbered by any liens, security interests, or encumbrances other than the liens securing the Obligation and the liens securing ad valorem taxes not yet due and payable without the prior written consent of Lender. If granted,

consent may be conditioned upon Grantor's executing, before granting such lien, a written modification agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, an approval fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not grant any lien, security interest, or other encumbrance (a "Subordinate Instrument") covering the Property that is subordinate to the liens created by this deed of trust without the prior written consent of Lender. If granted, consent may be conditioned upon the Subordinate Instrument's containing express covenants to the effect that—

- a. the Subordinate Instrument is unconditionally subordinate to this deed of trust;
- b. if any action is instituted to foreclose or otherwise enforce the Subordinate Instrument, no action may be taken that would terminate any occupancy or tenancy without the prior written consent of Lender, and that consent, if granted, may be conditioned in any manner Lender determines;
- c. rents, if collected by or for the holder of the Subordinate Instrument, will be applied first to the payment of the Obligation then due and to expenses incurred in the ownership, operation, and maintenance of the Property in any order Lender may determine, before being applied to any indebtedness secured by the Subordinate Instrument;
- d. written notice of default under the Subordinate Instrument and written notice of the commencement of any action to foreclose or otherwise enforce the Subordinate Instrument must be given to Lender concurrently with or immediately after the occurrence of any such default or commencement; and
- e. in the event of the bankruptcy of Grantor, all amounts due on or with respect to the Obligation and this deed of trust will be payable in full before any payments on the indebtedness secured by the Subordinate Instrument.

Grantor may not cause or permit any of the following events to occur without the prior written consent of Lender: if Grantor is (a) a corporation, the termination of the corporation or the sale, pledge, encumbrance, or assignment of any shares of its stock; (b) a limited liability company, the termination of the company or the sale, pledge, encumbrance, or assignment of any of its membership interests; (c) a general partnership or joint venture, the termination of the partnership or venture or the sale, pledge, encumbrance, or assignment of any of its partnership or joint venture interests, or the withdrawal from or admission into it of any general partner or joint venturer; or (d) a limited partnership, (i) the termination of the partnership, (ii) the sale, pledge, encumbrance, or assignment of any of its general partnership interests, or the withdrawal from or admission into it of any general partner, (iii) the sale, pledge, encumbrance, or assignment of a controlling portion of its limited partnership interests, or (iv) the withdrawal

from or admission into it of any controlling limited partner or partners. If granted, consent may be conditioned upon (a) the integrity, reputation, character, creditworthiness, and management ability of the person succeeding to the ownership interest in Grantor (or security interest in such ownership) being satisfactory to Lender; and (b) the execution, before such event, by the person succeeding to the interest of Grantor in the Property or ownership interest in Grantor (or security interest in such ownership) of a written modification or assumption agreement containing such terms as Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

E.11. When the context requires, singular nouns and pronouns include the plural.

E.12. The term *Note* includes all extensions, modifications, and renewals of the Note and all amounts secured by this deed of trust.

E.13. This deed of trust binds, benefits, and may be enforced by the successors in interest of all parties.

E.14. If Grantor and Borrower are not the same person, the term *Grantor* includes Borrower.

E.15. Grantor and each surety, endorser, and guarantor of the Obligation waive, to the extent permitted by law, all (a) demand for payment, (b) presentation for payment, (c) notice of intention to accelerate maturity, (d) notice of acceleration of maturity, (e) protest, and (f) notice of protest.

E.16. Grantor agrees to pay reasonable attorney's fees, trustee's fees, and court and other costs of enforcing Lender's rights under this deed of trust if an attorney is retained for its enforcement.

E.17. If any provision of this deed of trust is determined to be invalid or unenforceable, the validity or enforceability of any other provision will not be affected.

E.18. The term *Lender* includes any mortgage servicer for Lender.

E.19. Grantor hereby grants Lender a right of first refusal with respect to Grantor's power to authorize any third party (other than Lender pursuant to its rights as set forth in this instrument) to pay ad valorem taxes on the Property and authorize a taxing entity to transfer its tax lien on the Property to that third party. Grantor's authorization to any third party (other than Lender) to pay the ad valorem taxes and receive transfer of a taxing entity's lien for ad valorem taxes shall be null and void and of no force and effect unless Lender, within ten days after receiving written notice from Grantor, fails to pay the ad valorem taxes pursuant to Lender's rights as set forth in this instrument.

Grantor: Grimm Lofts, LLC

By: _____
Mark Bouldin, Managing Member

By: _____
Jim Sari, Managing Member

Grim Redevelopment Project Timeline

Updated June 2016



Jim Sari (Landmark Development) applied for mixed-use affordable housing tax credits to develop. City loan of \$500,000 repaid at closing. Tax credit application did not score well as City committed to Rose Hill HATT developments.

2009

Sari and Company approached the City regarding a market rate housing and office/retail development concept for the Grim. The project would use New Market Tax Credits and Federal and State Historic Tax Credits and would require City/Public assistance in the form of commitment of CDBG funds for federal loan guarantees and private contributions.

2014

Fall 2014 - State & Federal Historic Tax Credits (Developer) Texas Historic Preservation Tax Credit Program goes into effect on January 1, 2015.

Developer working to secure HUD CDBG 108 Loan and EPA Clean-Up Loan

4th Quarter Purchase of the property is planned

Construction to begin in December.

2016

November 2016 - The Hotel Grim Lofts project team presented at the Council of Development Finance Agencies National Development Finance Summit in New Orleans, Louisiana, November 2-4. The session was titled "Hotel Revitalization in the Heartland" and featured the Texarkana project along with another historic hotel project in Green Bay, Wisconsin.

2013

Sari and Company applied for mixed-use affordable housing tax credits. City loan of \$500,000 repaid at closing. Could not score in the Tax Credit competition due to changes in the scoring criteria established by Texas Department of Housing and Community Development, despite lobbying efforts to make allowances for downtown redevelopment projects.

Summer 2014 - CDBG 108 Loan (City) Council approved to apply (Resolution 2014-044, 4/28/2014)

EPA Brownfields RLF (City) Phase 1 completed Phase 2 underway

Application for National Historic Registry submitted by Dr. Beverly Rowe on July 29th

2015

Texas Historic Preservation Tax Credit Program went into effect on January 1, 2015.

National Historic Registry designation approved - May

No allocation committed for New Market Tax Credit funding

Federal Historic Tax Credits obtained - May

EPA Brownfields Phase II Completed for EPA Revolving Loan Fund eligibility - June

Council of Development Finance Agencies visit- June

July 2016 - The Grim Lofts, LLC was officially formed by developer Jim Sari and an EPA Brownfields Revolving Loan Fund Application was submitted for cleanup funds.

2017

Construction estimated for completion in December.

March 13, 2017 - After a 30-day public comment period, Texarkana, Texas City Council approves acceptance of HUD 108 Loan in the amount of \$1,429,000 for the Hotel Grim Lofts Project and approves substantial amendment to the City's Consolidated Plan for the project.

January 30, 2017 - The City of Texarkana, Texas recently received approval from the U.S. Department of Housing and Urban Development for Section 108 loan guarantee assistance in the amount of \$1,429,000 for the Hotel Grim Lofts Project.

May 24, 2017 - The development team for the Hotel Grim Lofts announced plans to purchase additional properties for redevelopment in downtown Texarkana. The new properties will add additional market rate apartment units and office space. The plan includes purchasing property at 301 Pine St. that will include approximately 20 market rate residential apartments and purchasing property at 317 North State Line Ave. for conversion to renovated office space.

PROMISSORY NOTE**("Promissory Note")**

\$260,000.00

Date: _____
Texarkana, Bowie County, Texas

FOR VALUE RECEIVED, the undersigned (and each of the undersigned), as principals, unconditionally and jointly and severally promise to pay to the order of the **City of Texarkana, Texas**, with an address of P.O. Box 1967, Texarkana, Texas 75505 at payee's office in the City of Texarkana, Bowie County, Texas, the principal sum of Two Hundred and Sixty Thousand and no/100 dollars (\$260,000.00), in legal and lawful money of the United States of America, together with interest (on the principal balance outstanding hereunder from time to time) as provided herein, payable as provided herein. All payments hereon shall be credited first to interest and then to principal; and any prepayments of principal shall first be applied to reduce the payments scheduled to be paid latest.

Interest rate of the loan shall utilize the 10-year Treasury Rate, currently 1.7%, adjustable every 5 years. Notwithstanding any payments otherwise scheduled or made hereon, the balance of principal and interest on this indebtedness shall be finally due and payable on or before two hundred and forty (240) months following the execution of this Note. Prior to the ultimate due date, interest only shall be payable monthly for the first sixty (60) months following execution of this note with the first payment due and payable on or before the first day of the month following execution of this Note; thereafter monthly payments shall continue for the remaining one hundred and eighty (180) months of the note, with such payments including both principal and interest on this Note and paid in one hundred-eighty (180) monthly payments of principal and interest in the amount of **\$1,637.45** each, and a similar installment being due and payable on or before the same day of each succeeding month thereafter until all principal and interest are fully paid; EXCEPT THAT the final installment will be for the balance of principal and interest then owing, whether more or less than the regular installments.

If not paid when due or declared due, matured and unpaid interest and principal (including as principal all additional amounts payable to the owner hereof as expenses or advancements agreed to be paid hereunder or under any agreement or instrument securing, guaranteeing or supplementing this Note) shall bear interest from the date of maturity until paid at the maximum rate allowed by law.

It is expressly provided that upon default in the punctual payment of this Note or any part thereof, principal or interest, as the same shall become due and payable, or default or breach by any maker hereof of any obligation of such maker to the owner hereof, or failure to perform any terms of any instrument securing, guaranteeing, or supplementing this Note, this Note and the entire indebtedness secured or guaranteed by any such instrument, exclusive of unearned interest, shall be matured, at the option of the owner, without demand or notice. If at any time, in the sole opinion of the owner hereof, the financial responsibility of any maker, surety, guarantor, or endorser, or the prospect for payment, of this Note or the collateral securing this Note, shall become impaired or unsatisfactory to the owner hereof, this Note and all other obligations of such maker, guarantor, or endorser, exclusive of unearned interest shall become immediately due and payable at the owner's option, without demand or notice. In the event default is made in the prompt payment of this Note or such indebtedness when due or declared due, and the same is

placed in the hands of an attorney for collection, or suit is brought on same, or the same is collected through Probate, or other judicial proceeding, then the makers, sureties, guarantors, and endorsers agree and promise to pay reasonable attorneys fees for collection. Each of the undersigned additionally agrees and promises to pay all costs of collection hereof and of realization upon (or protection of) any security herefor, together with any interest thereon as provided herein from the time expended by the owner hereof. **THIS NOTE SHALL BE GOVERNED BY THE LAWS IN EFFECT IN THE STATE OF TEXAS, INCLUDING ANY APPLICABLE FEDERAL LAW.**

Each party liable on this Note, whether primarily or secondarily liable, including, without limitation, each maker, surety, guarantor, accommodation party, and endorser of this Note, expressly waives all notices, demands for payment, presentations for payment, notices of intention to accelerate the maturity, protests and notices of protest, notice of nonpayment, and diligence in collecting this Note, filing of suit, and enforcing any of the security herefor, as to this Note and as to each, every, and all installments hereof; agrees that any and all extensions, and changes in the time for payment, hereof may be granted to any of the above parties without notice to the others; consents, without notice, to extensions of time, renewals, release of any party liable hereon, releases of collateral and indulgences extended by any owner hereof; and agrees that it will not be necessary for any owner hereof, in order to enforce any liability hereon, to first institute suit or exhaust its remedies against any party liable hereon, or to enforce its rights against any security herefor, and that no extension, renewal, substitution, exchange, or release of collateral, or indulgence shall discharge, release, or reduce any liability of any party hereon. No delay by the owner hereof in exercising any right hereunder, or under any instrument securing, guaranteeing, or supplementing this Note, shall be construed as a waiver of any such right; and such right may be exercised at any subsequent time during default.

Notwithstanding anything to the contrary, all agreements between any party liable on this Note and any owner or holder hereof are expressly limited and modified so that in no event or contingency whatsoever shall the amount paid, agreed to be paid, or charged for the use, forbearance, or detention of money, ever exceed the maximum amount permissible under applicable law. In the event that any applicable law limiting the amount of interest or other charges permitted to be collected is interpreted so that any charge provided for in this Note, in any instrument securing, guaranteeing, or supplementing this Note, or in any other indebtedness of any maker hereof payable to the owner hereof, whether considered separately or together with other charges that are considered a part of this transaction, violates such law by reason of the acceleration of any indebtedness, or for any other reason, such charge is hereby reduced to the extent necessary to eliminate any such violation. Any amounts of such interest or other charges previously paid to the owner hereof in excess of the amounts permitted by applicable law shall be applied by the owner to reduce the principal of the indebtedness evidenced by this Note, or, at the owner's option, be refunded.

Payment hereof is secured by a Deed of Trust on the following property:

LEGAL DESCRIPTION

The Property has an address of _____, Texarkana, Bowie County, Texas 75503.

The following Notice is provided pursuant to Section 26.02 of the Texas Business & Commerce Code, regarding the "Loan Agreement" which is defined as all of the loan documents, including this promissory note and documents guaranteeing or securing the note:

THIS WRITTEN LOAN AGREEMENT REPRESENTS THE FINAL AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE CONTRADICTED BY EVIDENCE OF PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OF THE PARTIES.

THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.

THIS LOAN IS PAYABLE IN FULL ON OR BEFORE THE FIRST DAY OF THE 180TH MONTH FOLLOWING THE EXECUTION OF THIS NOTE BY ALL PARTIES. AT MATURITY, YOU MUST REPAY THE ENTIRE PRINCIPAL BALANCE OF THE LOAN AND UNPAID INTEREST THEN DUE. LENDER IS UNDER NO OBLIGATION TO REFINANCE THE LOAN AT THAT TIME. YOU WILL, THEREFORE, BE REQUIRED TO MAKE PAYMENT OUT OF OTHER ASSETS THAT YOU MAY OWN, OR YOU WILL HAVE TO FIND A LENDER WILLING TO LEND YOU THE MONEY. IF YOU REFINANCE THIS LOAN AT MATURITY, YOU MAY HAVE TO PAY SOME OR ALL OF THE CLOSING COSTS NORMALLY ASSOCIATED WITH A NEW LOAN.

IN WITNESS WHEREOF, this Note has been signed and delivered to the payee herein on the date first written above.

Grimm Lofts, LLC

Mark Bouldin, Managing Member

Jim Sari, Managing Member

Deed of Trust

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Date:

Grantor: Grimm Lofts, LLC

Grantor's Mailing Address: 14755 Preston Road, Suite 600, Dallas, TX 75254

Trustee[s]: John Whitson, City Manager

Trustee's Mailing Address[es]: P.O. Box 1967, Texarkana, TX 75501-1967

Lender: City of Texarkana, Texas

Lender's Mailing Address: P.O. Box 1967, Texarkana, TX 75501-1967

Obligation

Note

Date:

Original principal amount: \$260,000.00

Borrower: Grimm Lofts, LLC

Lender: City of Texarkana, Texas

Maturity date: _____

Property (including any improvements): 301 State Line North, Texarkana, TX

Prior Lien: None.

Other Exceptions to Conveyance and Warranty:

A. Granting Clause

For value received and to secure payment of the Obligation, Grantor conveys the Property to Trustee in trust. Grantor warrants and agrees to defend the title to the Property, subject to the Other Exceptions to Conveyance and Warranty. On payment of the Obligation and all other amounts secured by this deed of trust, this deed of trust will have no further effect, and Lender will release it at Grantor's expense.

B. Grantor's Obligations

B.1. Grantor agrees to maintain all property and liability insurance coverages with respect to the Property, revenues generated by the Property, and operations on the Property that Lender reasonably requires ("Required Insurance Coverages"), issued by insurers and written on policy forms acceptable to Lender, and as to property loss, that are payable to Lender under policies containing standard mortgagee clauses, and deliver evidence of the Required Insurance Coverages in a form acceptable to Lender before execution of this deed of trust and again at least ten days before the expiration of the Required Insurance Coverages.

B.2. Grantor agrees to—

- a. keep the Property in good repair and condition;
- b. pay all taxes and assessments on the Property before delinquency, not authorize a taxing entity to transfer its tax lien on the Property to anyone other than Lender, and not request a deferral of the collection of taxes pursuant to section 33.06 of the Texas Tax Code;
- c. defend title to the Property subject to the Other Exceptions to Conveyance and Warranty and preserve the lien's priority as it is established in this deed of trust;
- d. obey all laws, ordinances, and restrictive covenants applicable to the Property;
- e. keep any buildings occupied as required by the Required Insurance Coverages;
- f. if the lien of this deed of trust is not a first lien, pay or cause to be paid all prior lien notes and abide by or cause to be abided by all prior lien instruments; and
- g. notify Lender of any change of address.

C. Lender's Rights

C.1. Lender or Lender's mortgage servicer may appoint in writing one or more substitute trustees, succeeding to all rights and responsibilities of Trustee.

C.2. If the proceeds of the Obligation are used to pay any debt secured by prior liens, Lender is subrogated to all the rights and liens of the holders of any debt so paid.

C.3. Lender may apply any proceeds received under the property insurance policies covering the Property either to reduce the Obligation or to repair or replace damaged or destroyed improvements covered by the policy. If the Property is Grantor's primary residence and Lender reasonably determines that repairs to the improvements are economically feasible, Lender will make the property insurance proceeds available to Grantor for repairs.

C.4. Notwithstanding the terms of the Note to the contrary, and unless applicable law prohibits, all payments received by Lender from Grantor with respect to the Obligation or this deed of trust may, at Lender's discretion, be applied first to amounts payable under this deed of trust and then to amounts due and payable to Lender with respect to the Obligation, to be applied to late charges, principal, or interest in the order Lender in its discretion determines.

C.5. If Grantor fails to perform any of Grantor's obligations, Lender may perform those obligations and be reimbursed by Grantor on demand for any amounts so paid, including attorney's fees, plus interest on those amounts from the dates of payment at the rate stated in the Note for matured, unpaid amounts. The amount to be reimbursed will be secured by this deed of trust.

C.6. If a default exists in payment of the Obligation or performance of Grantor's obligations and the default continues after any required notice of the default and the time allowed to cure, Lender may—

- a. declare the unpaid principal balance and earned interest on the Obligation immediately due;
- b. exercise Lender's rights with respect to rent under the Texas Property Code as then in effect;
- c. direct Trustee to foreclose this lien, in which case Lender or Lender's agent will cause notice of the foreclosure sale to be given as provided by the Texas Property Code as then in effect; and
- d. purchase the Property at any foreclosure sale by offering the highest bid and then have the bid credited on the Obligation.

C.7. Lender may remedy any default without waiving it and may waive any default without waiving any prior or subsequent default.

D. Trustee's Rights and Duties

If directed by Lender to foreclose this lien, Trustee will—

D.1. either personally or by agent give notice of the foreclosure sale as required by the Texas Property Code as then in effect;

D.2. sell and convey all or part of the Property "AS IS" to the highest bidder for cash with a general warranty binding Grantor, subject to the Prior Lien and to the Other Exceptions to Conveyance and Warranty and without representation or warranty, express or implied, by Trustee;

D.3. from the proceeds of the sale, pay, in this order—

- a. expenses of foreclosure, including a reasonable commission to Trustee;

- b. to Lender, the full amount of principal, interest, attorney's fees, and other charges due and unpaid;
- c. any amounts required by law to be paid before payment to Grantor; and
- d. to Grantor, any balance; and

D.4. be indemnified, held harmless, and defended by Lender against all costs, expenses, and liabilities incurred by Trustee for acting in the execution or enforcement of the trust created by this deed of trust, which includes all court and other costs, including attorney's fees, incurred by Trustee in defense of any action or proceeding taken against Trustee in that capacity.

E. General Provisions

E.1. If any of the Property is sold under this deed of trust, Grantor must immediately surrender possession to the purchaser. If Grantor does not, Grantor will be a tenant at sufferance of the purchaser, subject to an action for forcible detainer.

E.2. Recitals in any trustee's deed conveying the Property will be presumed to be true.

E.3. Proceeding under this deed of trust, filing suit for foreclosure, or pursuing any other remedy will not constitute an election of remedies.

E.4. This lien will remain superior to liens later created even if the time of payment of all or part of the Obligation is extended or part of the Property is released.

E.5. If any portion of the Obligation cannot be lawfully secured by this deed of trust, payments will be applied first to discharge that portion.

E.6. Grantor assigns to Lender all amounts payable to or received by Grantor from condemnation of all or part of the Property, from private sale in lieu of condemnation, and from damages caused by public works or construction on or near the Property. After deducting any expenses incurred, including attorney's fees and court and other costs, Lender will either release any remaining amounts to Grantor or apply such amounts to reduce the Obligation. Lender will not be liable for failure to collect or to exercise diligence in collecting any such amounts. Grantor will immediately give Lender notice of any actual or threatened proceedings for condemnation of all or part of the Property.

E.7. Grantor collaterally assigns to Lender all present and future rent from the Property and its proceeds. Grantor warrants the validity and enforceability of the assignment. Grantor will apply all rent to payment of the Obligation and performance of this deed of trust, but if the rent exceeds the amount due with respect to the Obligation and the deed of trust, Grantor may retain the excess. If a default exists in payment of the Obligation or performance of this deed of trust, Lender may exercise Lender's rights with respect to rent under the Texas Property Code as then in effect. Lender neither has nor assumes any obligations as lessor or landlord with respect to any occupant of the Property. Lender may exercise Lender's rights and remedies under this

paragraph without taking possession of the Property. Lender will apply all rent collected under this paragraph as required by the Texas Property Code as then in effect. Lender is not required to act under this paragraph, and acting under this paragraph does not waive any of Lender's other rights or remedies.

E.8. Interest on the debt secured by this deed of trust will not exceed the maximum amount of nonusurious interest that may be contracted for, taken, reserved, charged, or received under law. Any interest in excess of that maximum amount will be credited on the principal of the debt or, if that has been paid, refunded. On any acceleration or required or permitted prepayment, any such excess will be canceled automatically as of the acceleration or prepayment or, if already paid, credited on the principal of the debt or, if the principal of the debt has been paid, refunded. This provision overrides any conflicting provisions in this and all other instruments concerning the debt.

E.9. In no event may this deed of trust secure payment of any debt that may not lawfully be secured by a lien on real estate or create a lien otherwise prohibited by law.

E.10. If Grantor transfers any part of the Property without Lender's prior written consent, Lender may declare the Obligation immediately payable and invoke any remedies provided in this deed of trust for default. If the Property is residential real property containing fewer than five dwelling units or a residential manufactured home, this provision does not apply to (a) a subordinate lien or encumbrance that does not transfer rights of occupancy of the Property; (b) creation of a purchase-money security interest for household appliances; (c) transfer by devise, descent, or operation of law on the death of a co-Grantor; (d) grant of a leasehold interest of three years or less without an option to purchase; (e) transfer to a spouse or children of Grantor or between co-Grantors; (f) transfer to a relative of Grantor on Grantor's death; (g) a transfer resulting from a decree of a dissolution of marriage, a legal separation agreement, or an incidental property settlement agreement by which the spouse of Grantor becomes an owner of the Property; or (h) transfer to an inter vivos trust in which Grantor is and remains a beneficiary and occupant of the Property.

E.10. Grantor may not sell, transfer, or otherwise dispose of any Property, whether voluntarily or by operation of law, without the prior written consent of Lender. If granted, consent may be conditioned upon (a) the grantee's integrity, reputation, character, creditworthiness, and management ability being satisfactory to Lender; and (b) the grantee's executing, before such sale, transfer, or other disposition, a written assumption agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not cause or permit any Property to be encumbered by any liens, security interests, or encumbrances other than the liens securing the Obligation and the liens securing ad valorem taxes not yet due and payable without the prior written consent of Lender. If granted, consent may be conditioned upon Grantor's executing, before granting such lien, a written modification agreement containing any terms Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, an

approval fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

Grantor may not grant any lien, security interest, or other encumbrance (a “Subordinate Instrument”) covering the Property that is subordinate to the liens created by this deed of trust without the prior written consent of Lender. If granted, consent may be conditioned upon the Subordinate Instrument’s containing express covenants to the effect that—

- a. the Subordinate Instrument is unconditionally subordinate to this deed of trust;
- b. if any action is instituted to foreclose or otherwise enforce the Subordinate Instrument, no action may be taken that would terminate any occupancy or tenancy without the prior written consent of Lender, and that consent, if granted, may be conditioned in any manner Lender determines;
- c. rents, if collected by or for the holder of the Subordinate Instrument, will be applied first to the payment of the Obligation then due and to expenses incurred in the ownership, operation, and maintenance of the Property in any order Lender may determine, before being applied to any indebtedness secured by the Subordinate Instrument;
- d. written notice of default under the Subordinate Instrument and written notice of the commencement of any action to foreclose or otherwise enforce the Subordinate Instrument must be given to Lender concurrently with or immediately after the occurrence of any such default or commencement; and
- e. in the event of the bankruptcy of Grantor, all amounts due on or with respect to the Obligation and this deed of trust will be payable in full before any payments on the indebtedness secured by the Subordinate Instrument.

Grantor may not cause or permit any of the following events to occur without the prior written consent of Lender: if Grantor is (a) a corporation, the termination of the corporation or the sale, pledge, encumbrance, or assignment of any shares of its stock; (b) a limited liability company, the termination of the company or the sale, pledge, encumbrance, or assignment of any of its membership interests; (c) a general partnership or joint venture, the termination of the partnership or venture or the sale, pledge, encumbrance, or assignment of any of its partnership or joint venture interests, or the withdrawal from or admission into it of any general partner or joint venturer; or (d) a limited partnership, (i) the termination of the partnership, (ii) the sale, pledge, encumbrance, or assignment of any of its general partnership interests, or the withdrawal from or admission into it of any general partner, (iii) the sale, pledge, encumbrance, or assignment of a controlling portion of its limited partnership interests, or (iv) the withdrawal from or admission into it of any controlling limited partner or partners. If granted, consent may be conditioned upon (a) the integrity, reputation, character, creditworthiness, and management ability of the person succeeding to the ownership interest in Grantor (or security interest in such

ownership) being satisfactory to Lender; and (b) the execution, before such event, by the person succeeding to the interest of Grantor in the Property or ownership interest in Grantor (or security interest in such ownership) of a written modification or assumption agreement containing such terms as Lender may require, such as a principal pay down on the Obligation, an increase in the rate of interest payable with respect to the Obligation, a transfer fee, or any other modification of the Note, this deed of trust, or any other instruments evidencing or securing the Obligation.

E.11. When the context requires, singular nouns and pronouns include the plural.

E.12. The term *Note* includes all extensions, modifications, and renewals of the Note and all amounts secured by this deed of trust.

E.13. This deed of trust binds, benefits, and may be enforced by the successors in interest of all parties.

E.14. If Grantor and Borrower are not the same person, the term *Grantor* includes Borrower.

E.15. Grantor and each surety, endorser, and guarantor of the Obligation waive, to the extent permitted by law, all (a) demand for payment, (b) presentation for payment, (c) notice of intention to accelerate maturity, (d) notice of acceleration of maturity, (e) protest, and (f) notice of protest.

E.16. Grantor agrees to pay reasonable attorney's fees, trustee's fees, and court and other costs of enforcing Lender's rights under this deed of trust if an attorney is retained for its enforcement.

E.17. If any provision of this deed of trust is determined to be invalid or unenforceable, the validity or enforceability of any other provision will not be affected.

E.18. The term *Lender* includes any mortgage servicer for Lender.

E.19. Grantor hereby grants Lender a right of first refusal with respect to Grantor's power to authorize any third party (other than Lender pursuant to its rights as set forth in this instrument) to pay ad valorem taxes on the Property and authorize a taxing entity to transfer its tax lien on the Property to that third party. Grantor's authorization to any third party (other than Lender) to pay the ad valorem taxes and receive transfer of a taxing entity's lien for ad valorem taxes shall be null and void and of no force and effect unless Lender, within ten days after receiving written notice from Grantor, fails to pay the ad valorem taxes pursuant to Lender's rights as set forth in this instrument.

Grantor: Grimm Lofts, LLC

By: _____
Mark Bouldin, Managing Member

By: _____
Jim Sari, Managing Member

Grim Hotel Roadmap to Redevelopment

Prepared for:
The City of Texarkana, TX

Prepared by:
Council of Development Finance Agencies

June 2015

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About the Roadmap to Redevelopment

The *Roadmap to Redevelopment* is a product of the [CDFA Brownfields Technical Assistance Program](#), which is funded through a grant from the U.S. Environmental Protection Agency. The program provides technical assistance to brownfields communities on redevelopment finance. For communities that require detailed, hands-on assistance for their redevelopment efforts, CDFA Brownfields Project Response Teams comprised of CDFA staff and technical assistance partners are available to conduct site visits and provide recommendations. The goal of these visits is to offer communities specific, actionable advice that can transform brownfields into economically-productive sites in accordance with the goals and plans of the community. CDFA will coordinate 36 Brownfields Project Response Teams over the life of the program.

The *Roadmap to Redevelopment* was developed through a three-day process that included interviews with numerous stakeholders from the government, business, and non-profit sectors. The Roadmap for Redevelopment provides a framework for the redevelopment of the Grim Hotel site in Texarkana, TX.

The plan's recommendations combine the input of development finance experts, CDFA staff, and the interests of stakeholder groups gathered during the Project Response Team site visit. The plan articulates six recommendations in order to better facilitate the redevelopment of the Grim Hotel site.

- I. Revising Tax Increment Financing Zone (TIRZ) #2
- II. Supporting a Downtown Special Assessment District
- III. Improving Development-Related Communication within the City
- IV. Encouraging Public Access at the Grim Hotel
- V. Exploring New Markets Tax Credits (NMTCS)
- VI. Planning for Downtown Corridor Improvements

In accepting the CDFA Project Response Team's assistance, the City of Texarkana has committed to making best efforts to consider and implement these recommendations. Likewise, CDFA will continue to provide the City with access to brownfields resources and assistance to move the project forward.

Background & History

Built in 1925, the Grim Hotel located at 301 North Stateline Ave is a downtown landmark in Texarkana.¹The building was designed by architects George Mann and Eugene Stern and named after William Rhodes Grim, a prominent businessman in Texarkana. The hotel stands eight stories tall with 250 rooms, and was constructed at a cost of \$600,000.²

The lobby features historic architectural details including stone walls and marble flooring. The first floor housed the hotel's café, the main dining room, and the famous Palm Court. The mezzanine held a beauty parlor, a barber shop, a coffee shop, a private dining room, and a drug store. A garden adorned the rooftop of the building and functioned for many years as an events space.

The Grim Hotel was reportedly the hot spot of Texarkana in the 1930's, hosting many parties and big-name jazz bands, and was well known for having illegal card games for high rollers. The building was historically significant to Texarkana's economic growth throughout the 1900's and is still culturally and architecturally significant today.³



¹ Grim Hotel Redevelopment. (2015). Retrieved from <http://ci.texarkana.tx.us/479/Hotel-Grim-Redevelopment>

² Abandoned Arkansas. (2015). Retrieved from <http://www.abandonedar.com/hotel-grim/>

³ Abandoned Arkansas. (2015). Retrieved from <http://www.abandonedar.com/hotel-grim/>

Grim Hotel

Roadmap to Redevelopment

Recommendations

Part I: Revising Tax Increment Financing Zone (TIRZ) #2

- i. Evaluate parcel-by-parcel performance of TIRZ district

The TIRZ 2 district has lost property value since the district's creation. To accurately determine where the value has been lost in the district, the City should have a comprehensive GIS analysis of the property database performed.

- ii. Outline new boundary for TIRZ based on analysis findings.

Based on the parcel value analysis above, the City should amend the TIRZ 2 boundary to remove properties that are contributing to the negative value of the TIRZ.

- iii. Amend current project plan

The current TIRZ 2 project plan should be updated to provide more specific cost categories and items, with a specific emphasis on likely Grim Hotel and other expected improvements.

- iv. Facilitate open communication

The City should facilitate open dialogue with the County, which is a partner in the TIRZ 2 district, when making these changes, in order to encourage collaboration regarding revitalization initiatives.

Part II: Supporting a Downtown Special Assessment District

- i. Educate downtown property owners about the benefits of a Municipal Management District (MMD) or Public Improvement District (PID) for downtown redevelopment

MMDs and PIDs enable property owners to contribute to redevelopment costs through special assessments. MMDs, which require creation through the legislature, are stronger vehicles that have grant-making and bond issuing authority.

- ii. Support the district creation process

The City should work with property owners to help with the petition and legislative processes to ensure the creation of the special assessment district. Downtown property owners will be encouraged to support a "self-tax" in order to pay for improvements that will directly benefit their district and increase property values.

Part III: Improving Development-Related Communication within the City

- i. Cultivate open lines of communication with Texarkana taxing jurisdictions

The City, County, and various school districts are all important to the economic development of Texarkana, TX. All of the relevant entities need to be able to work together and toward the same goals if the area is to grow effectively.

- ii. Facilitate communication between the City and property owners / developers

Downtown redevelopment in Texarkana, TX will largely be the result of public-private partnerships, at least for the foreseeable future. The City therefore needs to maintain open lines of communication with property owners and potential developers, which will help identify potential problems and opportunities.

- iii. Communicate with Texarkana, AR regarding efforts to further catalyze downtown development.

Economic development activity on one side of the State line has a direct impact on activity on the other side. Both cities should be united regarding efforts to revitalize the downtown area, specifically along State Line Ave.

Part IV: Encouraging Public Access at the Grim Hotel

- i. Work with Grim Hotel developer to accommodate community interest in access to building

Numerous citizens expressed a desire to be able to see the lobby and rooftop of a restored Grim Hotel. Considering the substantial public investment in the project, the City should work with the project developer to incorporate this public desire into the project plan. "Building access" could include making the lobby and rooftop commercial space, available for rentals, or other accommodations.

Part V: Exploring New Markets Tax Credits (NMTCs)

- i. Explore opportunity for NMTC investment in the Grim Hotel rehabilitation project

The current project plan is not eligible for NMTC investment. However, if a regional entity with available allocation and the developer are interested in a Grim Hotel project incorporating significant commercial space, then this outcome may be the best option for all parties.

- ii. Explore opportunities for NMTC investment in future Grim Hotel tenants

The Grim Hotel is located in a designated census tract, meaning that many of the future businesses renting the property will be eligible for the tax credits. The City should work to establish relationships with entities that receive tax credit allocations in order to assist these future tenants.

Part VI: Planning for Downtown Corridor Improvements

- i. Develop a plan using the Grim Hotel as a catalyst for additional downtown redevelopment

The Grim Hotel is viewed by nearly everyone in the City as the key to additional economic activity downtown. The City can play a critical role in spurring this development by making additional downtown improvements that will make the federal courthouse, Perot Theatre, and other recent projects feel connected and part of one, larger Texarkana corridor.

- ii. Increase downtown parking

Residents of the Grim Hotel will expect to park behind or very near the building, and the same is true for all destinations downtown. Narrowing the street and converting the parallel parking spaces to angled parking is recommended to increase the number of available spaces.

- iii. Transition to more two-way streets downtown

A two-way street system will benefit the area by calming traffic, improving walkability, and providing additional spaces for on-street parking.

- iv. Implement consistent street-scaping

Sidewalks, crosswalks, signage, and other street-scaping elements should be consistent and appealing throughout the corridor.

- v. Prioritize façade improvements

Citizens and tourists alike will be particularly interested in living, shopping, and working downtown if the building fronts appear well-maintained. The City should continue to encourage investments in these improvements.

Grim Hotel

Roadmap to Redevelopment

Additional Resources

As the City of Texarkana, TX works through the recommendations in this plan, the following resources may provide useful information.

CDFA Online Resource Database | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordsearch.html>

CDFA Brownfields Financing Toolkit | [http://www.cdfa.net/cdfa/cdfaweb.nsf/ord/201502_BF_Toolkit/\\$file/CDFA%20Brownfields%20Financing%20Toolkit%2002.02.15.pdf](http://www.cdfa.net/cdfa/cdfaweb.nsf/ord/201502_BF_Toolkit/$file/CDFA%20Brownfields%20Financing%20Toolkit%2002.02.15.pdf)

Revolving Loan Fund Basics | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=irlf14-phelps.html>

Tax Increment Financing | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=preso-nmi-localinitiatives-0614.html>

Infrastructure Funds & Financing for Revitalization | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=cafr14-infrastuctureandrevitalization.html>

A Tool Box for Texas Cities | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=CalderonOverviewTEDC2008.html>

Combining and Leveraging TIF with Other Tools | <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=ads11-smith.html>

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Individuals

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Adra Hallford
Billy Harrell
Heather L. Ochoa
David Orr
Daphnea Ryan
Jim Sari
Jerry Sparks
Lisa Thompson
Shawna L. Watkins
John Whitson

Organizations

City of Texarkana, TX
City of Texarkana Fire Department
Downtown property owners & community members
Grim Hotel Citizen Work Team
Pecan Point Brewing Company
Perot Theatre
Main Street Texarkana
Texarkana Museum System
Texarkana City Council
Texarkana Chamber of Commerce
The Texarkana Regional Arts & Humanities Council

About the Authors

The *Roadmap to Redevelopment Plan* was authored by the Council of Development Finance Agencies (CDFA), a national association dedicated to the advancement of development finance concerns and interests. Learn more about CDFA at www.cdfa.net.

The CDFA project team consisted of the following individuals:

Jason Rittenberg, Director, Research & Advisory Services
Emily Moser, Program Manager
Jakob Dyck, Program Coordinator

CDFA was advised during the Brownfields Project Response Team site visit by a team of technical assistance advisors:

Bill Calderon, Consultant, Hawes Hill Calderon LLP
Jerry Harris, Partner, Husch Blackwell LLP



The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing public, private and non-profit entities alike. For more information about CDFA, visit www.cdfa.net or e-mail info@cdfa.net.

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Development Agreement

Between

City of Texarkana, Texas
and

Grimm Lofts, LLC

A Texas limited liability company

DEVELOPMENT AGREEMENT

This Development Agreement ("Agreement") is made by and between the City of Texarkana, Texas ("City"), a Texas home rule municipality, and **Grimm Lofts, LLC**, a Texas limited liability company (the "Company"), acting by and through their respective authorized officers.

WITNESSETH:

WHEREAS, the City Council of the City of Texarkana, Texas, is authorized to enter into this Agreement pursuant to the Constitution and general laws of the State of Texas, including particularly, Chapter 351, Texas Tax Code, as amended ("Chapter 351") and Chapter 380 of the Texas Local Government Code, Article III, Section 52(a) of the Texas Constitution;

WHEREAS, the Company currently owns or is under contract to purchase the real property more specifically described in **Exhibit "_____"** (the "Land"), and accompany Building commonly known as The Grim Hotel (the "Grim") (also collectively referred to herein as the "Property"); and

WHEREAS, the Company desires to improve the Property by renovating, remediating, and improving the Grim to create commercial space on the lower floor and 98 residential lofts on the upper floors (the "Development"); and

WHEREAS, the Company advised the City that a contributing factor to induce the Company to complete the Development would be an agreement whereby the City would make a loan or loans to Company to be used to renovate, remediate and repair the Property (the "Loan" or "Loans")); and

WHEREAS, the City has adopted programs for promoting economic development; and

WHEREAS, pursuant to Chapter 380 of the Texas Local Government Code ("Chapter 380"), the City desires to enter into this Agreement in order to promote economic development, stimulate business and commercial activity consistent with the 380 Program, expand the local tax base and enhance the local economy and provide positive growth and additional revenue to downtown Texarkana, Texas; and further the objectives of the City and will benefit the City and the City's inhabitants; and

NOW THEREFORE, in consideration of the foregoing, and on the terms and conditions hereinafter set forth, and for other valuable consideration the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

Article 1

Definitions

Wherever used in this Agreement the following terms shall have the meanings ascribed to them:

- 1.1.1 “Change in Control” shall mean the occurrence of any of the following as determined by City:
 - (a) If any transfer of ownership interests in Company shall occur that results in the change of ownership of more than twenty-five percent (25%) of the direct or indirect beneficial ownership in Company without City’s prior written consent, in its sole and absolute discretion; or
 - (b) If the current Managing Members of the Company shall fail to directly or indirectly control the management of Company.
- 1.2 “City” shall mean the City of Texarkana, Bowie County, Texas.
- 1.3 “Commencement Date” shall mean the last date of which all signatures are obtained on this Agreement .
- 1.4 “Commencement of Construction” shall mean that: (i) the plans have been prepared and all approvals thereof required by applicable governmental authorities have been obtained for construction of the respective Development and/or the improvements, as the case may be, on the Land.
- 1.5 “Company” shall mean Grimm Lofts, LLC.
- 1.6 “Completion of Construction” shall mean that (i) the construction of the respective Development has been substantially completed; and (ii) the City has accepted and/or issued a final permanent certificate(s) of occupancy for the respective Development.
- 1.7 “Construction Plans” shall mean the plans and specifications for construction, renovation and remediation of the Development.
- 1.8 “Concept Plan” shall mean a conceptual plan of the proposed Development showing general locations of the commercial space, residential lofts, parking, open space, streets, and improvements, attached as **Exhibit “_____”**.
- 1.9 “Design Plans” shall mean architectural, site, landscaping, exterior lighting, facade, building elevations, and exterior construction materials for the Development as applicable.

- 1.10 “Development” shall mean the renovation and remediation of the Grim on the Property to comprise a multi-purpose building capable of commercial space on the lower floor, residential lofts on the upper floors, and potential usable event space on the roof space with a minimum appraised value of \$6,000,000.00 .
- 1.11 Development Documents – shall mean this Development Agreement, Economic Development Agreement, Loan Agreements (HUD Loan, EPA Loan, and City Loan), Deeds of Trust between the Company and the City for the Loan Agreements, Assignment of Rents, Land Use Restrictions, Use Agreement, Guarantees and any other documents required by City in order to assist in or fulfil the terms of these documents.
- 1.12 “Development Infrastructure” shall mean the Grim building, parking, signage, roads, lighting, landscaping, irrigation, sidewalks, water and sewer, electrical, television and telephone, and gas utilities within ten (10) feet of the Grim and related infrastructure necessary for the Grim in accordance with the approved Design Plans and Construction Plans to be constructed by the Company.
- 1.13 “Effective Date” shall mean the last date of execution hereof.
- 1.14 “Event of Bankruptcy or Insolvency” shall mean the dissolution or termination of a party’s existence as a going business, insolvency, appointment of receiver for any part of such party’s property and such appointment is not terminated within ninety (90) days after such appointment is initially made, any general assignment for the benefit of creditors, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against such party and such proceeding is not dismissed within ninety (90) days after the filing thereof.
- 1.15 “Expiration Date” shall mean the date upon which all obligations of the Parties under the Development Documents have been fulfilled, or the date upon which the Development Documents have been terminated under the terms within, whichever comes first.
- 1.16 “Force Majeure” shall mean any contingency or cause beyond the reasonable control of a party, as applicable, including, without limitations, acts of God or the public enemy, war, riot, civil commotion, insurrection, adverse weather, government or de facto governmental action or inaction (unless caused by negligence or omissions of such party), fires, explosions, floods, or strikes.
- 1.17 “Grim” shall have the same meaning as “Development” set forth above.

- 1.18 “Impositions” shall mean all taxes, assessments, charges, license and permit fees and other charges by public or governmental authority, general and special, ordinary and extraordinary, foreseen and unforeseen, which are or may be assessed, charged, levied, or imposed by any public or governmental authority on the Company with respect to the improvements on the Land.
- 1.19 “Improvements” shall mean the Building(s), structures, parking structures, landscaping and other facilities, as the case may be, within and/or comprising the Development or portion thereof, but excluding Infrastructure.
- 1.20 “Land” shall mean the real property described in **Exhibit “_____”**.
- 1.21 LMI Housing – shall have the meaning as defined by the current Department of Housing and Urban Development (HUD) regulations.
- 1.22 “Loan” or “Loans” shall mean the following whether singular or in combination:
- (a) A loan utilizing HUD funds in the sum of One Million Four Hundred Twenty-Nine Thousand Dollars and No/Cents (\$1,429,000.00); and
 - (b) A loan utilizing EPA funding in the sum of Six Hundred and Fifty Thousand Dollars and No/Cents (\$650,000.00); and
 - (c) A loan from City funds in the sum of Two Hundred and Sixty Thousand Dollars and No/Cents (\$260,000.00).
- 1.23 “Payment Request” shall mean a written request from Company to City for payment accompanied by copies of invoices, bills, receipts and such other information as may be reasonably requested by City to document Company expenditures for the Development and that such expenditures are in compliance with the Development Documents.

Article 2 Term

This Agreement shall begin on the Effective Date and shall continue until the Expiration Date, unless sooner terminated as provided herein.

Article 3 Development/Grim

- 3.1 Renovation and Remediation.
The Company agrees to use commercially reasonable efforts to design, remediate all environmental concerns, and renovate the property and building located at 305 N. State Line Ave, Texarkana, Texas 75501 and commonly known as the Grim Hotel to include

commercial space and 98 loft apartments. The Company shall, subject to events of Force Majeure, cause commencement of the Development to occur on or before _____. The Company agrees to cause the Development to be designed and renovated to substantially conform with the preliminary design plans, building elevations, landscape plans and renderings attached as Exhibit "____" unless otherwise approved by the City, and shall cause the Development to be operated and maintained during the term of this Agreement, as an multi-use facility containing commercial and residential uses consistent with this Agreement and the Development Documents. Company agrees that a minimum of 20 of the loft apartments in the Development shall consist of LMI Housing.

Article 4

Economic Development Loans

Loan

- 4.1 The City agrees to make a loan or loans to Company in the following amounts for the partial funding of the Development to be used for the construction, repair or remediation of the Grim, subject to the terms and conditions set forth in this Agreement and the Development Documents.
 - (a) A Loan received from EPA funding (the "EPA Loan") in the amount of Six Hundred and Fifty Thousand Dollars and No/Cents (\$650,000.00) to be used for the remediation of the Development;
 - (b) A Loan from City funds (the "City Loan") in the amount of Two Hundred and Sixty Thousand Dollars and No/Cents (\$260,000.00); and
 - (c) A Loan received from HUD funding (the "HUD Loan") in the amount of One Million Four Hundred and Twenty-Nine Thousand Dollars and No/Cents (\$1,429,000.00).
- 4.2 City shall have no obligation to fund any amount beyond the net proceeds actually allocated and received from the above funds.
- 4.3 Company agrees to execute the Development Documents and any other documents required by City to secure said Loans and to comply with same.
- 4.4 City shall fund the Loans in compliance with all applicable requirements. No funding shall be occur until such time as: (1) Company has obtained satisfactory financing and provided City copies of all Lender commitments; (2) a purchase agreement for the purchase of the Land has been executed by Company and the seller of the Land, with a

copy delivered to City; (3) the Closing of the purchase of the Land by Company has occurred; and (4) the requirements for each Loan's funding has been met:

- (i) The EPA loan shall be used solely for remediation of the Development under the applicable EPA requirements.
- (ii) The City Loan shall not be funded until such time as all funds from the EPA Loan have been used in compliance with the Development Documents.
- (iii) The HUD Loan will be funded at such time as eighty percent (80%) of Company's funding from its primary lender, or lenders as the case may be, has been expended, and Company has provided documentation satisfactory to City of such expenditures. Upon funding, HUD's origination fee of 2.59% shall be deducted from the first loan advance.

4.5 Disbursement of the Loan funds shall be paid pursuant to the terms of Article 6.

Minimum Tax Base

4.6 Company represents that the completed renovations and improvements of the Development shall result in a minimum appraised value of Six Million and No/Dollars (\$6,000,000.00) (the "Minimum Tax Base"). As further consideration for this Agreement and Loan, Company agrees it shall not request abatement or rebate of any taxes relating to the Development for the Minimum Tax Base.

Article 5 Design, Renovations, and Remediation

5.1 Company agrees to design and renovate the Development substantially conforming to the plans attached as Exhibit "_____".

Plans and Specifications

5.2 Company shall be responsible for causing the preparation of the Design Plans, Renovation Plans and Remediation Plans (the "Plans") for the Development. Company shall submit the Plans for the Development for review and obtain approval thereof by the City. **Company shall submit the Design Plans to the City for approval on or before**

_____. These plans for the Development as approved by the City shall be deemed a part of this Agreement without the necessity of further amendment.

- 5.3 It shall be the responsibility of the Company to obtain approval of all permits required for the Development.

Commencement of Work

- 5.4 Company agrees, subject to events of Force Majeure, to cause Commencement of Work of all or a portion of the Development, to occur on or before DATE, and subject to events of Force Majeure, cause Completion of the Development to occur on or before DATE.

Meetings

- 5.5 Company agrees to meet with City representatives at least once per month to jointly review the progress of the Development and to discuss any other matters pertaining to the Development. Company will otherwise keep City reasonably informed as to the progress of the Development and agrees to meet with City upon request to discuss the same. Furthermore, Company will allow City's inspector to inspect the Development at any time during business hours.

General Requirement for Design and Construction

- 5.6 The Development shall be designed and constructed in accordance with the approved Plans, and all other applicable ordinances of the City. Company shall cause all necessary permits and approvals required by the City and any applicable governmental authorities to be issued for the Work. Company shall be responsible for the design, inspection and supervision of the Work on the Development.
- 5.7 Company shall comply with all local, state and federal laws and regulations regarding the design, remediation, renovation and work performed on and for the Development, including, but not limited to:
- (a) all requirements set forth in the U. S. Department of Housing ("HUD") letter dated 1/4/17;
 - (b) all applicable CDBG requirements including, but not limited to:
 - (1) Environmental Review;
 - (2) Davis Bacon Act;

- (3) URA;
 - (4) Omniscircular requirements as set forth in 2 CFR Part 200);
 - (5) Fair housing and Equal Opportunity requirements;
 - (6) Requirements relating to Lead Based Paint; and
 - (7) HUD Reform Act.
- (c) Company agrees to meet and abide by all requirements of the Environmental Protection Agency (“EPA”) relating to the Development, and to provide City copies of all documents and correspondence between Company and the EPA relating to the Development and compliance therewith.
 - (d) Company agrees to meet and abide by all the requirements of The Historical Commission in the Development, and to provide City with copies of all documents relating to Historical Commission compliance and requirements.
 - (e) Upon Completion of the Development, Company shall provide the City with a final cost summary of all costs associated with the Work performed on the Development, and provide proof that all amounts owing to contractors and subcontractors have been paid in full evidenced by the customary affidavits executed by Company and/or its contractors.

Article 6

Advances on the Loan

Loan Advances, Requisitions and Retainage.

- 6.1 Company agrees to borrow the Loan from City, and City agrees to lend the Loan to Company, subject to the terms and conditions herein set forth, in the Loan Documents, and in the Development Documents in incremental advances that will not exceed, in the aggregate, the Loan Amount. Interest shall accrue and be payable in arrears only on sums advanced hereunder for the period of time outstanding. The Loan is not a revolving loan, and amounts repaid may not be re-borrowed.
- 6.2 Each Draw Request shall be supported by such information and documentation (such as paid receipts, invoices, statements of accounts, lien waiver, etc.) as City may reasonably require to assure that amounts requested are to be used to reimburse Company for approved costs previously paid by Company or to pay approved costs incurred by Company that are to be paid from proceeds of the Loan.
- 6.3 All Advances shall be made no more often than once monthly, upon the satisfaction of the applicable conditions set forth herein and in the Development Documents, in

amounts that shall be equal to the aggregate of the approved costs incurred by Company through the end of the period covered by the Draw Request, less:

- (i) A 5% retainage at City's option;
- (ii) The total of the Loan advances previously made on account of the items set forth in such Draw Request;
- (iii) Any costs covered by the Draw Request not approved, certified or verified as provided in this Agreement; and
- (iv) Any costs covered by a previous Draw Request for which any requested proof of payment or payment receipts have not been received by City.

6.4 All advances are to be made at City's office or at such other place as City may designate.

6.5 City shall in no event be responsible or liable to any Person for the disbursement of or failure to disburse the Loan proceeds or any part thereof and neither Company's contractors, consultants, subcontractors, laborers or material suppliers shall have any right or claim against City under this Agreement or other agreements between City and Company.

6.6 The obligation of the City to make each payment is subject to the prior occurrence of each of the following conditions:

- (a) City shall have received from Company evidence reasonably satisfactory to the City that the plans and Work for the Development comply with all applicable laws.
- (b) City shall have received from Company a waiver of lien or a lien subordination agreement executed by each contractor, laborer and supplier that has furnished labor and/or materials in connection with the completed aspects of the Development, in a form reasonably acceptable to the City.
- (c) City shall have received from Company a request for payment in such form and containing such information as the City may reasonably require, executed by Company stating, among other things, that all work required to the stage of construction when the payment is requested has been done.
- (d) There shall be no breach of a material term or condition of this Agreement or any other agreement related to the Development.
- (e) The Grim shall not have been materially damaged or destroyed by Casualty.

6.7 No payment shall be deemed an acceptance by the City of the Work done. City shall have no obligation to pay during the occurrence of a breach of a term or condition of

this Agreement on the part of Company related to the Development, but the City may do so, provided however if the City elects to pay, no such payment shall be deemed a waiver of any remedies City may have in respect to such default.

Article 7 Indemnification by Company

- 7.1 CITY SHALL NOT BE LIABLE OR RESPONSIBLE FOR, AND SHALL BE INDEMNIFIED, DEFENDED, HELD HARMLESS AND RELEASED BY COMPANY FROM AND AGAINST ANY AND ALL SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS OR LIABILITY OF ANY CHARACTER, TYPE OR DESCRIPTION, INCLUDING ALL REASONABLE EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES FOR INJURY OR DEATH TO ANY PERSON, OR INJURY OR LOSS TO ANY PROPERTY, RECEIVED OR SUSTAINED BY ANY PERSON OR PERSONS, INCLUDING THE COMPANY, OR PROPERTY ARISING OUT OF, OR OCCASIONED BY THE PERFORMANCE OF COMPANY UNDER THIS AGREEMENT. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. IT IS THE EXPRESSED INTENT OF THE PARTIES TO THIS AGREEMENT THAT THE INDEMNITY PROVIDED FOR IN THIS AGREEMENT IS AN INDEMNITY EXTENDED BY COMPANY TO INDEMNIFY AND PROTECT CITY FROM THE CONSEQUENCES OF COMPANY'S NEGLIGENCE, WHETHER SUCH NEGLIGENCE IS THE SOLE OR PARTIAL CAUSE OF ANY SUCH INJURY, DEATH, OR DAMAGE.

Article 8 Insurance

- 8.1 Throughout the term of this Agreement, Company shall, at its expense, maintain in full force and effect the following insurance:

<u>Type of Insurance</u>	<u>Amount</u>
Worker's Compensation	as required by law
Commercial General	\$1,000,000 Each Accident/Occurrence.
Builder's risk insurance	in the amount of the construction values
Liability (Public)	\$1,000,000 Aggregate

	\$1,000,000 Products & Completed Operations Aggregate
Owner's Protective Liability Insurance	\$600,000 per occurrence \$1,000,000 aggregate
Excess/Umbrella Liability	\$10,000,000 per occurrence w/drop down coverage
Automobile Liability	\$1,000,000 Combined single limit per occurrence
Environmental Insurance	\$1,000,000

- 8.2 All insurance and certificate(s) of insurance shall contain the following provisions: (1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal or material change 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.
- 8.3 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.
- 8.4 A certificate of insurance evidencing the required insurance shall be submitted to the City prior to commencement of the Work.
- 8.5 Without limiting any of the other obligations or liabilities of Company, the Company shall require its general contractors at the general contractor's own expense, to maintain during the term of this Agreement, the required insurance including the required certificate and policy conditions as stated herein.

Article 9 City's Use of Space

- 9.1 Commercial Space. The City shall be entitled to use an approximate 750 square feet of the Commercial lease space as designated in **Exhibit** attached hereto. Company agrees to execute a Use Agreement which shall be recorded in the property records of Bowie County, Texas and shall act as a restrictive covenant running with the land.

9.2 Roof Space. As additional consideration, in the event that the roof space on the Grim is renovated for event or similar use, Company shall, at no cost, provide annually a maximum of six (6) event uses of the Grim's roof space to City, at the request of the Office of Planning and Community Development or City Manager's Office, for the purpose of City events. Reservation of space shall be subject to a mutually agreeable Reservation Policy.

Article 10 Termination/Default

10.1 This Agreement shall terminate upon any one or more of the following:

- (a) by written agreement of the parties;
- (b) Expiration Date;
- (c) by City or the Company in the event the other party breaches any of the terms or conditions of this Agreement or the Related Agreements, and such breach is not cured within sixty (60) days after written notice thereof;
- (d) by City, if the Company suffers an Event of Bankruptcy or Insolvency;
- (e) by City, if any Impositions owed to the City or the State of Texas by the Company shall become delinquent and such breach is not cured within sixty (60) days after written notice thereof (provided, however, the Company retains the right to timely and properly protest and contest any such Impositions); and
- (f) A Change in Control occurs in Company without City's prior written consent.

Article 11 Miscellaneous

11.1 Binding Agreement

The terms and conditions of this Agreement are binding upon the successors and permitted assigns of all parties hereto.

11.2 Assignment.

Company may assign, transfer or otherwise convey its rights or obligations under this Agreement to an Affiliate so long as Company, Affiliate and City first execute an

agreement approved by the City Council of the City under which the Affiliate agrees to assume and be bound by all covenants and obligations of Company under this Agreement and all other documents and agreements relating to this Agreement and referenced herein, and has sufficiently shown that it has an equivalent or greater financial ability to perform as Company.

Any attempted assignment without the City Council's prior consent shall constitute a breach and be grounds for termination of this Agreement. Any lawful assignee or successor in interest of Company of all rights under this Agreement shall be deemed "The Company" for all purposes under this Agreement.

11.3 Limitation of Liability

It is acknowledged and agreed by the parties that the terms hereof are not intended to and shall not be deemed to create a partnership or joint venture among the parties. It is understood and agreed between the parties that Company, in satisfying the conditions of this Agreement, has acted independently, and City assumes no responsibilities or liabilities to third parties in connection with these actions.

11.4 Authorization

Each party represents that it has full capacity and authority to grant all rights and assume all obligations that is granted and assumed under this Agreement.

11.5 Notice

All written notices called for or required by this Agreement shall be addressed to the following, or such other party or address as either party designates in writing, by US Certified Mail, postage prepaid, or by hand delivery:

CITY:

City of Texarkana, Texas
Attn: City Manager
220 Texas Blvd
P. O. Box 1967
Texarkana, Texas 75504-1967

With Copies to (which *shall NOT* constitute notice):

Jo Thomason, Esquire
Atchley, Russell, Waldrop & Hlavinka, LLP

1710 Moores Lane (P O. Box 5517)
 Texarkana, Texas 75503 (75505-5517)

COMPANY:

Grimm Lofts, LLC

Attn: _____

Address:

Address:

11.6 Entire Agreement

This Agreement, along with all Development Documents, is the entire Agreement between the parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written Agreement between the parties that in any manner relates to the subject matter of this Agreement.

11.7 Governing Law

The Agreement shall be governed by the laws of the State of Texas; and venue for any actions concerning this Agreement shall be in the State District Court of Bowie County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said Court.

11.8 Amendment

This Agreement may be amended by the mutual written agreement of the parties.

11.9 Legal Construction

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 other provisions, and it is the intention of the parties to this Agreement that in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

11.10 Recitals

The recitals to this Agreement are incorporated herein.

11.11 Counterparts

This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

11.12 Exhibits

Any exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

11.13 Survival of Covenants

Any of the representations, warranties, covenants, and obligations of the parties, as well as any rights and benefits of the parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

Executed on this ____ day of _____, 2017.

City of Texarkana, Texas

John Whitson, City Manager

ATTEST:

By: _____
City Secretary

Executed on this the ____ day of _____, 2017

COMPANY
Grimm Lofts, LLC

By:

Mark Bouldin, Managing Member

Jim Sari, Managing Member

Hotel Grim Redevelopment Proposal

Texarkana, TX

Prepared for: City Council – Texarkana, TX
June 12, 2017

Proposal In Summary

- Adaptive Re-Use and Redevelopment of Hotel Grim, a former landmark hotel
 - Redevelopment plan to include former Sears and Rialto buildings into market rate apartments and office, respectively
- Preservation of history and sense of place
 - Redevelopment of historic buildings is key to downtown renewal
 - Catalyst for future development
- Direct and indirect job creation in both near term and long term
- Partnership with local government, housing authorities, and private investors
- New tax base

Sari & Co. – About Us

- 20+ years worth of development experience in over 50 assets successfully tailoring projects to match market opportunities
- Specializes in downtown and community redevelopment projects involving both public and private investment and support
- Expert in layering multiple layers of financing both public and private
- Numerous projects receiving national, state, or local recognition
- Never bankrupted or defaulted on any project

Texas Properties



Waco High School Lofts
<http://longbridge.wix.com/lofts#>

Beaumont Antioch Baptist Church &
Neches Electric Building
http://www.beaumontmainstreet.com/econdev_lease.php

Tyler Moore Grocery Lofts
<http://www.landmark-propertymanagement.com/cgi-bin/cmt/properties/lpm?cmd=v&id=46>

Sari & Co. – Projects at a Glance

Historic Lofts of Waco High (Waco, TX)



Adaptive re-use of historic high school into housing for families in 2009. Pictures left represent building envelope and auditorium pre-renovation. Photos right represent same post rehab



Sari & Co – Projects at a Glance

Central School Apts. (Bessemer City, NC)



Built in 1930 this historic school was converted in 2008 into a 33 unit housing complex for working families.



Sari & Co. – Projects at a Glance

Grainger Place Apartments (Kinston, NC)



Renovation in 2001
of a historic
campus into
affordable senior
housing



Sari & Co. – Projects at a Glance

Cleveland School Apartments (Clayton, NC)



Cleveland School was built and opened in 1927 as the Cleveland Middle School and it educated the local community until 1997. In 2006 the school was converted into 25 affordable housing units for the elderly.



Sari & Co – Projects at a Glance

George Washington School (Kingsport, TN)



George Washington (originally named the Central School) was the first school constructed after the charter for the city of Kingsport was granted in 1917. In 2007 this historic school was converted into 54 affordable housing units for the elderly.



Rendering – Hotel Grim



HOTEL GRIM
NOT A DETAIL WAS OVERLOOKED WHEN MANN & STERN DESIGNED THIS MAGNIFICENT 250 ROOM HOTEL. WHEN THE DOORS OPENED ON JULY 15, 1925, GUESTS WERE ASTONISHED BY A LOBBY OF FINE MARBLE, MAGNIFICENT BRONZE CHANDELIERS, BALLROOM DANCING AND A DINING EXPERIENCE FROM THE ROOF TOP GARDEN THAT THEY WOULD NOT SOON FORGET.



Proposal – Highlights

- Sari & Co. to apply for 4% affordable tax credits and tax exempt bonds issued either through Housing Authority of Texarkana, Texas (“HATT”), or TDHCA for the redevelopment of Hotel Grim
 - Conventional sources of debt and equity used to finance the redevelopment of Sears and Rialto
- Total Development Cost for Hotel Grim surpasses \$15,000,000
 - Total Development Cost for Sears and Rialto is estimated at \$5,000,000
- Total Hard Cost Construction Contract for all three assets estimated at \$13,000,000
 - Economic Multiplier is 2.5x resulting in a \$32,500,000 economic impact

Why Bonds and 4% LIHTC versus Market Rate?

- Recent market study revealed market rents for competing assets significantly lower than in original proforma
 - Significant levels of environmental abatement and deferred maintenance in Hotel Grim
 - 30% of the roof structure has been compromised, and the property has sat vacant for 30 years
 - \$0.95 - \$1.05/ sq ft cannot support the cost needed to perform abatement, rehabilitation, and generate an economic return worthy of the risk associated with such an undertaking of this magnitude
 - Construction prices (especially labor costs) continue to escalate
- Layering \$4,250,000 of 4% Federal Low Income Housing Credits, along with the Federal and State Historic Credit, helps offset the increased cost in abatement and renovations, reduction in debt, and makes the project economically feasible
- Affordable housing is not subsidized housing, and caters to teachers, nurses, police officers, municipal employees, etc

Financing Overview - Estimate

Source	Amount	Percentage
Equity – Federal Historic Credits	\$2,337,096	16.0%
Equity – State Historic Credits	\$2,474,573	16.9%
Equity – Low Income Housing Credits	\$4,253,828	29.1%
Tax Exempt Bonds	\$3,200,000	21.9%
HUD 108, EPA, and City Funds	\$2,339,000	16.0%
Deferred Fee	\$22,488	0.2%
Total Sources	\$14,626,985	100.0%

Request for City Council Approval

- The approval for the following funds are requested from City Council
 - HUD 108 Loan Guarantee - \$1,429,000
 - EPA Revolving Cleanup Loan - \$650,000
 - City Housing Fund - \$260,000
- Total City of Texarkana approval - \$2,339,000

Why Partner with Sari & Co.?

- Expertise in layering public and private financing to redevelop historic assets in downtown locales that help kick start economic revitalization in the community
- Award winning projects throughout the Southeast
 - ***Martinsville Lofts*** – “Timmy” Award, Excellence in Historic Rehabilitation
 - ***Globe Tobacco Lofts*** – “Timmy” Award, Excellence in Historic Rehabilitation
 - ***Johnson Lakes Apts*** – Readers Choice Awards Winner
 - ***Nantucket Lofts*** – Charles Edson Tax Credit Excellence Award
 - ***Waco High Lofts*** – City of Waco Historic Landmark Preservation Commission’s Award for Excellence in Commercial Restoration
 - ***Moore Grocery Lofts*** – Best Adaptive Re-Use Award, Texas Downtown Assoc

Summary

- Redevelopment of Hotel Grim, Sears and Rialto buildings totaling over \$20,000,000
- Creation of much needed quality, affordable housing with a nationally renowned developer
- Re-use existing infrastructure and put existing properties on the tax rolls
- Save important historic structures and avoid future demolition costs
- Accomplished with community support including city council

Next Steps

- Receive approval for city, HUD 108, and EPA funds
- Begin process of receiving allocation of tax exempt bonds through HATT or TDHCA
- Authorize architectural firm to complete full construction documents

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☒ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☒ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☒ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☐ Deliver Efficient Services ☒ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☒ Maximize Utilization & Resources ☒ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

Revitalization of downtown Texarkana

Resource Impact:

Staff time required if item is approved: Medium

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☒ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☒ Press Release
☐ E-News Distribution	☒ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☐ None Required	☐

Other:

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/5/2017 4:18 PMLead Department: Finance DepartmentAction Officer: Kristin Peeples,Subject: Resolution No. 2017-066 approving a debt management policy.

	Public	Second	Council
Briefing: <u>7/10/2017</u>	Hearing: 6/26/2017	Briefing: <u>July 10, 2017</u>	Vote: <u>7/24/2017</u>

Item Schedule

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The City has never established a formal debt management policy. The Government Finance Officers Association (GFOA) recommends that state and local governments adopt comprehensive written debt management policies. According to the GFOA, establishing a formal policy improves the quality of decisions, articulates policy goals, provides guidelines for the structure of debt issuance, and demonstrates a commitment to long-term capital and financial planning. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and therefore is likely to meet its debt obligations in a timely manner.

The development of this process began with a review of GFOA recommendations along with the review of many other cities that have established debt management policies. Examples included very basic to more complex and the calculation of debt limits ranged from percentage of assessed valuation, percentage of total expenditures, the state limit, etc. City staff has chosen to follow the calculation method that is based on debt service as a percentage of general fund expenditures. Our research found that this method is followed by many local governments and it aligns well with the calculations used in our capital improvement plan worksheets. This policy proposes maintaining debt service expenditures as a percentage of total general fund expenditures of not more than twenty percent (20%). While this percentage would be an established ceiling, our goal would be to operate at less than this amount. Historical trends show that we have been operating at a range of 13-15% over the last six years. Upon completion of the initial debt management policy draft, this document was sent to FirstSouthwest, the City's financial advisor, and Norton, Rose & Fulbright, the City's bond counsel for their review and comments.

Potential Options:

- Approve
- Deny

Fiscal Implications:

City of Texarkana, Texas

An established debt management policy provides guidelines for the structure of debt issuance and demonstrates a commitment to long-term capital and financial planning. A formal policy is also viewed favorably by rating agencies and capital markets.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

Not Applicable

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

- a. 2017-066 RES Debt Management Policy (DOC)
- b. 2017-066 EXH 'A' Debt Management Policy(DOCX)
- c. 2017-066 ATTH 01 Debt as a Percent of GF Expenditures (XLSX)
- d. 2017-066 ATTH 02 Debt Policy Powerpoint (PPTX)
- e. 2017-066 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed
	05/22/2017 11:04 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	05/22/2017 11:29 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	05/22/2017 1:39 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	05/22/2017 1:57 PM		
City Manager	John Whitson	City Manager Review	Completed 06/02/2017
2:49 PM			
City Council	Jennifer Evans	Meeting	Completed 06/12/2017
6:00 PM			

Meeting History

06/12/17	City Council	MOVED FORWARD	Next: 06/26/17
	Kristin Peeples	briefed this item.	
06/26/17	City Council	MOVED FORWARD	Next: 07/10/17
	There were no public comments made at this hearing.		

RESOLUTION NO. 2017-066**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING A FORMAL DEBT MANAGEMENT POLICY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City does not have a written debt management policy that has been approved by the City Council; and

WHEREAS, the Government Finance Officers Association, bond rating agencies, and best practices recommend that governments establish a formal debt management policy.

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

SECTION 1: That the policy document attached as **Exhibit ‘A’** is approved as the City’s formal debt management policy.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2017-066 RES Debt Management Policy [Revision 1] (1662 : 2017-066 RES Debt Management Policy)

CITY OF TEXARKANA, TEXAS

Debt Management Policy

The City of Texarkana, Texas (the “City”) recognizes that the foundation of any well-managed debt program is a comprehensive debt management and post issuance policy outlining the parameters for issuing new debt and managing the existing debt portfolio, identifying the types and amounts of permissible debt, providing guidance to decision makers regarding the purposes for which debt may be issued, and verifying that the IRS regulations regarding post issuance compliance are met to preserve the tax-exempt status of the City’s debt.

I. DEBT MANAGEMENT POLICY

1.0 POLICY

Adherence to a debt management policy helps ensure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit.

The City’s Debt Management Policy (the “Debt Policy”) provides guidance for staff to:

- a. Ensure high quality debt management decisions;
- b. Ensure support for debt issuances both internally and externally;
- c. Impose order and discipline in the debt issuance process;
- d. Promote consistency and continuity in the decision making process;
- e. Ensure that the debt management decisions are viewed positively by rating agencies, investment community and taxpayers; and
- f. Demonstrate a commitment to long-term financial planning objectives.

2.0 SCOPE

This Policy applies to all debt instruments issued by the City regardless of the funding source. Funding sources can be derived from, and debt secured by, ad valorem taxes, general City revenues, enterprise fund revenues or any other identifiable source of revenue that may be identified for appropriate pledging for bonded indebtedness.

3.0 OBJECTIVES

The primary objective of this Policy is to ensure that the City establishes and maintains a solid position with respect to its debt service and debt proceeds funds, and that proceeds from long-term debt will not be used for current operations but rather for capital improvements, and related expenses, and other long-term assets in accordance with State law and City ordinances.

The City will seek all possible federal and state reimbursement for mandated projects and /or programs. The City will pursue a balanced relationship between issuing debt

EXHIBIT 'A'

and pay-as-you-go financing as dictated by prevailing economic factors and as directed by the City Council.

Other objectives include:

- a. Debt shall be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project being financed;
- b. Decisions shall be made based on a number of factors and will be evaluated against long-term goals rather than a short-term fix; and
- c. Debt service and debt proceeds funds shall be managed and invested in accordance with all federal, state, and local laws and in conjunction with the Tax Certificate of each debt issue to assure availability to cover project costs and debt service payments when due.

4.0 IMPLEMENTATION

The Policy requires:

- a. Payment of principal and interest on all outstanding debt in full and timely manner;
- b. Incurrence of debt for those purposes permissible under State law and the home-rule charter of the City;
- c. Development, approval, and financing of capital improvements in accordance with City Code and the capital improvement budgeting process;
- d. Structuring of principal and interest retirement schedules to: (1) achieve a low borrowing cost for the City, (2) accommodate the debt service payments of existing debt, and (3) respond to perceptions of market demand, all while maintaining future flexibility in the City's debt portfolio;
- e. Selection of a method of sale that shall maximize the financial benefit to the City;
- f. Effective communication with bond rating agencies to ensure complete and clear understanding of the credit worthiness of the City; and
- g. Full, complete, and accurate disclosure of financial conditions and operating results in every financial report, bond prospectus and Comprehensive Annual Financial Report ("CAFR"). All reports shall conform to guidelines issued by the Government Finance Officers Association ("GFOA"), Securities and Exchange Commission ("SEC"), and the Internal Revenue Service ("IRS") to meet the disclosure needs of rating agencies, underwriters, investors, and taxpayers.

5.0 STRUCTURE OF DEBT

Debt service shall be structured to the greatest extent possible to:

- a. Match projected cash flows and pledged revenues;
- b. Minimize the impact of future tax levies;
- c. Maintain a consistent and as rapid as practicable payment of principal;
- d. Maintain a level overall annual debt service payment structure;
- e. Equal the lesser of the useful life of the asset being financed or the maximum legal maturity for the obligations issued to finance the acquisition, construction, or improvement of the asset or equipment.

EXHIBIT 'A'

- f. Maintain future flexibility in the City's debt portfolio.

5.1 Fixed Interest versus Variable Interest

The City generally issues fixed rate debt primarily to protect the City against interest rate risk. The City has the option to issue variable rate debt if market conditions warrant and Council approves it.

5.2 Other Considerations

Debt is generally issued such that:

- a. The average life is 20 years or less for general obligation debt and revenue debt. The City may choose a longer term for revenue debt for projects whose lives are greater than 20 years.
- b. Debt service interest is paid in the first fiscal year after a debt issuance, and principal is paid no later than the second fiscal year after the debt is issued. In certain circumstances, the City may defer principal for a longer period of time in order to meet its financing objectives or to better match anticipated repayment streams associated with a revenue-generating project.
- c. Call provisions for debt issues shall be made as short as possible consistent with the lowest interest cost to the City. The targeted maximum length to call is 10 years. However, the City may opt for a call date longer than 10 years in order to achieve the necessary goals of the particular issue.

6.0 FINANCING ALTERNATIVES

The City shall develop a level of cash and debt funded capital improvement projects that provide the citizens with the desired amount of City services at the lowest cost. City staff shall assess all financial alternatives for funding capital improvements prior to issuing debt.

Long-term general obligation debt, including general obligation bonds, certificates of obligation and tax notes, or revenue bonds shall be issued to finance significant and desirable capital improvements. Proceeds of general obligation debt will be used only for the purposes approved by voters in bond elections or set forth in the notices of intent for certificates of obligation or to refund previously issued general obligation bonds, certificates of obligation or revenue bonds. All debt or other general obligation debt shall be sold in accordance with applicable law.

6.1 Pay-As-You-Go Financing

Pay-as-you-go financing should be considered before issuing any debt. Pay-as-you-go financing may include: intergovernmental grants from federal, state and other sources, current revenues or fund balances, private sector contributions, and public/private partnerships. Once the City has determined that pay-as-you-go is not a feasible or sufficient financing option, the City may use bonds, loans, notes, or other debt financing sources as deemed appropriate by City staff and approved by Council.

EXHIBIT 'A'

6.2 General Obligation Bonds

General obligation bonds may be used if the following criteria are met:

- a. The General Obligation bond funds are used for new or expanded facilities, major repair or renovations to existing facilities, equipping facilities, quality-of-life projects, infrastructure or other large-scale projects;
- b. The useful life of the capital asset acquired/constructed/improved will be more than one year, or the funds will extend the useful life of an asset;
- c. To purchase or acquire land or other assets, as needed; and
- d. Voter authorization is given through approval in a bond election in accordance with State law.

6.2.1 The total dollar amount of General Obligation bond election propositions recommended to the voters shall not exceed the City's estimated ability to issue said bonds within a normal five (5) year period. In certain cases, particularly if the City has a large-scale project, a period longer than 5 years may be required to issue the bonds.

6.2.2 Reimbursement resolutions, if required for funds to be advanced prior to issuance of General Obligation bonds, may be used for projects funded through General Obligation bonds.

6.2.3 General Obligation bonds may be used to fund quality-of-life projects that include, but are not limited to, the City's parks, libraries, non-public safety facilities, internet and entertainment, sports and amusement-type facilities or other recreation type facilities. General Obligation bonds may also be used to fund street improvements or other infrastructure related improvements.

6.3 Certificates of Obligation

Certificates of obligation may be issued for the following projects/acquisitions:

- Finance permanent improvements and land acquisition;
- Renovate, acquire, construct facilities and facility improvements;
- Construct street improvements
- Capital asset acquisitions (heavy equipment, vehicles, IT equipment, etc.)
- Rehabilitation and/or extension of the useful life of existing facilities
- Retrofitting/rehabilitation projects
- Infrastructure projects (street and draining work)
- Emergency city facilities rehabilitation (storm water draining, etc.)
- Major core service facilities (police, fire, streets, etc.)
- Quality of life projects or facilities

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Notwithstanding the policy set forth herein and in section 5.1, certificates of obligation or other long-term debt may be considered if the following criteria are met:

- The project is needed, timely and/or fits within the City's long-term capital plan;
- Source of revenue is specific and can be expected to cover the additional debt;
- The expected debt is the most cost effective financing option available.

In addition, the average maturity of non-voter approved debt shall not exceed the average life of the project financed. Capital items shall have a life of one year or longer.

Reimbursement resolutions may be used for projects funded through certificates of obligations.

6.3.1 Certificates of Obligations - Enterprise Fund

Certificates of obligation for an enterprise system will be limited to only those projects which can demonstrate the capability to support the certificate debt either through its own revenues, or another pledged source other than ad valorem taxes and meet the same criteria as outlined in 6.2 above.

6.4 Revenue Bonds

Revenue bonds will be issued for projects that generate revenues that are sufficient to repay the debt. Except where otherwise required by State statutes, revenue bonds may be issued without voter approval and only in accordance with the laws of Texas.

6.5 Other debt obligations

The use of other debt obligations, permitted by law, including but not limited to, public property finance act contractual obligations, pension obligation bonds, tax notes, and lease purchase obligations, will be reviewed on a case-by-case basis. The findings in 6.2 above will be considered for the use of these obligations.

7.0 METHODS OF SALE

The City's debt obligations may be sold by competitive, negotiated sale methods, or private placement. The selected method of sale depends upon the option which is expected to result in the lowest cost and most favorable terms to the City given the financial structure used, market conditions, and prior experience. When considering the method of sale, the City may consider the following issues:

- a. Financial conditions;
- b. Market conditions;
- c. Transaction-specific conditions;

EXHIBIT 'A'

- d. City-related conditions;
- e. Risks associated with each method;
- f. Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter, to improve the investors' willingness to purchase;
- g. Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have some flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes; and
- h. Size of the Issue - The City may choose to offer sizable issues as negotiated sales so that pre-marketing and buyer education efforts may be done to more effectively promote the debt sale.

7.1 Competitive Sale

In a competitive sale, debt is awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provides the lowest True Interest Cost ("TIC") bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

7.2 Negotiated Sale

In a negotiated sale, the City chooses an underwriter or underwriting syndicate that is interested in reoffering a particular series of obligations to investors. The terms of the sale, including the size of the underwriter's discount, date of sale, and other factors, are negotiated between the two parties. Although the method of sale is termed negotiated, individual components of the sale may be competitively bid. The components are subject to a market analysis and reviewed prior to recommendation by staff. Negotiated sales are typically more advantageous when flexibility in the sale date is needed or when less conventional debt structures are being sold. Negotiated sales are also often used when the issue is particularly large or if the sale of the debt issuance would be perceived to be more successful with pre-marketing efforts.

7.3 Private Placement

A private placement is a negotiated sale of debt securities to a limited number of selected investors including financial institutions or government agencies or authorities. The City may engage a placement agent to identify likely investors if deemed necessary. A private placement may be beneficial when the issue size is small, when the security of the debt is somewhat weaker, or when a governmental lending agency or authority can provide beneficial interest rates or terms compared to financing in the public market.

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8.0 REFUNDING OF DEBT

All forms of refunding debt shall be approved by Council in accordance with City ordinances and the Department of Finance and Administration in accordance with State law.

8.1 Advance Refunding

Advanced refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent, or greater.

8.2 Current Refunding

Current refunding transactions issued for savings maybe considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

8.3 Refunding for Debt Restructuring

From time to time, the City may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the debt.

9.0 DEBT LIMITS

9.1 The City charter does not provide for a debt limit. Under provisions of State law, the maximum rate is limited to \$2.50 per \$100 of assessed valuation. Since debt service payments represent a fixed expense and impact the City's total budget, the City will not issue debt that negatively impacts its ability to fund current operations or limit projected operational funding requirements. The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%).

10.0 MATURITY LEVELS**10.1 Revenue Debt**

The term of revenue debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed forty years.

10.2 General Obligation Debt

The term of general obligation debt shall not exceed forty years.

11.0 MANAGEMENT OF DEBT SERVICE FUND**11.1 Interest Earnings**

Interest earnings on debt and loan proceeds shall be used solely to fund direct or related capital expenditures, or to service current and future debt payments.

11.2 Debt Service Reserves – General Obligation Bonds

Debt service reserves for general obligation bonds shall not be required.

EXHIBIT 'A'

11.3 Debt Service Reserves – Revenue Bonds

Debt service reserves for capital improvement or revenue bonds shall be maintained at levels required by controlling bond ordinances.

11.4 IRS Rules and Regulations

The City shall comply with all IRS rules and regulations including, but not limited to, arbitrage.

12.0 RATINGS

Adherence to a debt management policy helps insure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit. Toward that end, the City will take the following steps.

12.1 Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.

12.2 Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.

12.3 Make timely disclosure of annual financial information or other requested information to the rating agencies.

13.0 CONTINUING DISCLOSURE

The City will take all appropriate steps to comply with federal securities laws, including, but not limited to, Securities and Exchange Commission ("SEC") Rule 15c2 -12 the ("Rule"). The City will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

14.0 SELECTION OF FINANCIAL ADVISOR

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of City debt obligations, issuance and post- issuance services, the preparation of certain offering documents (an "Official Statement") and other services, as necessary. The City will seek the advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the City Council. The financial advisor will not bid on nor underwrite any City debt issues in accordance with MSRB rules.

15.0 SELECTION OF BOND COUNSEL

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to its bond ordinance(s) and /or resolution(s). The bond attorneys shall prepare all ordinances and

EXHIBIT 'A'

other legal instruments required for the execution and sale of any bonds issued which shall then be reviewed by the City Attorney and the Director of Finance. The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law. Special counsel may be retained to protect the City's interest in complex negotiations.

III. **DEBT MANAGEMENT POLICY REVIEW**

This Debt Management and Post Issuance Policy shall be reviewed at least once every three years by the City Council. However, the City Council may review and amend or modify this Policy as conditions warrant at any time. Any modifications to this Policy shall be approved by City Council.

Last Updated

5/22/2017

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CITY OF TEXARKANA, TEXAS

Debt Management Policy

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Certificates of obligation may be issued for the following projects/acquisitions:

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- f. Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter, to improve the investors' willingness to purchase;
- g. Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have some flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes; and
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In a competitive sale, debt is awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provides the lowest True Interest Cost ("TIC") bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

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All forms of refunding debt shall be approved by Council in accordance with City ordinances and the Department of Finance and Administration in accordance with State law.

8.1 Advance Refunding

Advanced refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent, or greater.

8.2 Current Refunding

Current refunding transactions issued for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

8.3 Refunding for Debt Restructuring

From time to time, the City may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the debt.

9.0 DEBT LIMITS

9.1 The City charter does not provide for a debt limit. Under provisions of State law, the maximum rate is limited to \$2.50 per \$100 of assessed valuation. Since debt service payments represent a fixed expense and impact the City's total budget, the City will not issue debt that negatively impacts its ability to fund current operations or limit projected operational funding requirements. The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%).

10.0 MATURITY LEVELS**10.1 Revenue Debt**

The term of revenue debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed forty years.

10.2 General Obligation Debt

The term of general obligation debt shall not exceed forty years.

11.0 MANAGEMENT OF DEBT SERVICE FUND**11.1 Interest Earnings**

Interest earnings on debt and loan proceeds shall be used solely to fund direct or related capital expenditures, or to service current and future debt payments.

11.2 Debt Service Reserves – General Obligation Bonds

Debt service reserves for general obligation bonds shall not be required.

2017-066 EXHIBIT 'A'

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11.3 Debt Service Reserves – Revenue Bonds

Debt service reserves for capital improvement or revenue bonds shall be maintained at levels required by controlling bond ordinances.

11.4 IRS Rules and Regulations

The City shall comply with all IRS rules and regulations including, but not limited to, arbitrage.

12.0 RATINGS

Adherence to a debt management policy helps insure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit. Toward that end, the City will take the following steps.

12.1 Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.

12.2 Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.

12.3 Make timely disclosure of annual financial information or other requested information to the rating agencies.

13.0 CONTINUING DISCLOSURE

The City will take all appropriate steps to comply with federal securities laws, including, but not limited to, Securities and Exchange Commission ("SEC") Rule 15c2 -12 the ("Rule"). The City will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

14.0 SELECTION OF FINANCIAL ADVISOR

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of City debt obligations, issuance and post- issuance services, the preparation of certain offering documents (an "Official Statement") and other services, as necessary. The City will seek the advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the City Council. The financial advisor will not bid on nor underwrite any City debt issues in accordance with MSRB rules.

15.0 SELECTION OF BOND COUNSEL

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to its bond ordinance(s) and /or resolution(s). The bond attorneys shall prepare all ordinances and other legal instruments required for the execution and sale of any bonds issued which

2017-066 EXHIBIT 'A'

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shall then be reviewed by the City Attorney and the Director of Finance. The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law. Special counsel may be retained to protect the City's interest in complex negotiations.

III. DEBT MANAGEMENT POLICY REVIEW

This Debt Management and Post Issuance Policy shall be reviewed at least once every three years by the City Council. However, the City Council may review and amend or modify this Policy as conditions warrant at any time. Any modifications to this Policy shall be approved by City Council.

Last Updated

5/22/2017

Debt Service as a % of Expenditures

	2017 Budget	2016	2015	2014	2013	2012	2011
101 General Fund	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
	2017 Budget	2016	2015	2014	2013	2012	2011
General Fund Expenditures	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
Debt Service Expenditures	5,346,067	5,300,856	5,530,593	5,754,611	6,090,206	6,038,690	5,810,566
Total	39,862,743	37,654,465	36,871,210	41,126,489	41,935,300	41,102,508	39,368,301
Debt Service Percentage	13.41%	14.08%	15.00%	13.99%	14.52%	14.69%	14.76%

Attachment: 2017-066 ATTH 01 Debt as a Percent of GF Expenditures (1662 : 2017-066 RES Debt



Debt Management Policy

Reasons for Implementing a Debt Policy

- Improves quality of decisions
- Articulates policy goals
- Provides guidelines for the structure of debt issuance
- Demonstrates commitment to long-term capital and financial planning
- Viewed favorably by rating agencies and capital markets

Sources For Developing Policy

- Government Finance Officers Association (GFOA) best practices
- Input from the City's Financial Advisor, FirstSouthwest
- Input from the City's Bond Counsel, Norton Rose & Fulbright
- Other cities with established debt management policies

Policy Objectives

- Proceeds from long-term debt will not be used for current operations
- Proceeds will be used for capital improvements and related expenses, and other long-term assets
- Debt will be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project
- Decisions will be based on a number of factors and will be evaluated against long-term goals rather than a short-term fix

Structure of Debt

- Debt service shall be structured to:
 - Match projected cash flows and pledged revenues
 - Minimize the impact of future tax levies
 - Maintain a consistent and rapid payment of principal
 - Maintain a level overall annual debt service payment structure
 - Equal the lesser of the useful life of the asset being financed or the maximum legal maturity for the obligations issued to finance the acquisition
 - Maintain future flexibility in the City's debt portfolio

Debt Limits

- The City charter does not provide for a debt limit
- State law limits debt to a maximum of \$2.50 per \$100 of assessed valuation
- The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%)

Debt as a % of General Fund Expenditures

	2017 Budget	2016	2015	2014	2013	2012	2011
General Fund Expenditures	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
Debt Service Expenditures	5,346,067	5,300,856	5,530,593	5,754,611	6,090,206	6,038,690	5,810,566
Total	39,862,743	37,654,465	36,871,210	41,126,489	41,935,300	41,102,508	39,368,301
Debt Service Percentage	13.41%	14.08%	15.00%	13.99%	14.52%	14.69%	14.76%

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☐ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☒ Maintain Fiscal Strength ☒ Maximize Utilization & Resources ☒ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: Low

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other:

City of Texarkana, Texas

Briefing Sheet

Version: A

Update Date: 7/7/2017 9:26 AM

Lead Department: Public Works Department **Action Officer:** Dusty Henslee,
Ordinance No. 2017-067 amending the city's traffic register to establish a forty
mile per hour (40 mph) speed limit on University Avenue between the
beginning of the boulevard section near 6800 University Avenue and Bringle
Lake Village Drive, and University Avenue between Shilling Road and
Summerhill Road, and amending the city's traffic register to establish a thirty-
five mile per hour (35 mph) speed limit on Shilling Road between Bringle
Subject: Ridge Road and the east end of University Avenue.

Briefing: 7/10/2017 **Public Hearing:** 6/26/2017 **Second Briefing:** July 10, 2017 **Council Vote:** 7/24/2017

Item Schedule

Schedule 1: Brief twice - vote once (six weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

City staff recently conducted multiple speed studies along University Avenue and Shilling Road. One study was conducted near 6800 University Avenue. Studies were conducted on each travel lane. Studies showed 85th percentile speeds at approximately 40 mph for this section. The current speed limit for this section is 30 mph. Staff recommends setting the speed limit at 40 mph speed limit along University Avenue from the start of the boulevard section near 6800 University Avenue to Bringle Lake Village Drive. This speed limit will match the speed limit along University Avenue from Bringle Lake Village Drive to Bringle Ridge Road.

Studies were also conducted on the newly constructed portion University Avenue from Shilling Road to Summerhill Road. Each travel lane was also studied, and the results showed the 85th percentile speeds to be between 40 and 45 mph. The current speed limit is 30 mph. Since this is a newly constructed roadway entering or exiting a residential area with an intersection with a major highway, Staff recommends setting the speed limit at 40 mph. This will also be consistent with the other portions of University Avenue that are similar.

Studies were also conducted in two locations along the section of Shilling Road between Bringle Ridge Road and the east end of University Avenue. Studies showed the 85th percentile speeds along this section to be between 40 and 47 mph. The current speed limit is 30 mph. Due to the narrow width of the roadway, multiple number of driveways, and sight distance issues, Staff is recommending setting the speed limit at 35 mph.

Potential Options:

- Approve speed limits as recommended
- Disapprove speed limits as recommended

City of Texarkana, Texas

Fiscal Implications:

Minimal Cost to make and install speed limit signs

Staff Recommendation:

Staff recommends approval

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-067 ORD Speed Limit Change on University Avenue and Shilling Road (DOC)
- b. 2017-067 EXH A-SpeedLimitMap (PDF)
- c. 2017-067 EXH B-SpeedLimitMap (PDF)
- d. 2017-067 EXH C - OverallSpeedLimitMap (PDF)
- e. 2017-067 ATTH 01-6800 University Speed Study Summary Report (PDF)
- f. 2017-067 ATTH 02 University Phase 4 Speed Study Summary Report (PDF)
- g. 2017-067 ATTH 03 Shilling Road Speed Studies Summary Report (PDF)
- h. 2017-067 Goals & Perspectives (DOCX)

Staff Coordination

Public Works Department	Dusty Henslee	Department Head Review
Completed	05/24/2017 10:22 AM	
Police	Dan Shiner	Review
Completed	05/24/2017 10:23 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review	Completed	05/26/2017 10:56 AM
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review	Completed	05/26/2017 11:12 AM
Public Information Officer	Lisa Thompson	PIO Review
Completed	05/26/2017 11:18 AM	
City Manager	John Whitson	City Manager Review
Completed	06/02/2017 2:35 PM	
City Council	Jennifer Evans	Meeting
Completed	06/12/2017 6:00 PM	

Meeting History

06/12/17 City Council MOVED FORWARD Next: 06/26/17
 Kyle Dooley briefed this item.

City of Texarkana, Texas

06/26/17 City Council MOVED FORWARD Next: 07/10/17
There were no public comments made at this hearing.

ORDINANCE NO. 2017-067

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE CITY'S TRAFFIC REGISTER TO ESTABLISH A FORTY MILE PER HOUR (40 MPH) SPEED LIMIT ON UNIVERSITY AVENUE BETWEEN THE BEGINNING OF THE BOULEVARD SECTION NEAR 6800 UNIVERSITY AVENUE AND SOUTH ENTRANCE TO BRINGLE LAKE VILLAGE ROAD, AND UNIVERSITY AVENUE BETWEEN SHILLING ROAD AND SUMMERHILL ROAD AND AMENDING THE CITY'S TRAFFIC REGISTER TO ESTABLISH A THIRTY-FIVE MILE PER HOUR (35 MPH) SPEED LIMIT ON SHILLING ROAD BETWEEN BRINGLE RIDGE ROAD AND THE EAST END OF UNIVERSITY AVENUE; PROVIDING FOR A PENALTY CLAUSE; PROVIDING FOR PUBLICATION; PROVIDING FOR A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the present speed limit for University Avenue between the beginning of the boulevard section near 6800 University Avenue and the south entrance to Bringle Lake Village Road is established at maximum speed of thirty miles per hour (30 MPH) and is posted as such; and

WHEREAS, the present speed limit for University Avenue between Shilling Road and Summerhill Road is established at maximum speed of thirty miles per hour (30 MPH) and is posted as such; and

WHEREAS, the present speed limit for Shilling Road between Bringle Ridge Road and the east end University Avenue is established at maximum speed of thirty miles per hour (30 MPH) and is posted as such; and

WHEREAS, the City Council of the City of Texarkana, Texas, (the "City") has considered and determined that the recommended speed limit change for University Avenue between the beginning of the boulevard section near 6800 University Avenue and the south entrance to Bringle Lake Village Road would be in the best interest and safety of the citizens of the City of Texarkana, Texas; and

WHEREAS, the City has considered and determined that the recommended speed limit change for University Avenue between Shilling Road and Summerhill Road would be in the best interest and safety of the citizens of the City of Texarkana, Texas; and

WHEREAS, the City has considered and determined that the recommended speed limit change for Shilling Road between Bringle Ridge Road and the east end University Avenue would be in the best interest and safety of the citizens of the City of Texarkana, Texas; and

WHEREAS, the City desires to set the speed limit for University Avenue between the beginning of the boulevard section near 6800 University Avenue and the south entrance to Bringle Lake Village Road at **forty miles per hour (40 MPH)**; and

PUBLISH

WHEREAS, the City desires to set the speed limit for University Avenue between Shilling Road and Summerhill Road at **forty miles per hour (40 MPH)**; and

WHEREAS, the City desires to set the speed limit for Shilling Road between Bringle Ridge Road and the east end University Avenue at **thirty-five miles per hour (35 MPH)**.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: That the City's Traffic Register is hereby amended to define speed zones as follows:

- (a) The section of University Avenue between the beginning of the boulevard section near 6800 University Avenue and the south entrance to Bringle Lake Village Road is regulated as to the speed of motor vehicles traveling thereon, and it shall be unlawful for the driver of any motor vehicle to drive said vehicle within said section, in each direction, at a speed in excess of forty miles per hour (40 MPH).
- (b) The section of University Avenue between Shilling Road and Summerhill Road is regulated as to the speed of motor vehicles traveling thereon, and it shall be unlawful for the driver of any motor vehicle to drive said vehicle within said section, in each direction, at a speed in excess of forty miles per hour (40 MPH).
- (c) The section of Shilling Road between Bringle Ridge Road and the east end University Avenue is regulated as to the speed of motor vehicles traveling thereon, and it shall be unlawful for the driver of any motor vehicle to drive said vehicle within said section, in each direction, at a speed in excess of thirty-five miles per hour (35 MPH).
- (c) The hereinabove speed for vehicular traffic traveling upon the designated street in each direction is hereby found to be a reasonable and safe prima facie speed limit therefor.
- (d) The Director of Public Works is hereby authorized and directed to require the City Engineer to erect appropriate signs indicating the prima facie speed limit herein established.
- (e) Any person violating any provision of this section shall upon conviction be deemed guilty of a misdemeanor and shall be fined in a sum not to exceed Two Hundred Dollars (\$200.00).

SECTION 2: That the City Secretary shall give notice of the passage of this ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

SECTION 3: That in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair or invalidate the remainder of this Ordinance.

PUBLISH

SECTION 4: That all ordinances or parts of ordinances in conflict herewith are specifically repealed.

SECTION 5: That this Ordinance shall be in full force and effect immediately upon its passage, approval and publication.

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



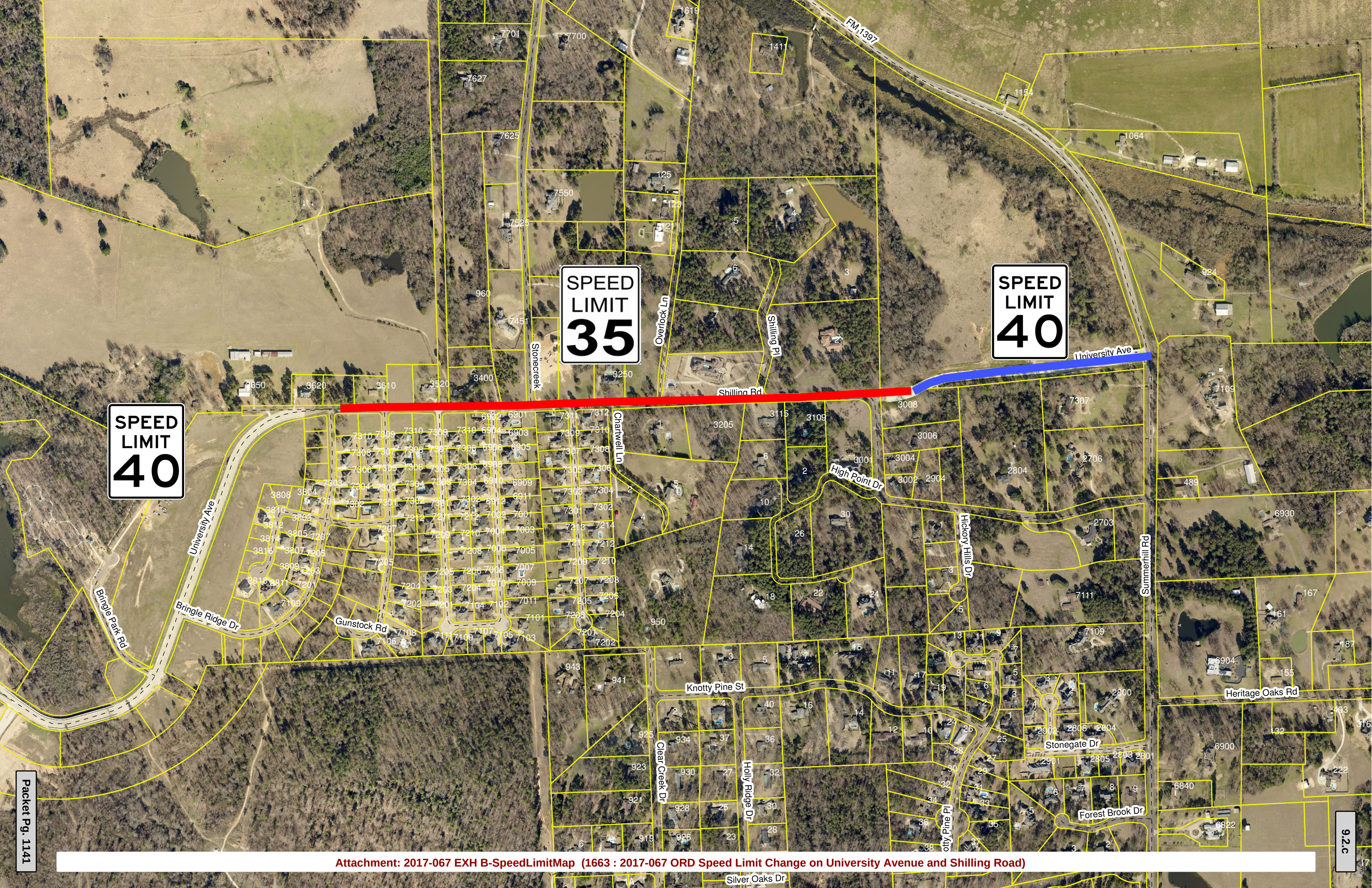
SPEED
LIMIT
40

SPEED
LIMIT
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University Ave

Dunham Dr

Leggett

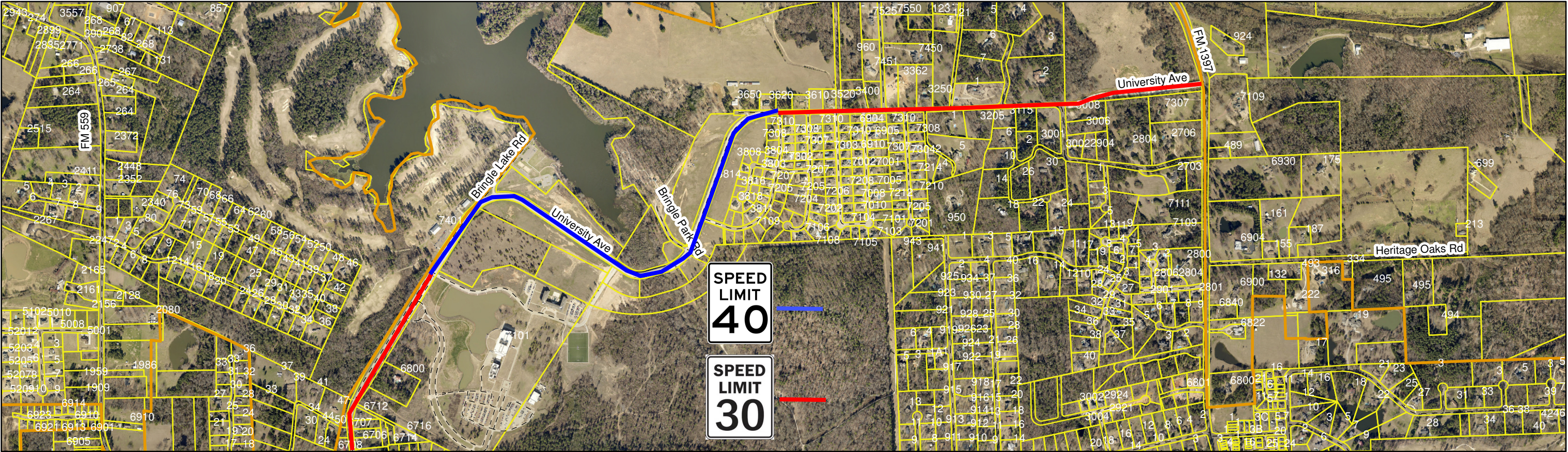


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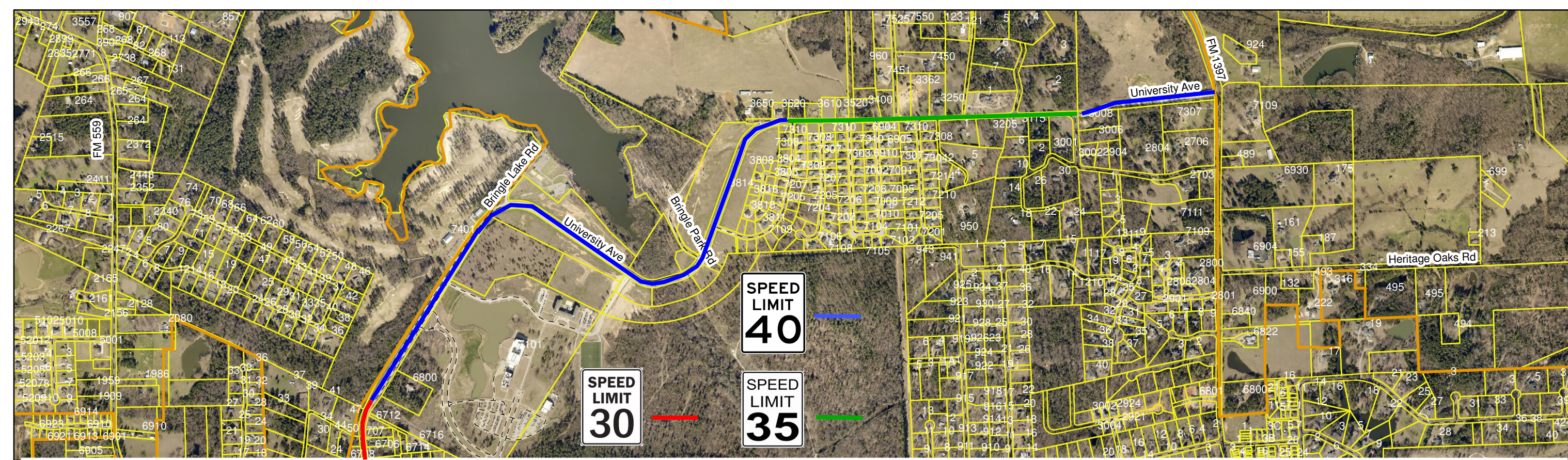
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LIMIT
35

SPEED
LIMIT
40

Existing Speed Limit Map



Proposed Speed Limit Map



**MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: 6800 University Avenue**

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the NB Inside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 04/18/2017 at 10:00 AM and concluded on 04/20/2017 at 10:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 3,213 vehicles passed through the location with a peak volume of 72 on 04/18/2017 at [17:45-18:00] and a minimum volume of 0 on 04/18/2017 at [23:45-00:00]. The AADT count for this study was 1,607.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 30 - 35 MPH range or lower. The average speed for all classified vehicles was 34 MPH with 84.17% vehicles exceeding the posted speed of 30 MPH. 0.32% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 30MPH and the 85th percentile was 39.42 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	2	3	42	454	1347	952	298	47	10	6	1	0	1	2

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 2391 which represents 76 percent of the total classified vehicles. The number of Vans & Pickups in the study was 701 which represents 22 percent of the total classified vehicles. The number of Busses & Trucks in the study was 36 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 37 which represents 1 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
2391	597	104	19	17	16	10	11							

CHART 2

HEADWAY

During the peak traffic period, on 04/18/2017 at [17:45-18:00] the average headway between vehicles was 12.329 seconds. During the slowest traffic period, on 04/18/2017 at [23:45-00:00] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 68.00 and 117.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: 6800 University Avenue

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the NB Outside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 04/18/2017 at 10:00 AM and concluded on 04/20/2017 at 10:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,365 vehicles passed through the location with a peak volume of 28 on 04/19/2017 at [17:30-17:45] and a minimum volume of 0 on 04/18/2017 at [21:45-22:00]. The AADT count for this study was 683.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 39 MPH with 97.06% vehicles exceeding the posted speed of 30 MPH. 1.62% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 44.83 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	1	0	4	35	286	487	355	139	32	11	5	2	1	3

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Vans & Pickups. The number of Passenger Vehicles in the study was 625 which represents 46 percent of the total classified vehicles. The number of Vans & Pickups in the study was 673 which represents 49 percent of the total classified vehicles. The number of Busses & Trucks in the study was 22 which represents 2 percent of the total classified vehicles. The number of Tractor Trailers in the study was 41 which represents 3 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
625	622	51	10	12	14	18	9							

CHART 2

HEADWAY

During the peak traffic period, on 04/19/2017 at [17:30-17:45] the average headway between vehicles was 31.034 seconds. During the slowest traffic period, on 04/18/2017 at [21:45-22:00] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 68.00 and 117.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: 6800 University Avenue

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the SB Inside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 04/24/2017 at 10:00 AM and concluded on 04/26/2017 at 10:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,256 vehicles passed through the location with a peak volume of 31 on 04/25/2017 at [17:00-17:15] and a minimum volume of 0 on 04/24/2017 at [21:45-22:00]. The AADT count for this study was 628.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 30 - 35 MPH range or lower. The average speed for all classified vehicles was 34 MPH with 75.71% vehicles exceeding the posted speed of 30 MPH. 0.81% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 30MPH and the 85th percentile was 39.44 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
1	4	2	24	267	464	315	115	19	6	3	1	0	1	5

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 889 which represents 72 percent of the total classified vehicles. The number of Vans & Pickups in the study was 252 which represents 21 percent of the total classified vehicles. The number of Busses & Trucks in the study was 52 which represents 4 percent of the total classified vehicles. The number of Tractor Trailers in the study was 34 which represents 3 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
889	211	41	39	13	25	4	5							

CHART 2

HEADWAY

During the peak traffic period, on 04/25/2017 at [17:00-17:15] the average headway between vehicles was 28.125 seconds. During the slowest traffic period, on 04/24/2017 at [21:45-22:00] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 66.00 and 127.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: 6800 University Avenue

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the SB Outside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 04/24/2017 at 10:00 AM and concluded on 04/26/2017 at 10:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 3,099 vehicles passed through the location with a peak volume of 58 on 04/25/2017 at [17:00-17:15] and a minimum volume of 0 on 04/24/2017 at [22:45-23:00]. The AADT count for this study was 1,550.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 37 MPH with 94.56% vehicles exceeding the posted speed of 30 MPH. 0.71% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 42.86 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	0	3	5	160	871	1217	647	141	24	9	4	4	3	2

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 2095 which represents 68 percent of the total classified vehicles. The number of Vans & Pickups in the study was 896 which represents 29 percent of the total classified vehicles. The number of Busses & Trucks in the study was 28 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 71 which represents 2 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
2095	831	65	5	23	39	17	15							

CHART 2

HEADWAY

During the peak traffic period, on 04/25/2017 at [17:00-17:15] the average headway between vehicles was 15.254 seconds. During the slowest traffic period, on 04/24/2017 at [22:45-23:00] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 63.00 and 131.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: Midpoint between Summerhill and Shilling

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the EB Inside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 03/21/2017 at 11:00 AM and concluded on 03/22/2017 at 11:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 653 vehicles passed through the location with a peak volume of 30 on 03/21/2017 at [17:15-17:30] and a minimum volume of 0 on 03/21/2017 at [21:00-21:15]. The AADT count for this study was 653.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 36 MPH with 88.99% vehicles exceeding the posted speed of 30 MPH. 0.63% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 41.91 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	0	0	6	64	207	226	97	25	7	1	1	2	0	0

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 426 which represents 67 percent of the total classified vehicles. The number of Vans & Pickups in the study was 189 which represents 30 percent of the total classified vehicles. The number of Busses & Trucks in the study was 8 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 13 which represents 2 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
426	162	27	5	3	5	8	0							

CHART 2

HEADWAY

During the peak traffic period, on 03/21/2017 at [17:15-17:30] the average headway between vehicles was 29.032 seconds. During the slowest traffic period, on 03/21/2017 at [21:00-21:15] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 63.00 and 122.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: Midpoint between Summerhill and Shilling

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the EB Outside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 03/21/2017 at 11:00 AM and concluded on 03/22/2017 at 11:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 122 vehicles passed through the location with a peak volume of 6 on 03/21/2017 at [14:00-14:15] and a minimum volume of 0 on 03/21/2017 at [12:30-12:45]. The AADT count for this study was 122.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 39 MPH with 94.21% vehicles exceeding the posted speed of 30 MPH. 2.48% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 44.31 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	0	0	4	3	26	44	29	8	4	2	0	1	0	0

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 61 which represents 50 percent of the total classified vehicles. The number of Vans & Pickups in the study was 53 which represents 44 percent of the total classified vehicles. The number of Busses & Trucks in the study was 1 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 6 which represents 5 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
61	50	3	1	0	2	3	1							

CHART 2

HEADWAY

During the peak traffic period, on 03/21/2017 at [14:00-14:15] the average headway between vehicles was 128.571 seconds. During the slowest traffic period, on 03/21/2017 at [12:30-12:45] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 64.00 and 122.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: Midpoint between Summerhill and Shilling

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the WB Inside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 03/23/2017 at 11:00 AM and concluded on 03/24/2017 at 11:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 276 vehicles passed through the location with a peak volume of 10 on 03/23/2017 at [12:30-12:45] and a minimum volume of 0 on 03/23/2017 at [23:30-23:45]. The AADT count for this study was 276.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 39 MPH with 94.40% vehicles exceeding the posted speed of 30 MPH. 4.40% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 45.00 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	1	0	0	13	57	92	49	17	10	4	2	0	1	4

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 163 which represents 65 percent of the total classified vehicles. The number of Vans & Pickups in the study was 75 which represents 30 percent of the total classified vehicles. The number of Busses & Trucks in the study was 6 which represents 2 percent of the total classified vehicles. The number of Tractor Trailers in the study was 6 which represents 2 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
163	60	15	4	2	5	1	0							

CHART 2

HEADWAY

During the peak traffic period, on 03/23/2017 at [12:30-12:45] the average headway between vehicles was 81.818 seconds. During the slowest traffic period, on 03/23/2017 at [23:30-23:45] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 68.00 and 120.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: University Avenue
Location: Midpoint between Summerhill and Shilling

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the WB Outside Lane lane at University Avenue in Texarkana, TX in Bowie county. The study began on 03/23/2017 at 11:00 AM and concluded on 03/24/2017 at 11:00 AM, lasting a total of 24.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 409 vehicles passed through the location with a peak volume of 20 on 03/23/2017 at [17:30-17:45] and a minimum volume of 0 on 03/23/2017 at [22:30-22:45]. The AADT count for this study was 409.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 39 MPH with 97.51% vehicles exceeding the posted speed of 30 MPH. 1.74% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 43.86 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	0	0	2	8	81	172	101	27	4	2	2	0	0	3

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 213 which represents 53 percent of the total classified vehicles. The number of Vans & Pickups in the study was 168 which represents 42 percent of the total classified vehicles. The number of Busses & Trucks in the study was 8 which represents 2 percent of the total classified vehicles. The number of Tractor Trailers in the study was 13 which represents 3 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
213	156	12	3	5	4	4	5							

CHART 2

HEADWAY

During the peak traffic period, on 03/23/2017 at [17:30-17:45] the average headway between vehicles was 42.857 seconds. During the slowest traffic period, on 03/23/2017 at [22:30-22:45] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 68.00 and 122.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: Shilling Road
Location: 3205 Shilling Road

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the EB lane at Shilling Road in Texarkana, TX in Bowie county. The study began on 04/04/2017 at 11:00 AM and concluded on 04/06/2017 at 11:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,710 vehicles passed through the location with a peak volume of 32 on 04/04/2017 at [19:00-19:15] and a minimum volume of 0 on 04/04/2017 at [23:15-23:30]. The AADT count for this study was 855.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 40 - 45 MPH range or lower. The average speed for all classified vehicles was 41 MPH with 96.53% vehicles exceeding the posted speed of 30 MPH. 1.76% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 40MPH and the 85th percentile was 47.73 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	2	7	7	43	157	482	586	293	93	22	5	2	0	1

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 953 which represents 56 percent of the total classified vehicles. The number of Vans & Pickups in the study was 697 which represents 41 percent of the total classified vehicles. The number of Busses & Trucks in the study was 7 which represents 0 percent of the total classified vehicles. The number of Tractor Trailers in the study was 43 which represents 3 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
953	646	51	3	4	18	21	4							

CHART 2

HEADWAY

During the peak traffic period, on 04/04/2017 at [19:00-19:15] the average headway between vehicles was 27.273 seconds. During the slowest traffic period, on 04/04/2017 at [23:15-23:30] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 54.00 and 127.00 degrees F.

MH Corbin Traffic Analyzer Study
Computer Generated Summary Report
City: Texarkana
Street: Shilling Rd
Location: 3205 Shilling

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the WB lane at Shilling Rd in Texarkana, TX in Bowie county. The study began on 04/07/2017 at 02:00 PM and concluded on 04/10/2017 at 10:00 AM, lasting a total of 68.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,811 vehicles passed through the location with a peak volume of 28 on 04/07/2017 at [15:45-16:00] and a minimum volume of 0 on 04/07/2017 at [23:00-23:15]. The AADT count for this study was 639.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 37 MPH with 89.18% vehicles exceeding the posted speed of 30 MPH. 1.18% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 43.90 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
0	2	13	34	144	414	595	403	136	22	13	4	2	0	2

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 1282 which represents 72 percent of the total classified vehicles. The number of Vans & Pickups in the study was 412 which represents 23 percent of the total classified vehicles. The number of Busses & Trucks in the study was 42 which represents 2 percent of the total classified vehicles. The number of Tractor Trailers in the study was 48 which represents 3 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
1282	348	64	26	16	26	17	5							

CHART 2

HEADWAY

During the peak traffic period, on 04/07/2017 at [15:45-16:00] the average headway between vehicles was 31.034 seconds. During the slowest traffic period, on 04/07/2017 at [23:00-23:15] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 61.00 and 131.00 degrees F.

**MH Corbin Traffic Analyzer Study
Computer Generated Summary Report**

City: Texarkana

Street: Shilling Road

Location: ~~3295 Shilling Road~~ 3400 Block Shilling-DBH

A study of vehicle traffic was conducted with the device having serial number 302801. The study was done in the EB lane at Shilling Road in Texarkana, TX in Bowie county. The study began on 03/28/2017 at 11:00 AM and concluded on 03/30/2017 at 11:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,555 vehicles passed through the location with a peak volume of 30 on 03/29/2017 at [17:15-17:30] and a minimum volume of 0 on 03/29/2017 at [22:45-23:00]. The AADT count for this study was 778.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 35 MPH with 79.21% vehicles exceeding the posted speed of 30 MPH. 0.13% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 41.37 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
1	7	21	86	207	437	492	237	50	9	1	1	0	0	0

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 915 which represents 59 percent of the total classified vehicles. The number of Vans & Pickups in the study was 590 which represents 38 percent of the total classified vehicles. The number of Busses & Trucks in the study was 13 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 31 which represents 2 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
915	555	35	6	7	17	10	4							

CHART 2

HEADWAY

During the peak traffic period, on 03/29/2017 at [17:15-17:30] the average headway between vehicles was 29.032 seconds. During the slowest traffic period, on 03/29/2017 at [22:45-23:00] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 57.00 and 111.00 degrees F.

**MH Corbin Traffic Analyzer Study
Computer Generated Summary Report**

City: Texarkana

Street: Shilling Road

Location: ~~3205 Shilling Road~~ 3400 Block Shilling-DBH

A study of vehicle traffic was conducted with the device having serial number 302795. The study was done in the WB lane at Shilling Road in Texarkana, TX in Bowie county. The study began on 03/28/2017 at 11:00 AM and concluded on 03/30/2017 at 11:00 AM, lasting a total of 48.00 hours. Traffic statistics were recorded in 15 minute time periods. The total recorded volume showed 1,418 vehicles passed through the location with a peak volume of 25 on 03/28/2017 at [16:15-16:30] and a minimum volume of 0 on 03/28/2017 at [22:15-22:30]. The AADT count for this study was 709.

SPEED

Chart 1 lists the values of the speed bins and the total traffic volume for each bin. At least half the vehicles were traveling in the 35 - 40 MPH range or lower. The average speed for all classified vehicles was 34 MPH with 75.05% vehicles exceeding the posted speed of 30 MPH. 0.36% percent of the total vehicles were traveling in excess of 55 MPH. The mode speed for this traffic study was 35MPH and the 85th percentile was 41.21 MPH.

< to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74	75 to >
2	5	18	118	203	375	410	194	47	10	4	1	0	0	0

CHART 1

CLASSIFICATION

Chart 2 lists the values of the classification bins and the total traffic volume accumulated for each bin.

Most of the vehicles classified during the study were Passenger Vehicles. The number of Passenger Vehicles in the study was 967 which represents 70 percent of the total classified vehicles. The number of Vans & Pickups in the study was 337 which represents 27 percent of the total classified vehicles. The number of Busses & Trucks in the study was 9 which represents 1 percent of the total classified vehicles. The number of Tractor Trailers in the study was 33 which represents 2 percent of the total classified vehicles.

< to 17	18 to 20	21 to 23	24 to 27	28 to 31	32 to 37	38 to 43	44 to >							
967	337	41	6	3	16	15	2							

CHART 2

HEADWAY

During the peak traffic period, on 03/28/2017 at [16:15-16:30] the average headway between vehicles was 34.615 seconds. During the slowest traffic period, on 03/28/2017 at [22:15-22:30] the average headway between vehicles was 900 seconds.

WEATHER

The roadway surface temperature over the period of the study varied between 55.00 and 111.00 degrees F.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☒ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☒ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☒	Newspaper Notice (Required by Statute)	☐	Public Hearing (Required by Statute)
☒	Public Forum/Input Session	☐	Press Release
☐	E-News Distribution	☐	Website Notice
☐	Social Media (Twitter, Facebook, etc.)	☐	Special Mailing
☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☐	None Required	☐	

Other:

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/5/2017 4:19 PM

Lead Department: Building Code Administration **Action Officer:** Mashell Daniel
Subject: Ordinance No. 2017-069 amending the Land Development Code, Chapter 105 "Buildings and Construction", Section 105-4 "Insurance and Bonding Requirements".
Briefing: 7/10/2017 **Public Hearing:** 6/26/2017 **Second Briefing:** July 10, 2017 **Council Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

For the last few years, staff has required contractors to have either liability insurance or a surety bond, but not both. Insurance is required in case of property damage or damage to a person(s). A surety bond is to protect the Employer of the contractor from the contractor not finishing the work agreed too. This Ordinance change is removing any reference to the City requiring a surety bond. Insurance will still be required.

Potential Options:

- Approve the amendment or take no action and the existing code remains.

Fiscal Implications:

None.

Staff Recommendation:

Approval of the amendment.

Advisory Board/Committee Review:

None.

Board/Committee Recommendation:

Not Applicable.

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable.

City of Texarkana, Texas

Attachments

- a. 2017-069 ORD Amending the Land Development Code (DOC)
- b. 2017-069 Goals & Perspectives (DOCX)

Staff Coordination

Building Code Administration	Mashell Daniel	Department Head Review	
Completed	06/01/2017 3:54 PM		
Municipal Prosecutor Deborah Jones	Asst. City Attorney Review	Completed	
06/02/2017 8:44 AM			
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/02/2017 8:48 AM	
City Attorney Jeffery C. Lewis	City Attorney Review	Completed	06/02/2017
10:15 AM			
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	06/02/2017 10:20 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	06/02/2017 1:47 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
06/05/2017 2:05 PM			
City Manager John Whitson	City Manager Review	Completed	06/05/2017
2:03 PM			
City Council	Jennifer Evans	Meeting	Completed
6:00 PM			06/12/2017

Meeting History

06/12/17	City Council	MOVED FORWARD	Next: 06/26/17
	Mashell Daniel briefed this item.		
06/26/17	City Council	MOVED FORWARD	Next: 07/10/17
There were no public comments made at this hearing.			

PUBLISH

ORDINANCE NO. 2017 - 069

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING SECTION 105-4 OF THE LAND DEVELOPMENT CODE OF THE CITY OF TEXARKANA, TEXAS, TO REMOVE SURETY BOND REQUIREMENTS; PROVIDING FOR PUBLICATION; PROVIDING FOR A REPEALER CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in the Code of Ordinances of the City of Texarkana, Texas, Section 105-4 of the Land Development Code requires both proof of insurance coverage and surety bonding requirements for general contractors; and

WHEREAS, after receiving inquiries from general contractors questioning the need for both insurance coverage and surety bonding, City staff reviewed the inquiries and submits that the public interest would be served by requiring only the general liability insurance; and

WHEREAS, City staff recommends revisions to Section 105-4 of the Land Development Code to remove surety bond requirements contained in current subsections (a) and (b), with corresponding textual revisions made to the remaining subsections to reflect removal of the surety bond requirements; and

WHEREAS, the City Council finds and determines that such revisions as set forth below are in the best interest of citizens and the City's future growth and safety.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: Section 105-4 of the Land Development Code of the City of Texarkana, Texas, is hereby amended as follows: the caption "Contractors bonding and insurance requirements", is amended to read "Contractor's Insurance Requirements"; current sub-sections (a) and (b) are deleted in their entirety; and remaining sub-sections (c), (d), and (e) are relabeled as sub-sections (a), (b), and (c), and amended to read as follows:

Sec. 105-4. – Contractor's insurance requirements.

- (a) All persons, partnerships, or corporations, before engaging in the business of roofing and siding, shall obtain and have in full force and effect a policy of general liability insurance with limits of at least \$300,000.00 per occurrence, written by a company authorized to do business in the state, insuring against claims or actions for bodily injuries and property damage occurring or claiming to have occurred upon or growing out of the roofing or siding business. A certificate of insurance meeting or exceeding these limits must be on file in the inspection department office prior to the issuance of any permit. The insurance coverage shall include a provision that in the

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event such coverage is cancelled or reduced, the insurance carrier shall notify the inspection department at least ten days prior to such cancellation or reduction in coverage.

- (b) All persons, partnerships, or corporations, before engaging in the business of building construction and/or remodeling, shall obtain and have in full force and effect a policy of general liability insurance with limits of at least \$500,000.00 per occurrence, written by a company authorized to do business in the state, insuring against claims or actions for bodily injuries and property damage occurring or claiming to have occurred or growing out of the building construction and/or remodeling business. A certificate of insurance meeting or exceeding these limits must be on file in the inspection department office prior to the issuance of any permit. The insurance coverage shall include a provision that in the event such coverage is cancelled or reduced, the insurance carrier shall notify the inspection department at least ten days prior to such cancellation or reduction in coverage.

- (c) All contractors must supply proof of worker's compensation insurance or self-insurance.

SECTION 2: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 3: The City Secretary shall give notice of the passage of this ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

SECTION 4: In case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair or invalidate the remainder of this Ordinance.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☒ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☒ Provide Courteous & Responsive Customer Service ☒ Model a Positive City Image ☒ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☒ None Required	☐

Other: