CITY OF TEXARKANA

CITY COUNCIL

MINUTES ● JULY 12, 2021

Council Chambers | **Regular Meeting** | **6:00 PM**

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

Attendee Name	Title	Status	Arrived
Bob Bruggeman	Mayor	Present	
Jean H. Matlock	Ward 1	Present	
Mary Hart	Ward 2	Present	
Betty Williams	Ward 3	Present	
Christie Page	Ward 4	Present	
Bill Harp	Ward 5	Present	
Jay Davis	Ward 6	Present	

City Staff: Interim City Manager David Orr, Jennifer Evans, Robby Robertson, Eric Schlotter, Sherry Jackson Hawkins, Gary Smith, J.D. Phillips, Karey Parker, Vashil Fernandez, and Keith Beason.

Legal Counsel: Jeff Lewis.

II. INVOCATION AND PLEDGE LED BY MAYOR BOB BRUGGEMAN

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, August 9, 2021 at 6:00 p.m.
Monday, August 23, 2021 at 6:00 p.m.
Monday, September 13, 2021 at 6:00 p.m.
Monday, September 27, 2021 at 6:00 p.m.

Texarkana Farmers Market - Summer 2021
305 Texas Blvd. - Every Saturday - 7:00 a.m. Until Sold Out

July 17	Cultural Day & Night Market **(Night Hours 5:00 p.m. - 8:00 p.m.)**
July 24	Summer Celebration - Sidewalk Chalk Contest - Sponsored by TRAHC
July 31	Annual Biggest Tomato Contest
August 7	National Farmers' Market Week - Best Salsa in the Ark-La-Tex Competition

Medicare Presentation Dinner and Learn

A Dinner and Learn - "Difference Between Traditional Medicare and Medicare Advantage Plans"- will be held from 4:00 p.m. - 6:00 p.m. on July 13th at the Collins Senior Center, 3000 Texas Boulevard. The event is hosted by The Villa at Texarkana and space is limited. You can pre-register by calling (903) 793-5545.

Parks & Recreation Events:

July 12	Co-Ed Softball League begins	Wallace Park
July 17	3 V 3 Soccer Tournament	Wallace Park
July 19	Sunset Yoga	Bringle Lake
July 28	Texarkana College Roadshow	Spring Lake Park

Additional Parks & Recreation information can be found on the city's website at <http://www.ci.texarkana.tx.us> or by contacting staff at (903) 798-3978.

Crosshouse Ministries is hosting an event on July 17th, "Are You Strong Enough", especially geared toward community youth. This event will be held in the Oaklawn Shopping Center, located at 2729 New Boston Road, in front of Harbor Freight from 10:00 a.m. to 2:00 p.m. All will enjoy free food, music, and fun activities!

The 75th anniversary of Williams Memorial Church was celebrated on July 11th. The church's original location was on Reading Avenue until 1985. Church staff was thanked for its great work and outreach done within the community.

Resident curbside recycling resumed on July 1st. As a reminder, citizens were urged to place the **appropriate** items in the cart to help decrease the contamination rate thus far seen in the program's initial pick-ups.

IV. OPEN FORUM: COMMENTS FROM THE PUBLIC

Per Council rules, comment time is limited to five minutes, or ten minutes if using a translator. Before comments are made, a speaker must complete an information sheet and give to the City Secretary. If your comment pertains to an agenda item with a scheduled public hearing or public comment, the Council requires that you make your comment at that time; you do not need to complete an information sheet.

Sherlynn Davis asked whether the city has received funding as a result of the American Rescue Plan Act of 2021. She asked Mayor Bruggeman if he would be interested in touring the city soliciting citizen input as to uses for this funding.

Ms. Davis also mentioned Waste Management will not pick up TVs in conjunction with its recycling program.

V. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

Council Member Hart recommended the reappointment of Jo Ann Rice to the Civil Service Commission. [This reappointment will be effective October 1, 2021, with a term expiration date of September 30, 2024].

Mayor Bruggeman reappointed David Baumgardner to the Airport Authority Board.

Motion to confirm a reappointment to the Civil Service Commission and a Mayoral reappointment to the Airport Authority Board.

(6:18 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Bill Harp, Ward 5
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

VI. ITEMS FOR CONSIDERATION

Consent Items

(6:20 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jay Davis, Ward 6
SECONDER:	Mary Hart, Ward 2
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

1. Consider approval of the minutes of the Regular Meeting of the City Council held on June 14, 2021 at 6:00 PM.

   Bella Vista Citizen Petition

2. Order of Election for the City's November 2, 2021, General Election for the purpose of electing a Mayor, a Council Member for Ward One (1) and a Council Member for Ward Two (2).

3. Ordinance No. 2021-046 amending Chapter 7, Section 7-3, Subdivision 1, of the Code of Ordinances, to establish Goree Academic Learning Center, located at 3201 Lincoln Avenue, as the single polling location for City Election Precinct 1 (Ward 1).

   Public Hearing:
   Council Vote: July 12, 2021

4. Resolution No. 2021-052 confirming the Interim City Manager's appointment of Ms. Suzy Heath to the Civil Service Commission for an unexpired term that expires September 30, 2023.

Public Hearing:
Council Vote: July 12, 2021

Action Items

5. Resolution No. 2021-057 authorizing the Interim City Manager to execute a contract with NewGen Strategies & Solutions of Richardson, Texas, in an amount not to exceed $125,138, of which the Texarkana, Texas, portion will be in an amount not to exceed $79,012, with budgeted funds, to perform a water and sewer rate study.

   Public Hearing:
   Council Vote: July 12, 2021

   J.D. Phillips briefed this agenda item.
   (6:23 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Christie Page, Ward 4
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

VII. FIRST BRIEFINGS

1. Ordinance No. 2021-053 rezoning a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.

   Public Hearing: August 9, 2021
   Council Vote: August 9, 2021

   Interim City Manager Orr briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 8/9/2021 6:00 PM**

2. Ordinance No. 2021-054 granting a Specific Use Permit to allow the location of a HUD code manufactured home on a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.

   Public Hearing: August 9, 2021
   Council Vote: August 9, 2021

Interim City Manager Orr briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 8/9/2021 6:00 PM**

3. Ordinance No. 2021-055 rezoning Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard from Planned Development-Office (PD-97-3) to Single Family-1. Ron Dawson, owner.

   Public Hearing: August 9, 2021
   Council Vote: August 9, 2021

   Interim City Manager Orr briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 8/9/2021 6:00 PM**

4. Ordinance No. 2021-056 granting a Specific Use Permit to allow a tattoo studio on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. Joaquin Hernandez, owner.

   Public Hearing: August 9, 2021
   Council Vote: August 9, 2021

   Interim City Manager Orr briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 8/9/2021 6:00 PM**

VIII. PUBLIC HEARINGS

1. Resolution No. 2021-049 amending the PY2020/FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect additional revenue and expenditures of $293,243 for grant funding received from the Community Development Block Grant (CDBG-CV) Cares Act Round 3.

   Public Hearing: July 12, 2021
   Council Vote: July 12, 2021

   There were no public comments made at this hearing.
   (6:29 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Mary Hart, Ward 2
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

2. Resolution No. 2021-050 amending the FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect the dissolving of the Revolving Loan Fund due to inactivity and to reallocate those funds to the 108 loan repayment.

Public Hearing: July 12, 2021
Council Vote: July 12, 2021

There were no public comments made at this hearing.
(6:30 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

3. Resolution No. 2021-051 adopting the Community Development Block Grant 2021 Program Year Annual Action Plan and authorizing the Interim City Manager to submit said action plan to the U.S. Department of Housing and Urban Development.

Public Hearing: July 12, 2021
Council Vote: July 12, 2021

There were no public comments made at this hearing.
(6:30 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mary Hart, Ward 2
SECONDER:	Bill Harp, Ward 5
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

IX. ITEMS FOR DISCUSSION

Staff Updates

Eric Schlotter said several city employees have tested positive for COVID-19. Hospitalizations have increased in the last week and a half. As the "Delta Variant" continues to spread, Dr. Young sees the need for more testing. The Texarkana Bowie County Family Health Center will hold a vaccine clinic on July 22nd from 10:00 a.m. to 4:00 p.m. The health center is located at 902 West 12th Street, Texarkana, Texas. The

Moderna, Pfizer, and Johnson & Johnson vaccines will all be available. There is no cost for the vaccine and no insurance is required. Vaccines can also be found at local pharmacies and clinics in Texarkana.

Citizens were encouraged to take advantage of this opportunity to get vaccinated. Everyone was reminded to continue good health habits through regular hand washing, social distancing, monitoring for any COVID-related symptoms, and self-quarantining if necessary.

City Manager's Report

Metropolitan Planning Organization (MPO) State Line Corridor Study

On Tuesday June 29th, the MPO held the first public meeting and workshop at the Texarkana, Arkansas Convention Center from 6-8pm. This was the first in a series of public meetings that will help shape the corridor for the next 50 years, and your voice is needed. We are still accepting comments and feedback via surveys before the next meeting at www.statelinecorridor.com <http://www.statelinecorridor.com>.

TXDOT Sidewalk Grants

The City was recently awarded $5,152,402 for sidewalk improvements along College Drive and North Robison Road as a part of the Texas Department of Transportation's Transportation Alternatives Set-Aside (TA) Program. Overall, the Texas Transportation Commission approved funding for 16 Transportation Alternatives Set-Aside (TA) Program projects from across the state valued at approximately $25.7 million. These awards include a 20% match which is currently budgeted in FY21.

Budget Advisory Meeting

Our first Budget Advisory Committee meeting was held June 30th at City Hall. Staff presented on the FY21 committee recommendations progress update (attached) and gave a preliminary presentation for the FY22 budget so far. Our next meeting will be held Thursday, July 22nd at 12pm and we anticipate a joint BAC/City Council workshop to follow in August.

Waste Management Recycling Restart

The new recycling restart began July 1st and the routes are going well according to Jarrod Miller with WM. We are seeing a higher contamination rate than normal (about 1 out of every 8 homes) but that is somewhat to be expected with the restart in recycling. The first bulk load of recyclable material was scheduled to leave the new transfer facility this past Friday bound for Arlington, Texas.

Cybersecurity GAP Analysis

Our IT department recently completed a cybersecurity GAP analysis to measure our efforts to enhance information security and reduce the risk of future attacks. While our IT

staff have made incredible strides in this area, we still have work to do included in the 24 separate recommendations that we are in the process of implementing.

Department Reorganization

The Human Resources Department has been recently reorganized to include additional duties under Administrative Services. The department will now include HR, Municipal Court, Municipal Prosecutor, Risk Management, and be a liaison to our Library. JW Bramlett has been named as interim Director for Administrative Services and have no doubt he will excel in this new role.

Texas Legislature Special Session Agenda

Governor Greg Abbott issued a proclamation <https://protect-us.mimecast.com/s/uoR1Cxk5zwu1rEmBSvP8JH?domain=linkprotect.cudasvc.com>that identifies eleven agenda items for the Special Session that began last Thursday at 10:00 am. Here's a link to the proclamation outlining the special agenda items: Texas Governor Abbott Proclamation Calling 87th Special Session Agenda <https://gov.texas.gov/uploads/files/press/PROC_first_called_session_87th_legislature_IMAGE_07-07-21.pdf> However, we will continue to monitor the special session regarding on additional legislation that may impact Texarkana.

X. ADMINISTRATIVE COMMENTS

1. City Council

   Council Member Hart said she appreciated the great customer service shown by a Texarkana Water Utilities (TWU) employee who responded to a recent call reporting water flowing down the street. The TWU employee came out within 20 minutes and discovered it was a broken gasket inside of a water main. He skillfully made the repair in 15 minutes and stopped the water flow. KUDOS to TWU!

   Council Member Matlock said she has received several calls about mowing. Some of the lots are Bowie CAD properties. Concern was also expressed about tall grass at various intersections that obstructs the view of drivers pulling out into the intersection. Staff responded contractors are out mowing around the city, but have been delayed due to the heavy spring rains.

2. City Staff

   Staff had no administrative comments for council.

XI. ADJOURNMENT

A motion was made to adjourn the meeting.
(6:47 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Hart, Williams, Page, Harp, Davis
EXCUSED:	Bruggeman

Jennifer Evans
City Secretary

Bob Bruggeman
Mayor

CITY OF TEXARKANA

CITY COUNCIL

MINUTES ● JUNE 14, 2021

Council Chambers | **Regular Meeting** | **6:00 PM**

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

Attendee Name	Title	Status	Arrived
Bob Bruggeman	Mayor	Present	
Jean H. Matlock	Ward 1	Present	
Mary Hart	Ward 2	Present	
Betty Williams	Ward 3	Present	
Christie Page	Ward 4	Absent	
Bill Harp	Ward 5	Present	
Jay Davis	Ward 6	Present	

Staff Present: Interim City Manager David Orr, Vicky Coopwood, Jennifer Evans, Matt Cashatt, Robby Robertson, Eric Schlotter, Kristin Peeples, Brandon Uselton, Keith Beason, Rea Donna Jones, J. W. Bramlett, Vashil Fernandez, Lisa Thompson, and Dusty Henslee.

Legal Counsel: Jeff Lewis.

II. INVOCATION AND PLEDGE LED BY COUNCIL MEMBER MARY HART

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, July 12, 2021 at 6:00 p.m. (Summer schedule)
Monday, August 9, 2021 at 6:00 p.m.
Monday, August 23, 2021 at 6:00 p.m.

MPO Public Meeting:

The Metropolitan Planning Organization will host its first public meeting for discussion of the Texarkana Stateline Avenue Corridor Study. The meeting will be held on Tuesday, June 29th, from 6:00 p.m. to 8:00 p.m. at the Holiday Inn (Texarkana Arkansas Convention Center), 5200 Convention Plaza Drive, Texarkana, Arkansas.

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

Citizens from both sides of Stateline are invited to come and give input for this corridor study. Virtual feedback can also be provided at: statelinecorridor.com.

Texarkana Farmers Market - Summer 2021
305 Texas Blvd. - Every Saturday - 7:00 a.m. Until Sold Out

June 19	Juneteenth Celebration / Lifeshare Blood Drive / Cultural Day & Night Market **(Night Hours 5:00 p.m. - 8:00 p.m.)**
June 26	Yoga at the Market / Sponsored by One Love Yoga
July 3	Independence Day Celebration
July 10	Children's Book Day / Sponsored by the Texarkana Library

Parks & Recreation Events:

June 14	High School Softball League begins	Karrh/Wallace Parks
June 19-20	SDFA Softball Tournament begins	Karrh/Wallace Parks
June 19-20	Triple Play Sports Baseball Tournament	Spring Lake Park
June 21	Summer Camp begins	Southwest Center
July 7	Texarkana Soccer Assoc. 4X4 Summer League begins	Karrh/Wallace Parks
July 10-11	SDFA Softball Tournament begins	Karrh/Wallace Parks

Additional Parks & Recreation information can be found on the city's website at <http://www.ci.texarkana.tx.us> or by contacting staff at (903) 798-3978.

The new airport terminal groundbreaking took place on Saturday, June 12th. This special occasion was very well attended by the public and dignitaries representing the offices of Arkansas Governor Asa Hutchison and Texas Governor Greg Abbott along with executives from American Airlines.

Kudos were expressed to the Pleasant Grove Hawks and their baseball Coach Riley Fincher for winning the State Championship in Austin. GO HAWKS!

The Mayor welcomed new City Manager of Texarkana, Arkansas, Jay Ellington. Mr. Ellington said he was excited to be a new member of the community.

IV. PROCLAMATION PRESENTATIONS - JUNE 2021

1. Elder Abuse Prevention Awareness Month

   The Mayor read the proclamation.

   Council Member Matlock encouraged everyone to wear purple on June 15th to promote elderly abuse awareness.

RESULT:	**CLOSE ACTION**

2. Men's Health Month

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

The Mayor read the proclamation. He encouraged men and all citizens to be diligent in taking care of matters related to their health.

RESULT:	**CLOSE ACTION**

V. OPEN FORUM: COMMENTS FROM THE PUBLIC

Per Council rules, comment time is limited to five minutes, or ten minutes if using a translator. Before comments are made, a speaker must complete an information sheet and give to the City Secretary. If your comment pertains to an agenda item with a scheduled public hearing or public comment, the Council requires that you make your comment at that time; you do not need to complete an information sheet.

Bella Vista Citizen Petition

RESULT:	**PRESENTED**

Phyllis Magee, a resident of Bella Vista Retirement Community, expressed concerns over conditions of a vacant lot at the intersection of Bella Vista Circle and 52nd Street. Ms. Magee submitted a petition.

Sue Whetstone, a resident of Bella Vista Retirement Community, addressed concerns about homeless people and water drainage problems in her neighborhood.

Jimmy Young, who spoke at the May 24th council meeting about customer service issues at the water company, reported Executive Director, J. D. Phillips, visited with him about his concerns and shared common ideas on solving the problems.

VI. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

Council Member Hart made recommendations for the appointment of Velvet Hall Cool and reappointment of Alice Coleman to the Historic Landmark Preservation Committee.

Council Member Davis recommended the reappointment of Fred Meisenheimer to the Housing Finance Corporation.

Mayor Bruggeman reappointed David Potter, Jr. to the Airport Authority Board.

Council confirmation of recommendations and Mayoral reappointment.

(6:30 p.m.)

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Bill Harp, Ward 5
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

VII. ITEMS FOR CONSIDERATION

Consent Items

(6:31 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Betty Williams, Ward 3
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

1. Consider approval of the minutes of the Regular Meeting of the City Council held on May 24, 2021 at 6:00 PM.

2. Resolution No. 2021-047 amending the 2021 council meeting schedule.

   Public Hearing:
   Council Vote: June 14, 2021

Action Items

3. Resolution No. 2021-044 selecting a Cybersecurity Training Program.

   Public Hearing:
   Council Vote: June 14, 2021

   Brandon Uselton briefed this agenda item.
   (6:35 p.m.)

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Jay Davis, Ward 6
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

4. Resolution No. 2021-048 approving the request of the Texarkana Airport Authority for purchasing approximately 38 acres of land adjoining current airport property and authorizing the Interim City Manager to execute any documents necessary for the purchase.

   Public Hearing:
   Council Vote: June 14, 2021

   Paul Mehrlich, Executive Director of the Texarkana Regional Airport, briefed this agenda item.
   (6:39 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

VIII. FIRST BRIEFINGS

1. Resolution No. 2021-049 amending the PY2020/FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect additional revenue and expenditures of $293,243 for grant funding received from the Community Development Block Grant (CDBG-CV) Cares Act Round 3.

   Public Hearing: July 12, 2021
   Council Vote: July 12, 2021

   Vashil Fernandez briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 7/12/2021 6:00 PM**

2. Resolution No. 2021-050 amending the FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect the dissolving of the Revolving Loan Fund due to inactivity and to reallocate those funds to the 108 loan repayment.

   Public Hearing: July 12, 2021
   Council Vote: July 12, 2021

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

Vashil Fernandez briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 7/12/2021 6:00 PM**

3. Resolution No. 2021-051 adopting the Community Development Block Grant 2021 Program Year Annual Action Plan and authorizing the Interim City Manager to submit said action plan to the U.S. Department of Housing and Urban Development.

Public Hearing: July 12, 2021
Council Vote: July 12, 2021

Vashil Fernandez briefed this agenda item.

RESULT:	**MOVED FORWARD**	**Next: 7/12/2021 6:00 PM**

IX. PUBLIC HEARINGS

1. Ordinance No. 2021-030 rezoning a 1.38-acre tract of land (being Tract 63) in the M. E. P. & P. RWY CO. HRS, A-434, located north of 100 Gazola Street. Single Family-2 to Multiple Family-2. Cody Barling, owner.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:46 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mary Hart, Ward 2
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

2. Ordinance No. 2021-031 rezoning Lots 11, 12, 13 and 14, Block 3, Green Woods Sunny Slope Addition, located at 3202 Daniels Street. Single Family-2 to Single Family-3. Angelica Archie, owner.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:47 p.m.)

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Jay Davis, Ward 6
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

3. Ordinance No. 2021-032 granting a Specific Use Permit to allow the location of a double-wide HUD code manufactured home on Lots 11, 12, 13 and 14, Block 3, Green Woods Sunny Slope Addition, located at 3202 Daniels Street. Angelica Archie, owner.

   Public Hearing: June 14, 2021
   Council Vote: June 14, 2021

   No public comments were made at this hearing.
   (6:49 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jay Davis, Ward 6
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

4. Ordinance No. 2021-033 amending PD-20-1 (GR) for site plan approval on a 1.182-acre tract of land being part of Lot 1, Block 1, Marriott Subdivision, located at 3100 St. Michael Drive. Ray Walsh, owner. Yuri Hawley and Richard Reynolds, agents.

   Public Hearing: June 14, 2021
   Council Vote: June 14, 2021

   Richard Reynolds spoke in favor of council adopting this proposed ordinance.
   (6:51 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mary Hart, Ward 2
SECONDER:	Bill Harp, Ward 5
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

5. Ordinance No. 2021-034 rezoning Lots 19 and 20, Block, 5 Greater Texarkana Addition, located at 605 Ward Avenue. Single Family-2 to Single Family-3. Gregory London, owner.

   Public Hearing: June 14, 2021
   Council Vote: June 14, 2021

   No public comments were made at this hearing.
   (6:53 p.m.)

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Bill Harp, Ward 5
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

6. Ordinance No. 2021-035 granting a Specific Use Permit to allow the location of a double-wide HUD code manufactured home on Lots 19 and 20, Block 5, Greater Texarkana Addition, located at 605 Ward Avenue. Gregory London, owner.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:54 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mary Hart, Ward 2
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

7. Ordinance No. 2021-041 amending Chapter 21 "Alcoholic Beverages" of the Code of Ordinances by adding Section 21-5 "Creating a Downtown Entertainment District, providing for Open Container in said District at prescribed times.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:56 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Betty Williams, Ward 3
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

8. Resolution No. 2021-042 supporting a grant application to the Texas Department of Transportation for the 2019 Transportation Set-Aside (TASA) and Safe Routes to Schools (SRTS) Call for Projects for Kennedy Lane.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:57 p.m.)

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Harp, Ward 5
SECONDER:	Jay Davis, Ward 6
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

9. Resolution No. 2021-043 supporting a grant application to the Texas Department of Transportation for the 2021 Transportation Set-Aside (TASA) and Safe Routes to Schools (SRTS) Call for Projects for Leopard Dr.

Public Hearing: June 14, 2021
Council Vote: June 14, 2021

No public comments were made at this hearing.
(6:57 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Bill Harp, Ward 5
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

X. ITEMS FOR DISCUSSION

Staff Updates

Interim City Manager Orr strongly encouraged citizens to attend the State Line Corridor meeting. Both TxDOT and ArDOT have set aside $24 million for the project. Staff is seeking the public's input for this long-term process.

Texar Credit Union will be presenting "Local Bands, Local Brews, Local Bites" on June 24, 2021, from 7:00 p.m. - 9:00 p.m. in front of the Perot Theater featuring The Moss Brothers. This band will be the first outdoor event within the new Entertainment District.

The 87th Legislative Session has ended and staff is working with the Texas Municipal League. There are approximately fifteen city-related bills that will require policy or administrative changes for the city. These items will be brought forward to the council at future meetings.

XI. ADMINISTRATIVE COMMENTS

1. City Council

Mayor Bruggeman thanked Kelly Mitchell and Texar Credit Union for partnering with the City and providing a nice contribution for the mobile stage unit. The stage was used at the recent Texarkana Regional Airport groundbreaking ceremony for the new terminal.

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

He also thanked Mike Malone, of the Texarkana Chamber of Commerce, for attending the council meeting.

Council Member Davis congratulated Pleasant Grove Hawks for winning the State Championship and also commended the community for its strong support shown during the play-off game between Pleasant Grove and Liberty Eylau. Thanks to T.I.S.D. for holding the game at its ball field.

Council Member Williams expressed appreciation to the Bella Vista residents for coming to the meeting and voicing their neighborhood concerns.

Council Member Hart welcomed Ms. Mary Bruce back to the council meeting. Ms. Bruce is a regular attendee and was missed during her absence.

2. City Staff

Staff had no administrative comments for Council.

XII. ADJOURNMENT

A motion was made to adjourn the meeting.
(6:57 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Betty Williams, Ward 3
SECONDER:	Bill Harp, Ward 5
AYES:	Bruggeman, Matlock, Hart, Williams, Harp, Davis
ABSENT:	Page

Vicky Coopwood
Asst. City Secretary

Bob Bruggeman
Mayor

Minutes Acceptance: Minutes of Jun 14, 2021 6:00 PM (Consent Items)

Briefing Sheet

Version:
Update Date: 7/7/2021 4:32 PM

Lead Department: City Manager

Action Officer: Vicky Coopwood, Assistant City Secretary

Subject: Bella Vista Citizen Petition

Attachments

a. Bella Vista Petition 061421 (PDF)

Attachment: Bella Vista Petition 061421 (2515 : Bella Vista Citizen Petition)

RECEIVED
JUN 14 2021
BY:

PETITION TO CITY COUNCIL OF TEXARKANA, TEXAS

We, the residents and employees of Bella Vista Senior Living Community, petition the City of Texarkana, TX to require the owner of the vacant property located at the **intersection on the north side of West 52nd Street and Bella Vista Circle** to keep the lot clean and mowed according to the City of Texarkana, Texas Code Enforcement standards.

We feel the current conditions on this property pose a significant health, sanitation, safety and fire hazard to the residents and employees of the Bella Vista Senior Living Community.

SIGNED:

NAME PRINTED	SIGNATURE	ADDRESS	DATE SIGNED
Phyllis McGee	Phyllis McGee	46 Bella Vista Circle	05/30/2021
LESLEY SANDLIN	Lesley Sandlin	48 Bella Vista Circle	05/30/2021
Helen Jackson	Helen S Jackson		
JOSEPH MCCRIGHT	Joseph McCright	40 Bella Vista CR.	5/30/2021
Bettye S. McCright	Bettye S McCright	40 Bella Vista CR	5/30/2021
Robert Krayl	Robert Krayl	44 Bella Vesta	05/31/21
Dennis Hedrick	Dennis Hedrick	" " "	"
Sue Whetstone	Sue Whetstone	84 " "	5/31/21
DO Hedrick	DOROTHY Hedrick	110 Bella Vista	5-31-2021
JEAN FINLEY	Jean Finley	86 Bella Vista Circle	5-31-21
Vivian Avery	Vivian Avery	98 Bella Vista Cir	6-1-21

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Texarkana, Texas, and that all information contained in it will be subject to Texas Government Code Chapter 552- "Public Information Act."

Attachment: Bella Vista Petition 061421 (2515 : Bella Vista Citizen Petition)

RECEIVED
JUN 14 2021
BY:

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SIGNED:

NAME PRINTED	SIGNATURE	ADDRESS	DATE SIGNED
~~Phyllis McGee~~	~~Phyllis McGee~~	~~46 Bella Vista Circle~~	~~05/30/2021~~
~~Lesley Sandlin~~	~~Lesley Sandlin~~	~~48 Bella Vista Circle~~	~~05/30/2021~~
Bob Avery	Bob Avery	98 Bella Vista Cir	6-1-21
Betty Weeks	Betty Weeks	82 Bella Vista Cir	6-1-21
C.B. Cordray	CB Cordray	#54 Bella Vista cir.	6-1-21
Gayla Coley	Gayla Coley	#60 Bella Vista	6-1-21
John Dobbins	John Dobbins	# 62 Bella Vista	6-1-21
JEAN WILLIAMS	Jean Williams	#88 Bella Vista	6-1-21
CAROLYN HANSON	Carolyn Hanson	#90 Bella Vista	6-1-21
Peggy Goodwin	P Goodwin	113 Church St Maud TX 75567	6-2-21
Wanda Kirkendall	Wanda Kirkendall	725 MacArthur Ave Wake Village Tx 75501	6-2-21

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JUN 14 2021
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~~LESLEY SANDLIN~~	~~Lesley Sandlin~~	~~48 Bella Vista Circle~~	~~05/30/2021~~
Mr + Mrs Pritchett	Mr & Mrs Billie Pritchett	24 Bella Vista Cir	6/14/2021
Etta Watson	Etta Watson	26 Bella Vista Cir	6/14/2021
Don Brown	Don Brown	114 Bella Vista Cir	6/14/2021
[illegible]	[illegible]	106 Bella Vista Cir	6/14/2021
SHEILA Y JOHNS	[illegible]	102 Bella Vista Cir	6/14/2021
PEGGY LOVELACE	[illegible]	100 Bella Vista Cir	6/14/2021
marilou Cox	[illegible]	96 Bella Vista Circle	6/14/2021
M. Barbara Panozzo	[illegible]	46 Bella Vista Circle	6/14/2021
Sarah McMichael	[illegible]	[illegible]	6/14/2021

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We feel the current conditions on this property pose a **significant health, sanitation, safety and fire hazard** to the residents and employees of the Bella Vista Senior Living Community.

SIGNED:

NAME PRINTED	SIGNATURE	ADDRESS	DATE SIGNED
Brock, Dorothy A.		22 Bella Vista Circle	10 Jun '21
Smith, WARREN	Warren Smith	12 Bella Vista Cir	10 Jun 21
Jordan Tibbs		20 Bella Vista Circle	13 Jun 21
Bailey, Laronda	Laronda Bailey	18 Bella Vista Circle	13 June 21
Tabitha Brock		14 Bella Vista Circle	13, June 21
Joe Campbell	Joe Campbell	108 Bella Vista Cir	14 June 21
Deb Campbell	Deb Campbell	108 Bella Vista	14 June 21
Konetta Saum	KONETA SAUM	52 BELLA VISTA	14 JUN 2021
JALINAM			

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Texarkana, Texas and that all information contained in it will be subject to Texas Government Code Chapter 552 - Public Information Act."

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SIGNED:

NAME PRINTED	SIGNATURE	ADDRESS	DATE SIGNED
~~Phyllis McGee~~	~~Phyllis McGee~~	~~46 Bella Vista Circle~~	~~05/30/2021~~
~~LESLEY SANDLIN~~	~~Lesley Sandlin~~	~~48 Bella Vista Circle~~	~~05/30/2021~~
Erin Prine	Erin Prine	6570 Buchanan Loop Road	06-2-2021
Andrea Sanders		2214 Handley st.	06-2-2021
Harold W. Walls	Harold Walls	50 Bella Vista Cir.	06-2-2021
GLYNN FREEMAN	Glynn Freeman	58 B.V. CIRCLE	6-7-2021
Faye N. Clayton	Faye N. Clayton	92 B.V.C.	6.2.2021
Charquevya Kirkendall	Charquevya Kirkendall	Employee	6-3-2021
Angela Parker	Angela Parker	Employee	6-9-2021
Edna Saltmarsh		94 Bella Vista Cir	6-14-2021
Veva Foster	Veva Foster	72 Bella Vista Cir	6-14-2021

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Texarkana, Texas, and that all information contained in it will be subject to Texas Government Code Chapter 552- "Public Information Act."

City of Texarkana, Texas

Version: A

Briefing Sheet

Update Date: 7/6/2021 4:00 PM

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary

Subject: Order of Election for the City's November 2, 2021, General Election for the purpose of electing a Mayor, a Council Member for Ward One (1) and a Council Member for Ward Two (2).

Attachments

a. Order of Election (AW1-2) je 8.5X10REV070921 (PDF)
b. Order of Election (AW1-2)je 8.5X10REV070921) Signed (PDF)

AW1-2
Prescribed by Secretary of State
Sections 3.004, 3.006, 4.008, 85.004,
85.007 Texas Election Code 9/2009

ORDER OF ELECTION

An election is hereby ordered to be held in the City of Texarkana, Texas, at the respective voting places determined and set by Bowie County, Texas, on the **2nd day of November, 2021**, for the purpose of electing a Mayor, Councilmember for Ward One (1) and a Councilmember for Ward Two (2) of the City of Texarkana, Texas.

Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember of Ward One and Ward Two, respectively, shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.

Early voting by personal appearance will be conducted as follows: each weekday between the hours of 8:00 a.m. to 5:00 p.m. beginning on **October 18, 2021**, and ending on **October 29, 2021**, with the exception of Thursday, October 21st and October 28th, as early voting will be conducted between the hours of 7:00 a.m. and 7:00 p.m., at Bowie County Courthouse, 710 James Bowie Drive, New Boston, Texas, Southwest Center, 3222 West 7th Street, Texarkana, Texas, and Walnut Church of Christ, 2720 Moores Lane, Texarkana, Texas; or as otherwise determined and set by Bowie County, Texas.

Applications for ballot by mail shall be mailed, faxed, or emailed to:

Bowie County Elections Administrator
Pat McCoy
710 James Bowie Drive
New Boston, TX 75570
Fax: (903) 628.6811
Email: dmoreland@txkusa.org

The deadline for receipt of applications for mail ballot shall be at 5:00 p.m. on **October 22, 2021,** in the Bowie County Elections Office in accordance with Section 84.007 of the Texas Election Code.

This ORDER approved by the City Council of the City of Texarkana, Texas, during its regular meeting held on the 12th day of July, 2021.

Jennifer Evans, TRMC, City Secretary

Bob Bruggeman, Mayor

Attachment: Order of Election (AW1-2) je 8.5X10REV070921 (2488 : November 2nd, 2021 Election Order)

AW1-2
Prescribed by Secretary of State
Sections 3.004, 3.006, 4.008, 85.004,
85.007 Texas Election Code 9/2009

ORDER OF ELECTION

An election is hereby ordered to be held in the City of Texarkana, Texas, at the respective voting places determined and set by Bowie County, Texas, on the **2nd day of November, 2021**, for the purpose of electing a Mayor, Councilmember for Ward One (1) and a Councilmember for Ward Two (2) of the City of Texarkana, Texas.

Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember of Ward One and Ward Two, respectively, shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.

Early voting by personal appearance will be conducted as follows: each weekday between the hours of 8:00 a.m. to 5:00 p.m. beginning on **October 18, 2021**, and ending on **October 29, 2021**, with the exception of Thursday, October 21st and October 28th, as early voting will be conducted between the hours of 7:00 a.m. and 7:00 p.m., at Bowie County Courthouse, 710 James Bowie Drive, New Boston, Texas, Southwest Center, 3222 West 7th Street, Texarkana, Texas, and Walnut Church of Christ, 2720 Moores Lane, Texarkana, Texas; or as otherwise determined and set by Bowie County, Texas.

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This ORDER approved by the City Council of the City of Texarkana, Texas, during its regular meeting held on the 12th day of July, 2021.

Jennifer Evans, TRMC, City Secretary

6:20p.m.

Bob Bruggeman, Mayor

Attachment: Order of Election (AW1-2)je 8.5X10REV070921) Signed (2488 : November 2nd, 2021 Election Order)

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 7/7/2021 1:49 PM

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary

Subject: Ordinance No. 2021-046 amending Chapter 7, Section 7-3, Subdivision 1, of the Code of Ordinances, to establish Goree Academic Learning Center, located at 3201 Lincoln Avenue, as the single polling location for City Election Precinct 1 (Ward 1).

Briefing: 7/12/2021 **Public Hearing:** **Council Vote:** 7/12/2021

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Section 43.001 of the Texas Election Code states each election precinct established for an election shall be served by a single polling place located within the boundary of the precinct.

Section 7-3 of the Code of Ordinances provides, for Election Precinct 1 (Ward 1), a polling location that had been but is no longer being used as a public elementary school.

In the general election held on November 3, 2020, Bowie County utilized as a polling location within Ward 1: GOREE Academic Learning Center, 3201 Lincoln Avenue.

By this ordinance, the City Council wishes to amend Section 7-3 of the Code of Ordinances and designate GOREE Academic Learning Center as the new single polling location for City Election Precinct 1 (Ward 1), to align with Bowie County, for use in City-ordered elections.

Potential Options:

- To align this polling location use with Bowie County.
- To not align this polling location use with Bowie County.

Fiscal Implications:

None

Staff Recommendation:

Staff recommends approval of this ordinance.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. 2021-046 ORD New W1 polling location (DOCX)
b. 2021-046 Goals & Perspective (DOCX)

Staff Coordination

City Manager	Jennifer Evans	Department Head Review	Completed	07/07/2021 1:49 PM
City Manager	David Orr	City Manager Review	Completed	07/09/2021 3:43 PM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

PUBLISH

ORDINANCE NO. 2021-046

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING CHAPTER 7, SECTION 7-3, SUBDIVISION 1, OF THE CODE OF ORDINANCES TO ESTABLISH GOREE ACADEMIC LEARNING CENTER, LOCATED AT 3201 LINCOLN AVENUE, AS THE SINGLE POLLING LOCATION FOR CITY ELECTION PRECINCT 1 (WARD 1); PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION OF PUBLIC NOTICE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Section 43.001 of the Texas Election Code states each election precinct established for an election shall be served by a single polling place located within the boundary of the precinct; and

WHEREAS, Ordinance No. 2015-001 enacted revisions to Chapter 7 of the Code of Ordinances of the City of Texarkana, Texas, to designate and establish each of the six city wards as an election precinct, and to designate a single polling place for each election precinct that will be used for City-ordered elections; and

WHEREAS, Section 7-3 of the Code of Ordinances provides, for Election Precinct 1 (Ward 1), a polling location that had been but is no longer being used as a public elementary school; and

WHEREAS, in the general election held on November 3, 2020, Bowie County utilized as a polling location within Ward 1: GOREE Academic Learning Center, 3201 Lincoln Avenue; and

WHEREAS, by this ordinance, the City Council intends to amend Section 7-3 of the Code of Ordinances to designate a new, single polling location for City Election Precinct 1 (Ward 1), to align with Bowie County, for use in City-ordered elections.

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

SECTION 1: Chapter 7, Section 7-3, subdivision 1, of the Code of Ordinances of the City of Texarkana, Texas, is amended in its entirety to read as follows:

1. The polling place for Election Precinct 1 (Ward 1) shall be

   GOREE Academic Learning Center located at 3201 Lincoln Avenue.

SECTION 2: The City Secretary be and is hereby directed to publish the caption of this Ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

SECTION 3: 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.

Attachment: 2021-046 ORD New W1 polling location (2497 : 2021-046 ORD Naming new W1 Polling Location)

PUBLISH

SECTION 5: This Ordinance shall be in full force and effect ten (10) days after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **12th day of July, 2021**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

Attachment: 2021-046 ORD New W1 polling location (2497 : 2021-046 ORD Naming new W1 Polling Location)

City of Texarkana, Texas 2021-046

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:

Attachment: 2021-046 Goals & Perspective (2497 : 2021-046 ORD Naming new W1 Polling Location)

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/17/2021 8:52 AM

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary

Subject: Resolution No. 2021-052 confirming the Interim City Manager's appointment of Ms. Suzy Heath to the Civil Service Commission for an unexpired term that expires September 30, 2023.

Briefing: 7/12/2021 **Public Hearing:** **Council Vote:** 7/12/2021

Item Schedule

Updates/History of Briefing:

(Insert Date Here):
(Insert Text Here) or Select, Delete this and all text with parentheses and say "NOT APPLICABLE"

Executive Summary and Background Information:

Potential Options:

- List or "None"
-

Fiscal Implications:
(Insert Text Here)

Staff Recommendation:
(Insert Text Here)

Advisory Board/Committee Review:
(Advisory Board/Committee Name OR say "NONE")

Board/Committee Recommendation:
(Insert Date Here):
(Insert Text Here or say "NOT APPLICABLE")

Advisory Board/Committee Meeting Date and Minutes:
(Insert Minutes Here) or Select, Delete this and all text in this area and say "NOT APPLICABLE"

Attachments

a. 2021-052 RES Civil Svc Comm appt HEATH (DOCX)
b. 2021-052 Goals & Perspective (DOCX)

c. 2021-052 RES CSC appt HEATH signed (PDF)

Staff Coordination

City Manager	Jennifer Evans 06/17/2021 8:52 AM	Department Head Review	Completed	
City Manager	David Orr	City Manager Review	Completed	06/17/2021 9:04 AM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

RESOLUTION NO. 2021-052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, CONFIRMING THE APPOINTMENT OF MRS. SUZY HEATH TO THE CITY OF TEXARKANA, TEXAS CIVIL SERVICE COMMISSION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Texas Local Government Code Section 143.006 provides that the Fire Fighters' and Police Officers' Civil Service Commission (hereinafter "Commission") shall consist of three members appointed by the municipality's chief executive and confirmed by the governing body of the municipality; and

WHEREAS, Commission members serve staggered three-year terms with the term of one member expiring each year; and

WHEREAS, if a vacancy occurs or if an appointee fails to qualify within ten days after the date of appointment, the chief executive shall appoint a person to serve for the remainder of the unexpired term in the same manner as the original appointment; and

WHEREAS, due to a vacancy occurring for a Commission member's three-year term which began October 1, 2020, and expires September 30, 2023, Interim City Manager David Orr has appointed Mrs. Suzy Heath to complete said term.

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

SECTION 1: The City Council hereby confirms the Interim City Manager's appointment of Mrs. Suzy Heath to the Civil Service Commission for an unexpired term that expires September 30, 2023.

SECTION 2: This Resolution shall be effective immediately upon passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **12th day of July, 2021**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2021-052 RES Civil Svc Comm appt HEATH (2502 : 2021-052 Appt to Civil Svc Commission for unexpired term)

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:

Attachment: 2021-052 Goals & Perspective (2502 : 2021-052 Appt to Civil Svc Commission for unexpired term)

RESOLUTION NO. 2021-052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, CONFIRMING THE APPOINTMENT OF MRS. SUZY HEATH TO THE CITY OF TEXARKANA, TEXAS CIVIL SERVICE COMMISSION; AND ESTABLISHING AN EFFECTIVE DATE.

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SECTION 2: This Resolution shall be effective immediately upon passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **12th day of July, 2021**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:20 p.m.

Attachment: 2021-052 RES CSC appt HEATH signed (2502 : 2021-052 Appt to Civil Svc Commission for unexpired term)

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 7/7/2021 11:07 AM

Lead Department: Water Utilities **Action Officer:** Pam White,

Subject: Resolution No. 2021-057 authorizing the Interim City Manager to execute a contract with NewGen Strategies & Solutions of Richardson, Texas, in an amount not to exceed $125,138, of which the Texarkana, Texas, portion will be in an amount not to exceed $79,012, with budgeted funds, to perform a water and sewer rate study.

Briefing: 7/12/2021 **Public Hearing:** **Council Vote:** 7/12/2021

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Consider resolution authorizing the City Manager to enter into a contract with NewGen Strategies & Solutions to perform a water and sewer rate study in an amount not to exceed $125,138 with the Texas portion of the project not to exceed $79,012. Proposals were received Friday, June 18, 2021 for the Texarkana Water Utilities Water and Sewer Rate Study. The last rate study performed for the Utility was in 2001. Since that time services offered by the Utility have expanded, the service area has grown, facilities have aged, and the costs of goods and services have increased. NewGen Strategies & Solutions received excellent recommendations from the references from the Cities of Paris and Tyler, Texas, and Riverbend Water Resources District.

Potential Options:

- None
-

Fiscal Implications:

Funds were placed in the current budget to perform a water and sewer rate study. Funds are available in the Texas Infrastructure Fund.

Staff Recommendation:

The Utility staff recommends approval.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. 2021-057 RES Water and Sewer Rate Study (DOCX)
b. 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (PDF)
c. 2021-057 Goals and Perspective (DOCX)
d. 2021-057 RES Water and Sewer Rate Study signed (PDF)

Staff Coordination

Water Utilities	JD Phillips	Department Head Review	Completed	07/01/2021 8:32 AM
Water Utilities	Tricia Briggs	Review	Completed	07/01/2021 10:27 AM
City Manager	David Orr	City Manager Review	Completed	07/01/2021 11:32 AM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

RESOLUTION NO. 2021-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A CONTRACT WITH NEWGEN STRATEGIES & SOLUTIONS OF RICHARDSON, TEXAS, TO PERFORM A WATER AND SEWER RATE STUDY IN AN AMOUNT NOT TO EXCEED $125,138, OF WHICH THE TEXARKANA, TEXAS, PORTION WILL BE AN AMOUNT NOT TO EXCEED $79,012; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the last rate study for the Texarkana Water Utilities was performed in 2001; and

WHEREAS, since 2001, services offered by the Texarkana Water Utilities have expanded, the service area has grown in size, plant facilities have aged, and the cost of goods and services have increased; and

WHEREAS, Texarkana Water Utilities issued a request for proposals to perform a water and sewer rate study; and

WHEREAS, NewGen Strategies & Solutions of Richardson, Texas, responded to the request for proposals with a proposal meeting the scope of the request for proposals; and

WHEREAS, funds are currently budgeted in the Texarkana Water Utilities 2020-2021 Budget in the Texas Infrastructure Fund in the amount of $75,000 and additional funds are available in the Texas Infrastructure Fund in the amount of $4,012 for a total of $79,012.

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

SECTION 1: That a proposal for a water and sewer rate study was submitted by a responsible vendor, NewGen Strategies & Solutions of Richardson, Texas, a copy of which is attached hereto as **ATTH01**, be and is hereby approved in an amount not to exceed $125,138, with the Texarkana, Texas portion being $79,012.

SECTION 2: That the Interim City Manager be and is authorized to contract with NewGen Strategies & Solutions of Richardson, Texas, for the above-described services.

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 **12th day of July, 2021**.

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: 2021-057 RES Water and Sewer Rate Study (2507 : 2021-057 RES to perform a water and sewer rate study)

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PROPOSAL | June 18, 2021

Texarkana Water Utilities

CONSULTANT FOR WATER AND SEWER RATE STUDY

TEXARKANA WATER UTILITIES









PREPARED BY:

NewGen Strategies & Solutions

GARVER

ECONOMICS STRATEGY STAKEHOLDERS SUSTAINABILITY www.newgenstrategies.net

Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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NewGen Strategies & Solutions

275 W Campbell Road
Suite 440
Richardson, TX 75080
Phone: (972) 680-2000
Fax: (972) 680-2007

June 18, 2021

Texarkana Water Utilities
Attn: Mr. J.D. Phillips, Executive Director
801 Wood Street
Texarkana, TX 75501

Subject: Request for Proposal – Consultant for Water and Sewer Rate Study

Dear Mr. Phillips:

Texarkana Water Utilities' (TWU) water and sewer utilities operate in a complex and ever-evolving landscape to provide public services that are affordable, reliable, and sustainable. At the same time, the pace of change in the utility market is accelerating, directly impacting your ability to provide quality service to your customers. Navigating the challenges of balancing long-term infrastructure investment, maintaining customer satisfaction and affordability of rates and charges, and the sheer amount of data available to drive decision making is overwhelming. How do you optimize data analysis to identify and inform the best strategic approach to deliver the right programs, address stakeholder demands, and ensure public trust?

Understanding your community, your organization, and your data are the three essential elements to developing actionable strategies to maximize your future services. NewGen Strategies and Solutions, LLC (NewGen) believes that strategy dictates everything. Our approach works across your data, markets, and communities to provide an integrated view designed to make long-term decisions with confidence. We leverage innovative modeling technology and market expertise in water and wastewater to solve your most complicated issues. Through proactive collaboration, we upgrade or design strategies to ensure they are responsive, transparent, and reliable while paving the way for successful buy-in across all your stakeholders.

We are pleased to submit to you our proposal to perform a Water and Sewer Rate Study for TWU. While the enclosure to this letter sets forth our project approach, experience, qualifications, schedule, and proposed pricing, there are a few key points we would like to stress:

- ***Operational Insights*** – NewGen makes data operational, resulting in actionable decisions with defensible results. We harness existing and untapped data to optimize operations, develop demand management or water conservation strategies, estimate the impacts of capital investments, and identify the rational nexus underlying rate structure decisions. NewGen has helped our clients recover costs, improve service delivery, and respond to changing market conditions.
- ***Stakeholder Communication*** – NewGen simplifies complex concepts by combining visual tools and our training expertise to ensure that our clients gain a deep understanding of how the issues and underlying data drive our recommendations and scenarios. This directly impacts the evaluation of the scenarios we present, streamlines decision making, and successfully obtains buy-in from elected officials, advisory committees, regulatory bodies, utility senior management, and utility customers.

Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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Mr. J.D. Phillips
June 18, 2021

- ***Expert Credentials*** – NewGen professionals have served as expert witnesses in over 200 regulatory and civil proceedings and employs four of the less than twenty Accredited Senior Appraisers (ASA) certified by the American Society of Appraisers with a public utilities designation in the United States. Every project at NewGen integrates nationally recognized experts and their insights into our analysis and deliverables, which have been pressure tested through the regulatory and civil process to deliver results with confidence.

  To ensure TWU the highest level of service associated with this engagement, NewGen is pleased to partner with Garver to provide engineering expertise and support to the Project Team. The Garver team will provide capital improvement project estimates and planning and will support the functionalization and classification of revenue requirements as part of developing the Cost of Service analysis.

- ***Demonstrated Performance*** – The issues being faced by TWU are similar to those being faced by NewGen's clients throughout the country. NewGen's project team members have successfully completed similar projects to TWU's requested services and understand the key issues and challenges facing TWU. We have included several references in our proposal and strongly encourage TWU to contact them to learn more about our firm and specific project team members.

This proposal shall remain valid for a period of 120 days from the submittal date of June 18, 2021. We look forward to working with you on this important and interesting study and appreciate TWU's consideration of our proposal. Please feel free to contact me at (972) 232-2234 or by e-mail at cekrut@newgenstrategies.net should you have questions or if additional information is needed.

Sincerely,

NewGen Strategies and Solutions, LLC

DocuSigned by:
Chris D. Ekrut
FB62F346CFA8440...

Chris D. Ekrut
Chief Financial Officer

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Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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UNDERSTANDING THE PROJECT

Texarkana Water Utilities (TWU) is a unique provider of water and wastewater service, serving not only a variety of customer types, but customers which span two separate states. This places TWU in a unique position where it is managing a variety of competing interests, goals, and objectives. NewGen understands that associated with this proposed Study, TWU desires to achieve water and wastewater rate structures for its retail and wholesale customers which will provide and support a revenue stream sufficient to support ongoing operations, continued capital investment (including the ability to meet target debt coverage ratios and bond covenant requirements), reduction in overall debt load and financial leverage of the utility, and the ability for each utility to be self-sustaining and financially sound. At the same time, the selected consultant must become familiar with and honor the contractual agreements entered into by TWU and its wholesale customers and design rates with an eye toward maintaining equity between customer classes and an overall affordable level of service.

Balancing these competing objectives will require the consultant to develop a deep understanding of TWU both financially and operationally. It will be imperative for the Project Team to develop a working knowledge of the various customers and communities served by TWU, the contractual agreements supporting these relationships, and the variety of systems and water sources operated and maintained by TWU and how these resources are utilized in service to customers.

NewGen has structured a proposed scope of services below which will assist our Project Team in meeting TWU's goals and objectives. At the outset of the study, we will work with TWU to obtain the data necessary to perform a comprehensive review of the utility's financial performance under currently established rate structures. The utility's cost of providing different levels of service will be developed, and the cost of providing service at a customer class level will be compared with current revenue generation. After developing the customer class cost of service, rates will be developed recognizing TWU's defined pricing goals and objectives, as well as the utility's active contractual agreements and other provisions of law which may apply. The financial and rate analysis will be prepared with a five (5) year outlook, allowing the Project Team to assess the impact of funding alternatives and to develop scenarios vital to support critical decision-making.

On completion of the Study, the Project Team will develop an administrative record of the project which details the analysis performed, the methodologies utilized, and the assumptions employed. The administrative record will detail the recommendations of the Project Team and provide necessary rationale and support to decision-makers to support recommended changes to existing rates as well as differentials that may exist between customer groups (e.g., inside versus outside City service). The Project Team will also present the results of the Study to TWU's Board of Directors and the appropriate governing bodies.

Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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PROPOSED WORK PLAN

NewGen's General Approach to Cost of Service / Rate Studies

When undertaking a cost of service or rate study for a municipal water or sewer utility, it is important that participants in the study have a shared vision of the objectives and characteristics that must be reflected in the study. Collaboration between the client's key stakeholders and our Project Team is important to develop policy guidelines that reflect the needs and desires of TWU. Our approach to reviewing and evaluating municipal water and sewer rates is governed by the view that rates must satisfy seven criteria:

Equity requires that rates and charges result in no undue discrimination among customers or customer classes. Although equity is normally related to the cost of service, it should be realized that customer acceptance will center on preconceived notions of equity and fairness.

Efficiency refers to the ability of the rate schedule to encourage wise use of the resources devoted to the services that the utility provides. Efficiency considerations require that:

- Rates should reflect the cost of providing service.
- Rates should be similar for customers or customer classes served under similar conditions.
- Customers should be able to understand the rate schedules so that they can make rational decisions regarding their purchase of additional service.

Revenue Adequacy is the most fundamental of all considerations. Revenue Adequacy recognizes that it is necessary that rates produce revenues sufficient to operate the system even if there are changes in demand for service.

Affordability means that the recommended rates must result in bills that are realistically within the ability of customers to pay.

Sustainability means that the objective of the rate methodology is to keep rates low over time, not to merely keep them low for the short-term by omitting or deferring needed expenses such as maintenance and funding of necessary cash reserves.

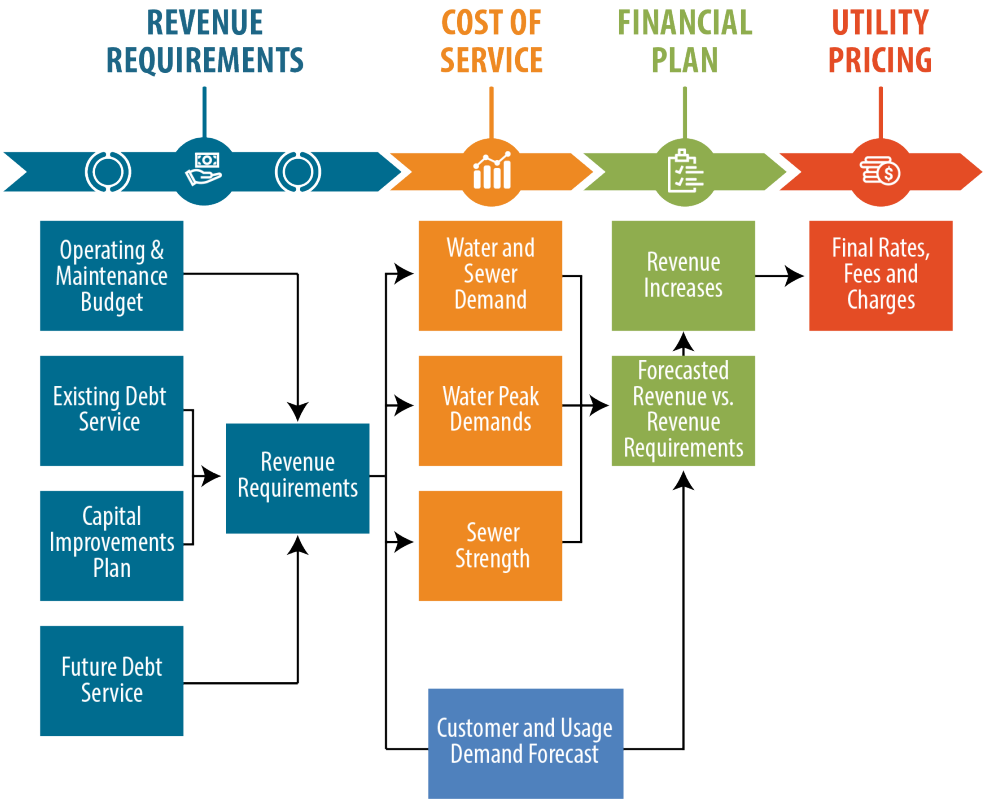
Administrative Simplicity recognizes that limits must be placed on the complexity of the rate schedules to keep them easy to administer and understandable to the public.

Legal and Regulatory Compliance is a prime consideration because rate structures must incorporate applicable local, state, and federal statutes, as well and any interjurisdictional agreements.

The application of these criteria should recognize that a rate schedule is a form of public policy statement, setting forth those values that the utility considers important. Rate structures must be tailored to community perceptions, realities, and values. While each utility's budgeting, financial reporting, and flow of funds is unique, a generalized schematic illustrating our approach to a cost of service/rate study is shown in the following graphic.

Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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Our standard approach to completing a water and sewer rate study is predicated on a four-step process which includes:

Revenue Requirements – Development of the full cost of providing service including those costs that may not be identified such as the need for repair and replacement (deferred maintenance).

Cost of Service – Allocation of functionalized revenue requirements to customer classes or types of customers based on the cost of providing service.

Financial Plan – Development of a financial plan to fund system revenue requirements taking into account customer and usage demand forecasts.

Utility Pricing – Review of the current and alternative rate designs based on revenue needs and rate design pricing objectives with specific rate projections.

NewGen will customize this general approach to achieve the goals of TWU's study. NewGen has worked through this process with hundreds of utilities across the country. The detailed tasks below will accomplish the required RFP tasks in conformance with all applicable Federal, State, and TWU rules, regulations, ordinances, and law.

Task 1: Project Initiation and Project Management

1.1 Preliminary Data Request

After Notice to Proceed is received for the Study, the Project Team will provide TWU with a preliminary data request that encompasses data needs for completing the Study. The data request will itemize information needed for understanding the financial and operating characteristics and cost drivers of the water and wastewater utilities. The preliminary data request will be provided within five (5) days of contract execution, and an initial telephone conference will be conducted with TWU staff to review and clarify the data request and to answer any questions which may arise.

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1.2 Kickoff Meeting

After receiving the initially requested data, the Project Team will work with TWU to schedule an on-site kickoff meeting. The primary reason for the kickoff meeting is to allow the key Project Team consultants and participants from TWU to be introduced and lay the general framework for how the study will be conducted, as well as to chart the critical path towards successfully achieving the projects goals and objectives. This meeting will also allow for the finalization of the proposed work approach, as well as discussion and clarification of the information previously analyzed.

In addition, the project kickoff meeting will allow for the Project Team to gain a better understanding of the goals and objectives, as well as expectations, TWU desires to achieve from the study. As part of the kickoff meeting, the Project Team members will also discuss:

- Political and customer views/opinions of current rates and departmental service/operations;
- Capital/operational demand changes anticipated over the study's forecasted period;
- Initial rate design pricing objectives; and
- Initial strategies for implementing/communicating possible rate changes.

We expect the kickoff meeting to last approximately two to three hours. NewGen will provide copies of the agenda and any handouts.

1.3 Contract and Customer Matrices

The complexity of TWU's operations and customer base will require the Project Team to develop a deep understanding of the utility and its operations. To facilitate this, after receiving the initially requested data, the Project Team will develop necessary matrices to identify the following:

- The variety of customer classes served by TWU and the level of service provided (e.g., raw water, treated water, etc.);
- Key contractual elements that must be recognized in the development of appropriate rates; and
- The variety of water sources and treatment facilities that service TWU's customers and how the defined customer classes utilize these facilities.

Upon development, these matrices will be reviewed with TWU staff to ensure the Project Team's understanding of the services provided and the customers served by TWU. By developing and solidifying this understanding early in the engagement, our Project Team will ensure that it is developing appropriate rates reflective of the service provided to a specific customer while recognizing key contractual commitments.

1.4 Cost of Service 101 and Rate Design Objectives Workshop (Optional Service)

The Project Team understands that the development of water and wastewater rates and the application of cost-of-service principles can be a complicated and somewhat confusing matter for stakeholders that do not routinely engage in this type of analysis. As an optional service, and if requested by TWU, the Project Team can utilize its extensive experience in training and instruction on cost-of-service concepts to conduct a "101" workshop with key stakeholders and decision-makers. The purpose of this workshop would be to introduce participants to the core concepts of cost-of-service ratemaking including the key methodologies that will be employed in the Study and the fundamental principles that drive these methodologies. As part of this workshop, the Project Team can introduce participants to the key pricing attributes which should be considered when developing rates and charges. This can include further discussion and facilitation of discussion to determine the pricing objectives which will guide the Project Team's analysis and resulting rates produced over the course of the engagement.

Note that as an optional service, Task 1.4 has been excluded from the base price proposal and instead provided as an additional service.

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1.5 Initial Data and Information Assessment

Once TWU has submitted the initially requested data, the data will be reviewed for further discussion and clarification with TWU staff. Throughout the course of the project, data received by the Project Team will be sampled and tested for accuracy. The sampling and testing of data is imperative in regard to the billing data used to set rates. It is essential that the billing data be as accurate as possible in the development of proper cost allocations and reliable revenue projections. The Project Team will work closely with TWU's billing staff and software provider to extract the appropriate billing data. In addition, as necessary, the Project Team will conduct informal interviews with TWU staff during our review of the historical data to ensure that the Project Team understands the information provided. From this data review and assessment, the Project Team will also work to gain a comprehensive understanding of the utilities operating environment, including identification of key financial, regulatory, operational, and political issues to be addressed. As needed, follow-up one-on-one interviews may be conducted with TWU staff to ensure the Project Team has a full and complete understanding of the utility prior to proceeding with the cost of service analysis.

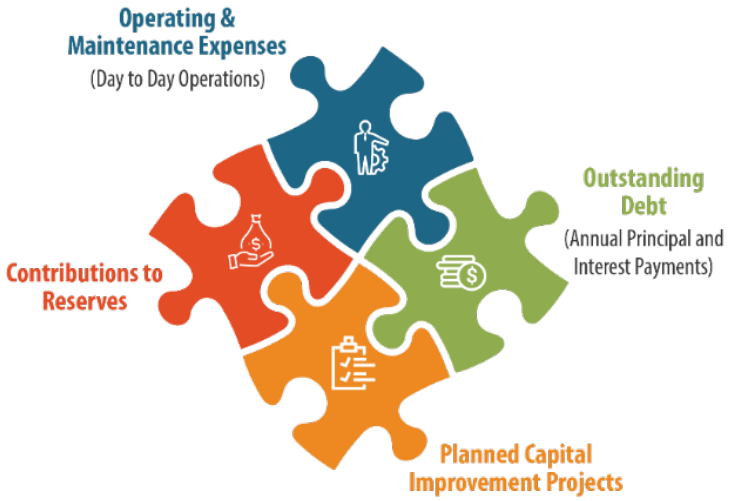
1.6 Ongoing Project Management

To ensure the client's overall goals and objectives, proper management and control of the project is critical. NewGen understands the importance of proper project management and has assembled a team well versed in the proper control and coordination needed to successfully execute this engagement. Throughout the course of the Project, the Project Manager and Assistant Project Manager will maintain consistent, constant, and open communication with key TWU stakeholders. We are also committed to maintaining the most appropriate and ample staffing to ensure the Project is delivered on time, on-budget, and results in actionable recommendations.

Task 2: Revenue Requirements

2.1 Development of Revenue Requirements

One of the primary tasks for the study is to identify the cost of providing water and sewer service to TWU's wholesale and retail customers, contracted customer systems, and other acquired systems. Our approach includes a detailed review of each of the costs incurred by TWU to ensure a true cost of service is developed. The cost analysis can be broken down into four main categories of costs: operating and maintenance costs, capital improvements, existing debt service, and any contributions to reserves. The following section of our proposal describes our approach to reviewing and identifying each of these costs. The total amount of cash required on an annual basis for all purposes and from all sources is called the "Revenue Requirements."



The completion of this task will provide a comprehensive five-year forecast of revenue requirements for TWU water and sewer systems with the ability to change assumptions (capital financing, economic assumptions, etc.) and immediately see the impact on revenue requirements.

Review Operating and Maintenance Costs

Using TWU's current operating budget as a starting point, we will review the adequacy of budgeted operating and maintenance (O&M) costs. To the extent that costs are directly identified to specific functions of the water and

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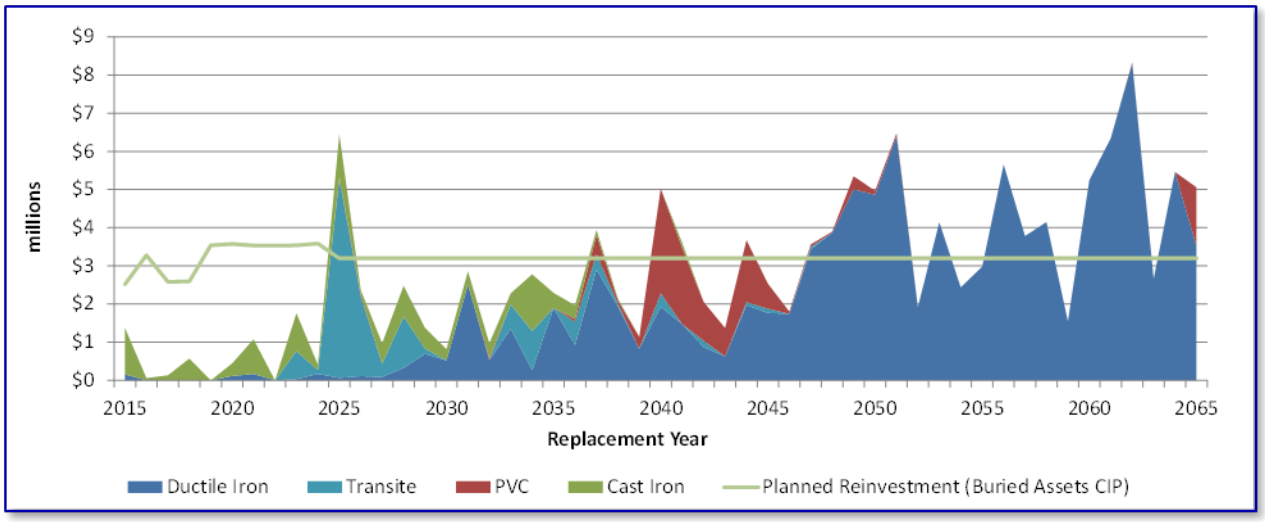
sewer systems, they will be so documented. Any indirect support from other TWU funds will be reviewed for appropriateness and sourced. O&M expenses will be forecasted based on estimated annual inflation rates at the budgetary account line-item level. The forecast of operating expenditures will be based on:

- Review of historical operating expenditure increases by individual budget account line item,
- Any additional information that would increase the accuracy of the estimates (e.g., staffing increases/decreases, etc.), and
- Identifying and assessing the impact of the current capital improvement program on operating expenditures.

Review Capital Improvement Plans

We will review TWU's most recently adopted capital improvement plans for the water and sewer systems to gain a better understanding of TWU's forward looking capital plans. Further, based on available assets records, this review will be accompanied by an analysis of the age, useful life, and replacement cost associated with TWU's water and sewer infrastructure to identify if the planned investments result in realistic replacement schedules. A sample output of a buried asset analysis is shown below as Exhibit 1.

Exhibit 1. Age and Replacement Analysis – Buried Infrastructure



Evaluate Potential Capital Financing Sources

NewGen will examine the types and levels of various funding sources available to pay for the capital and operating costs of the utility systems, and the impacts of various approaches will be quantified. While it is presumed that all operating and maintenance costs will be funded via user rates, there are various approaches to funding capital expenses. Typically, a utility might use a mix of financing sources including grants, General Obligation or Revenue Bonds, or State Revolving Fund (SRF) Loans. Based on the proposed funding each capital project within TWU's capital plan, NewGen will incorporate those impacts into revenue requirements.

Analyze Current and Projected Debt Service

NewGen will document the annual principal and interest payments for existing debt service related to the utility systems. Those projects or categories of projects contained in the CIP and which are anticipated to be debt-funded will be identified, and projections of debt service will be developed. TWU's practices on types of debt (general obligation bonds, revenue bonds, SRF loans, frequency of borrowing, etc.) will be determined, as will typical debt structure (e.g., payment term, level principal payments vs. level debt service) and assumed interest rate.

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Evaluate the Adequacy of Reserves

The wise use and management of financial reserves provides many advantages to a utility, such as rate stabilization and "smooth" rate increases, as well as enhanced credit ratings and resulting interest savings. NewGen will review the adequacy of TWU's current reserves based on TWU policy and our industry expertise. The analysis will include development of recommended target balances for TWU's water and sewer reserves.

Develop Revenue Requirements

The sum of the O&M costs, annualized capital costs (debt service plus cash purchases of capital assets), and any contributions to reserves constitutes the revenue requirement – the amount of money that must be raised from all sources over a given year. This amount becomes significant when sensitivity analyses are performed to evaluate miscellaneous revenues, since any shortfall in miscellaneous revenues must be offset by either drawing down reserves or increasing user rates. The gross revenue requirement less miscellaneous revenues results in the net revenue requirement to be collected from customers.

As part of the complete development of revenue requirements, the Project Team will forecast revenue requirements over a five (5) year period, and incorporate key assumptions including, but not limited to: population changes, inflation rates, increase in contractual obligations, contractor costs, anticipated new or augmented programs and staffing levels, and capital improvements. All assumptions will be clearly defined and discussed with TWU staff prior to finalized the revenue requirements projection.

2.2 Task 2 Technical Memorandum

At the completion of subtask 2.1, the Project Team will develop a draft technical memorandum outlining the work performed in Task 2. This will include an overview of the developed revenue requirements inclusive of the Project Team's assumptions and planning methodology. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 3: Service Unit Development and Analysis

At a foundational level, rates are simply a fraction, with revenue requirements serving as the numerator and the units of service (e.g., number of customers or accounts, consumption, billed flow, etc.) representing the denominator. If the denominator of the rate calculation is inaccurate, the rates resulting from the analysis may be insufficient. As such, an accurate determination of service units and a projection of customers and usage is critical to a proper rate analysis. The following tasks will be utilized in Task 3 to ensure the integrity of the rates developed from this study.

3.1 Analyze Detailed Usage / Peak Demands

A key step in a study of this type is to gain an understanding of the make-up of the customers served by the systems and how and when they use water (and generate sewage) throughout the year. This is necessary for determining appropriate cost allocations, to develop demand projections, to evaluate the appropriateness of the current rate structures, and to evaluate potential alternative rate structures. To facilitate this review, NewGen will request several years of detailed consumption at the customer account level. The customer and customer usage data will be statistically analyzed to identify usage patterns, including seasonal usage and customer class peaking. Demand ratios (max week, max day, max hour, etc.) will be identified and considered in this analysis, as will peak demands related to any large customers or customer classes.

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3.2 Demand Forecast

The demand forecast will be based on historical usage patterns, including the interval analysis conducted in Task 3.2, water facilities plans, and discussions with TWU as to projected water demand. We will compare projected customer growth with TWU's comprehensive plans to confirm consistency with such plans. If there are deviations from TWU's general plans, we will document the basis for and reasonableness of such deviations.

As part of developing the demand projections, it may be necessary to incorporate the estimated impact of elasticity of demand within the revenue projections. Elasticity of demand is the economic concept that recognizes the relationship between the quantity demanded of a good and a change in the price of that good. Failure to recognize this relationship, particularly with regard to water sales, can result in an inaccurate estimate of revenue on a going forward basis. The Project Team will presume industry standard, long-term elasticity standards within its calculations where necessary.

The demand projections will be developed for a five-year period, by customer class. One of the key variables that must be developed is the rate of growth in the utility, including the numbers and types of new customers to be added year-by-year as well as increases (or decreases) in water usage over time by existing customers. Where possible, sensitivity analyses will be conducted to produce a potential range of service units and forecasted demand, with specific emphasis on the impact of weather and fluctuations in larger accounts.

3.3 Realizable Revenue Under Current Rates

After determining and forecasting service units, the Project Team will calculate the water and wastewater revenue streams anticipated to be generated under current rates. The results of this analysis will be compared to actual and budgeted revenue performance to determine the overall accuracy and appropriateness of the forward-looking projections. This process will also serve as a "check" on the billing data provided to ensure the integrity of developed rates and recommendations.

3.4 Task 3 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 3. This will include an overview of the projected service units inclusive of the Project Team's assumptions and planning methodology. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 4: Cost of Service Analysis

Cost based rates require appropriate cost allocation methodologies to group costs by their function and to allocate them to the customer class responsible for each functionalized cost. The following outlines the anticipated tasks to develop TWU's requested cost of service analysis.

It should be noted that cost of service is simply one data point that should be considered within the pricing of services to customers. It is a snapshot based on costs and demand conditions at the time and is heavily influenced by the chosen methodology and selected assumptions. Cost of service must be viewed in its appropriate context and appropriate weight given to the results as compared with other goals and objectives, particularly with regard to customer rate shock and gradualism of rate impacts. While the Project Team is well versed in cost-of-service methodologies, we also recognize the importance of overall customer affordability and will work with TWU to balance the cost of service results with TWU's other pricing goals.

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4.1 Functionalization of Revenue Requirements

Functionalization is the process of grouping costs based on the function, or type, of service provided. For example, water utility costs can be functionalized into supply, treatment, transmission, and distribution. Discussions will be held with TWU staff to understand the types of services provided by TWU, and what system information is available from TWU, to determine the appropriate functional cost categories to be used in the cost-of-service determinations. The final selection of the functional cost categories will be discussed with TWU staff.

4.2 Classification of Revenue Requirements

After the development of the functionalized costs, costs will be classified into the components of utility service that is provided. For the water utility, it is proposed that costs be classified using the AWWA recommended Base-Extra Capacity method, where costs are classified as base, extra capacity, and customer related so as to recognize the impact peak demand has on the cost-of-service provision. For the wastewater utility, it is proposed that costs be classified using the Water Environmental Federation (WEF) recognized flow, BOD, TSS, and customer parameters. Please note that the appropriate classification of wastewater costs may be influenced by TWU's wastewater permits and current industrial strength wastewater program.

It should be noted that these are the Project Team's proposed classification methods. Discussions will be held with TWU staff to determine the appropriate classification methods to utilize in recognition of TWU's goals and objectives and available system and billing data.

4.3 Allocation of Revenue Requirements

One of the most important considerations in the setting of fair and equitable rates for utility service is the establishment of the appropriate grouping of customers (i.e., customer classes for cost distribution after costs are classified). Generally, a customer class should only include those customers who: (a) are in a similar location in relation to the utility; (b) use the same or similar service from the utility; and (c) receive similar service from the utility and place similar demands upon the utility. The Project Team will analyze the usage patterns of the presently defined customer classes in the above context and evaluate whether a new classification of customers should be recommended.

Costs within each utility will be allocated to the selected customer classes based on each customer class' level of service provided by TWU. It is vital that the factors that form the basis of costs incurred by TWU to provide continuous and adequate service to its customers be appropriately identified.

This identification requires a thorough understanding of the influencing conditions controlling the design and/or actual operation of a system. These conditions include normal and peak weather conditions as well as average and peak service demands. Members of the Project Team are versed in appropriately identifying these costs and are recognized experts before the State's rate regulatory agencies. The factors for the allocation of costs to the customer classes will be dependent on the billing and system information available from TWU. The final selection of customer classes and allocation methodologies will be discussed with TWU, and allocations will be performed based on the service unit analysis conducted in Task 3.

4.4 Task 4 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 4. This will include an overview of the developed cost of service analysis inclusive of the Project Team's assumptions and planning methodology, outlining the over/under recovery by class. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

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Task 5: Rate Development and Benchmarking

5.1 Evaluation of Current Rate Design

Based on the pricing goals and objectives that are outlined during the course of the Study, the Project Team will perform an evaluation of the current rate structure's ability to achieve these goals and objectives. We will also develop a listing of strengths and weaknesses of the current rate structure, as well as potential structural changes which may better achieve these goals and objectives.

On completion of the evaluation, the Project Team will prepare a memorandum of our analysis and provide to TWU staff for review. Upon review, the Project Team will meet with TWU staff to develop a formal rate and fee design plan which will be used to guide our completion of Task 3. In developing the rate and fee design plan, the Project Team will also discuss with the key stakeholders any limitations and/or guidelines when incorporating the cost of services results developed in earlier tasks into the alternative rate design. For example, if it is not politically feasible to move immediately to cost of service based rates for a particular class of customers, we will seek to set bounds on the overall changes seen by a customer class and/or identified group of customers.

5.2 Development of Alternative Rate Design

Based on the rate and fee design plan developed in Task 5.1, the Project Team will develop alternative rate designs for TWU's consideration. Please note that the proposed pricing included herein anticipates up to two (2) alternative water rate designs and up to two (2) alternative wastewater rate designs. Additional rate designs requested to be analyzed and/or developed will be provided at a to be negotiated price.

5.3 Determination of Realizable Revenue with Alternative Rate Structures

The Project Team will analyze and compare the revenues forecasted to be generated under alternative rate structures to the forecasted cost of service to determine the adequacy of the alternative rate structures to meet TWU's financial goals, including bond coverage requirements and operating and capital reserves. Finally, the monthly impact on customer bills under the alternative rate structures will also be examined along with the impact to TWU's revenue stability.

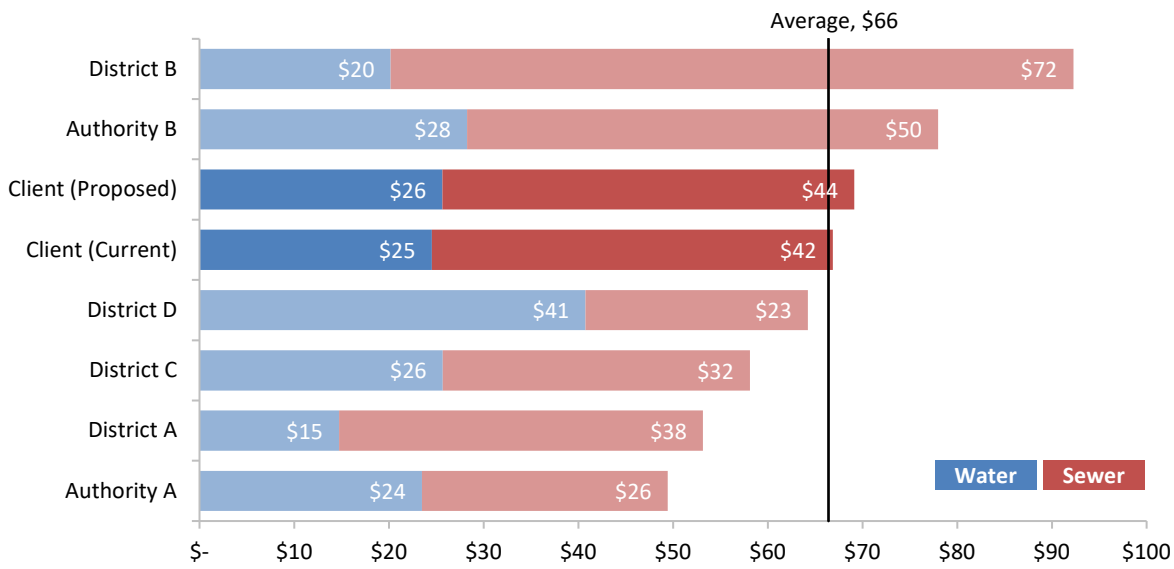
5.4 Rate Comparison Review

NewGen's study will include data and graphics to facilitate comparison of TWU's current and proposed bills for a median residential customer compared to the bills of median residential customers of surrounding utilities of similar size as shown in Exhibit 2.

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Exhibit 2. Example Water and Sewer Bill Comparison



5.5 Task 5 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 5. This will include an overview of the calculated alternative rates inclusive of the Project Team's assumptions and planning methodology, including the estimated customer impact. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 6: Administrative Record of Project

6.1 Written Report

A clear administrative record, or report, of a Water and Wastewater Rate Study has become a key element in supporting and defending the rate action of a municipality. For example, a city in California saw its rates challenged by customers and ultimately overturned. One element of the judicial ruling against the city's rates was the fact that the rates adopted were not based on a written report – referred to in the judgement as an Administrative Record. While a city may enjoy original rate jurisdiction and not be subject to judicial appeal, a clearly written, comprehensive administrative record of a project is highly recommended to support rate action taken by TWU.

To fully obtain customer buy-in and ensure compliance with legal precedent, a clear record of the assumptions and methodologies employed as part of the analysis must be developed, along with a record of the key decision points and outcomes which occurred throughout the conduct of the analysis. To ensure the proper development of an appropriate administrative record, the Project Team will develop a final report for the project which will include each of the overview reports and presentations developed from the prior tasks. The final draft report will include an Executive Summary, as well as the inclusion of all necessary tables, charts, and worksheets needed to fully understand and comprehend the study.

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6.2 Public Presentation of Results

As requested by Staff, the Project Team will develop appropriate public presentation materials and present the cost-of-service methodology, findings, and recommendations to the Board of Directors, City Council, and others. As part of these presentation materials, the Project Team will also develop necessary materials to facilitate public communication and understanding of how rates were determined. NewGen is well versed in customer and community engagement and will endeavor to ensure that all materials produced are written in easy to understand terms so that it is "public-friendly."

Optional Services

Optional Service 1: Review Miscellaneous Fees

Miscellaneous fees (those other than the minimum and usage rates) are charged to customers for individual services that are provided and unrelated to the general utility operations. The fees can be based on the actual cost of providing the specific service but may also be structured to deviate from cost of service principles to recognize affordability concerns or to encourage or discourage customer behavior. As part of this optional service, the Project Team will perform a cost of service analysis and provide recommendations for each type of fee identified by TWU.

The cost of service analysis will include the determination of the current cost incurred by TWU (materials, equipment, direct labor, overhead) in providing each of the services. These costs will be projected over the study period based on historical cost trends and industry indices. We will develop recommendations for modifications to the current ancillary fees over the study period based on the cost of service analysis. If applicable, the recommended fees will be benchmarked against comparable water and sewer utilities to provide perspective on the fees.

The historical volume of transactions related to each fee type will be documented. Based on historical transactions and discussion with TWU staff, a projection of the volume of future transactions will be developed. The anticipated revenues from ancillary fees will be developed based on the transaction forecast and the recommended fees. The ancillary fees forecast will be documented in the financial model in a manner that will allow TWU to easily evaluate the fees going forward to ensure that they continue to reflect the cost of service.

Optional Service 2: Review TWU's Utility Deposit Policies/Charges and Include Rationale for Any Proposed Changes

Utility deposits are an important tool for utility management. Deposits can provide critical, up-front cash flow for a utility as new customers are brought online and they can be utilized to ensure a utility is fully compensated after service is discontinued. As part of this optional service, the Project Team will work with TWU staff to identify the various elements that can drive appropriate decision-making when setting deposit levels. These elements can include, but not be limited to, the overall affordability of service connection and the historical bad debt amounts incurred by customers on disconnect.

In addition to developing the information above, the Project Team will also compare and benchmark TWU's deposit levels and practices to similar communities to assess the overall appropriateness of these charges and practices.

After developing appropriate information, the Project Team will provide recommendations for changes to TWU's customer deposit levels and overall customer deposit policies and the reasons for the proposed changes.

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Optional Service 3: Provide General Discussion on Current Policies and Trends Related to Payment Options, Connects, Disconnects, etc.

NewGen employs experts around the country and operates in a variety of jurisdictions which allows us to stay abreast of industry standards and policy trends. Utilizing our broad expertise, NewGen will provide advice and assistance to TWU as it examines changes to its policies and procedures related to customer connections, disconnections, and other customer management practices. In addition, NewGen will benchmark the utility's practices with other comparable providers to provide further insight and guidance on potential changes to better align TWU with the industry. The Project Team will also prepare technical memoranda discussing the work performed, the benchmarking results, and the basis for any recommendations that may arise. To the extent needed, our Project Team will also assist TWU staff in presenting and discussing these changes with TWU's governing bodies.

Optional Service 4: Provide a Model for Use in Future Rate Adjustment Calculations

NewGen will develop an easy-to-use dynamic and interactive financial model using Microsoft Excel® software. The model will produce a series of interactive schedules, each of which will address a principal topic (O&M costs, debt service, demand/usage, cost of service, etc.). Built into the model will be a series of summary-level graphics that will be used as stand-alone charts (e.g., average bill by year, total outstanding debt by year, cash balance by year, projected rate increases by year, etc.). The graphics are fed by the data contained in the model and are produced with no additional effort on the part of the user.

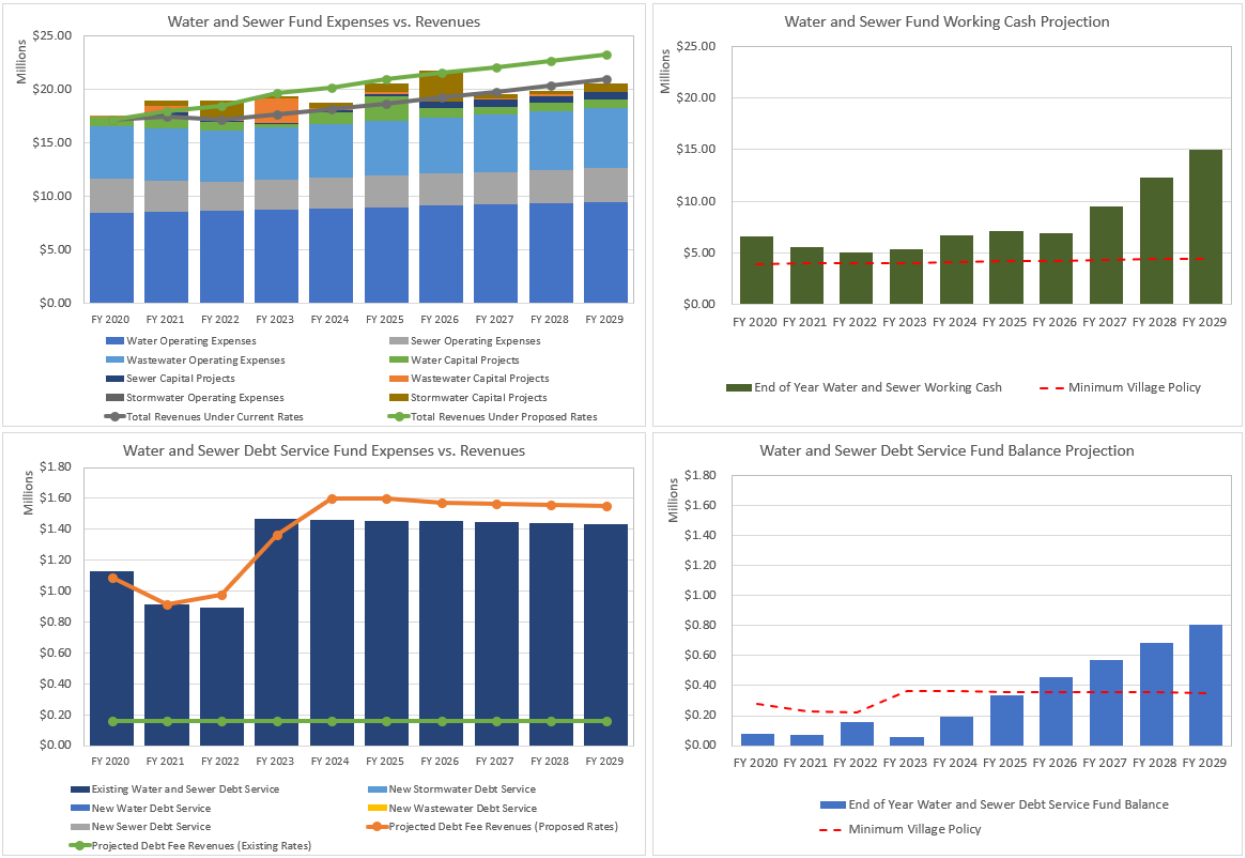
NewGen prides itself in developing user-friendly models which are specific to, and reflect the unique operational characteristics of, each client. While our Project Team utilizes standard best practices in developing rate models, each model we develop is unique and does not reflect a "canned" or "off-the-shelf" product. Given the unique nature of each of our clients, we believe it is important that the product produced as part of a rate study also be unique and reflective of our client's overall goals and objectives.

NewGen does not charge any form of licensing fee or royalty for continued use of the model. The model consists of a series of schedules, all linked to facilitate updating and to minimize input errors. The front end of the model will incorporate an interactive dashboard that provides instant feedback on rates, revenues and performance indicators based on assumptions entered by the user. A sample water and sewer rate model dashboard chart array is shown below in Exhibit 3.

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Exhibit 3. Sample Model Dashboard Charts – Village of Addison, IL



The charts above dynamically update as assumptions for inflation, customer growth, capital project financing, and rate adjustments are made. Any key performance indicators that TWU prioritizes will be included on the model dashboard (e.g., median residential customer bill, debt service coverage, reserve balances, etc.).

Within the model itself, the user guide will be built-in so as to ensure that a user has immediate and constant access to instructions on the model's function. The model developed will allow staff to run "what-if" scenarios including, but not limited to, changes in operating, capital, and wholesale costs; customer and volume growth or decline; debt service structure; source costs; inflation; capital project financing; and funding sources. The model will allow the user to assess the impact various scenarios will have on an existing typical monthly bill for each class of customer. The model will also generate financial statistics such as debt coverage ratios and average dollar and percentage change for each customer class.

To ensure the model is fully useable by staff, the Project Team will conduct a hands-on training session with key model stakeholders when the model is delivered and will discuss every worksheet within the model and fully demonstrate its functionality.

Optional Service 5: Provide a Basic Manpower Evaluation of the Water Distribution Division Only

In determining the appropriate staffing level for any organization, it is critical to define the desired service level to be achieved from the department or division. To undertake the basic manpower evaluation of the Water Distribution Division, Project Team members will first meet with key stakeholders of TWU to define the desired service level, both in light of the desires of the utility as well as reflecting necessary regulatory requirements.

Once the service level is defined, members of NewGen and Garver will conduct a one-day, on-site review of the Division and its processes and procedures. This will include discussions with the management and leadership of

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the Division. Based on the management, engineering, and operational expertise of our Project Team members, we will seek to identify areas where the existing efficiency and effectiveness of current staffing levels could be improved, prior to further staff augmentation. However, if it is determined that additional manpower is needed, the Project Team will quantify the desired additional number of FTEs, the reasons supporting these changes, and the financial impact of both the increase in direct and indirect cost.

On completion of our analysis, the Project Team will prepare a letter report detailing our review, our recommendations, and a discussion supporting the rationale underlying the final recommendations. If requested, the Project Team will also present these findings to the governing bodies of TWU.

Optional Service 6: Present to City Council, Board of Directors, and/or Committees and Staff Various Rates and Methodologies for the Rate Alteration

NewGen's Project Team welcomes the opportunity to interface with the City Council(s), Board of Directors, and other Committees and key stakeholders on issues impacting TWU. As noted in our workplan above, we understand that the development of rates and the application of cost-of-service principles can be a complicated and somewhat confusing matter for stakeholders that do not routinely engage in this type of analysis. NewGen looks forward to using its extensive skills in public engagement, as well as providing industry training and instruction, to assist in discussing, deliberating, and obtaining buy-in from key stakeholders of TWU on selected rates and methodologies for rate alteration.

As part of delivering this optional service, the Project Team anticipates undertaking the following tasks, specific to each meeting or concept to be discussed:

- Develop a technical white paper or briefing memorandum on the issue to be addressed;
- Work with TWU staff to finalize briefing materials, ensuring we have addressed known questions or areas of concern for key stakeholders; and
- Participate in meetings as necessary with key TWU stakeholders to present the briefing material and answer questions or address issues as needed.

Proposed Project Schedule

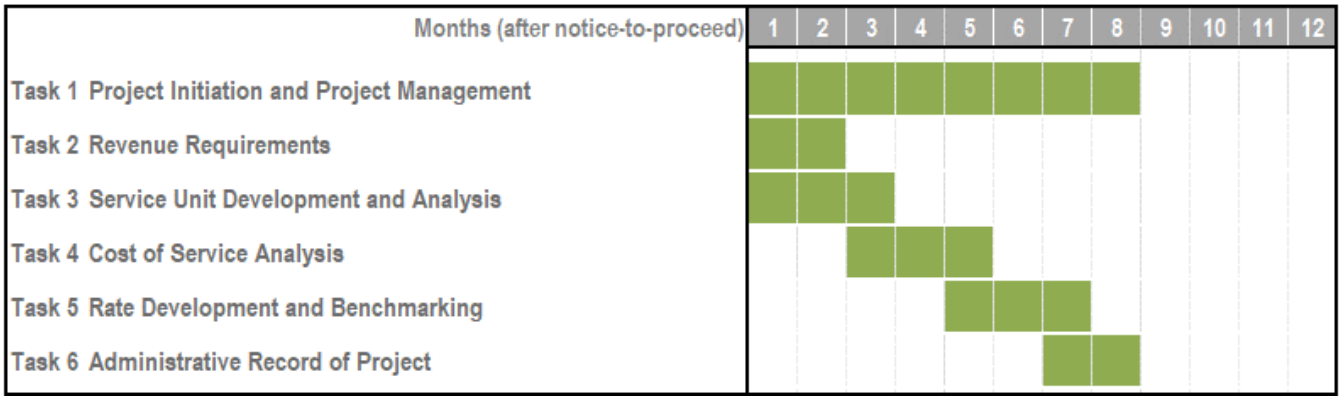
NewGen anticipates being able to complete the requested Study within an eight-month time frame, assuming the timely receipt of all necessary information required to complete the Study. This ensures sufficient additional timing to enable the Project Team to meet TWU's timeline, while allowing for potential project float that may occur related to the coordination and scheduling of meetings with TWU staff and other key stakeholders. A timeline broken down by task is provided below.

Deliverables outlined in our scope above are anticipated to be provided in the final model of the task indicated below, but may vary depending on the goals, objectives, and needs of TWU. The anticipated schedule and proposed deliverables will be discussed with TWU staff at the kickoff meeting to determine a schedule which aligns with the utility's expectations.

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Texarkana Water Utility
Consultant for Water and Sewer Rate Study
Proposed Project Schedule



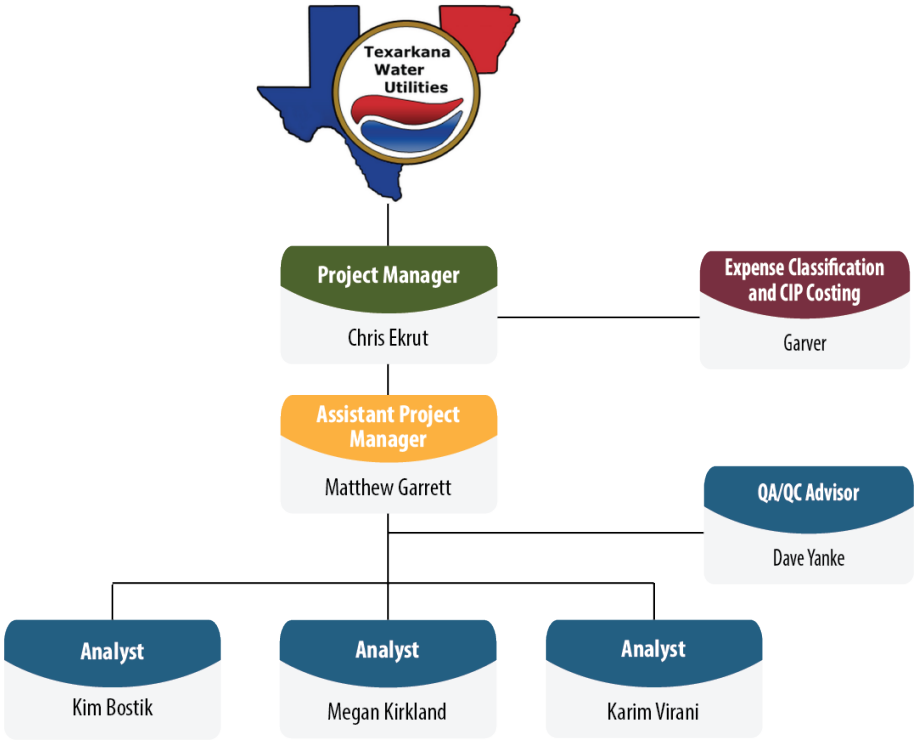
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PROPOSED PROJECT TEAM

NewGen evaluates the needs of each project and responds by assembling a Project Team of knowledgeable professionals who are uniquely qualified to provide the services needed. This Project Team assembled for this engagement includes widely recognized experts in water and wastewater cost of service and rate-making that possess a unique knowledge of regulatory requirements and industry trends as well as best practices to develop water and wastewater rates which balance the goals and objectives of TWU and its customers.

The proposed Project Team organizational chart indicates the lines of communication and responsibility for this Study, followed by brief biographical sketches of proposed Project Team members. Resumes for key personnel are provided in Appendix A.



NewGen Team Members

Chris Ekrut, Chief Financial Officer

PROJECT ROLE: Project Manager | **LOCATION:** Dallas, TX | **PHONE:** (972) 232-2234 | **EMAIL:** cekrut@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 14%



Mr. Chris Ekrut, MPA, Chief Financial Officer for NewGen, will serve as Project Manager for this engagement. Mr. Ekrut has been providing consulting services since 2004, with the majority of projects centered in the water and wastewater industry around user/impact fees. Chris has filed expert witness testimony with regard to cost of service and rate design, as well as provided litigation support before rate regulatory agencies. He has conducted a number of wholesale and retail water and wastewater rate studies, developed water and wastewater rate models, storm water fee models, and assisted in the negotiation and/or litigation involving a number of wholesale water contracts. Chris also specializes in the development of Utility Business Plans and has been called on by the Texas Section of the American Water Works Association to speak on the importance of business planning for municipal and governmentally owned utilities. Chris also serves as an instructor for the national "Fundamentals of Water Cost of Service and Rate Design" class sponsored by EUCI and as a Faculty Member for the National Association of Regulatory Commissioner's (NARUC) National Rate School.

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Matthew Garrett, Managing Director – Water and Wastewater Practice

PROJECT ROLE: Assistant Project Manager | **LOCATION:** Dallas, TX | **PHONE:** (972) 675-7699 | **EMAIL:** mgarrett@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 20%



Mr. Matthew Garrett, MBA, CGFO, CPM, Managing Director of NewGen's Water and Wastewater Practice, will serve as Assistant Project Manager for this engagement. In this role, Mr. Garrett will serve as a check on the performance of NewGen's designated Project Managers, ensuring that the City's goals and objectives are met and that the Project Team remains responsive to the City's needs. Mr. Garrett joined NewGen in October 2013. Prior to joining NewGen, he served as the Finance Director for Prosper, Texas for over five years. In that capacity, Matthew oversaw not only the Budget and Accounting functions, but also managed Human Resources, Utility Billing, and outsourced Information Technology contracts.

During his time at NewGen, Matthew has provided a variety of client services including, but not limited to, wholesale and retail cost of service and rate design studies, general fund user fee studies, impact fee credit calculations, strategic utility services planning, economic feasibility studies, valuations, transportation fee design, utility billing system audits, process mapping of operations, stormwater fee models, franchise fee audits, CCN valuations, and litigation support.

Dave Yanke, President

PROJECT ROLE: QA/QC Advisor | **LOCATION:** Austin, TX | **PHONE:** (512) 649-1254 | **EMAIL:** dyanke@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 2%



Mr. Dave Yanke, CEO and President of NewGen, will serve in a Quality Assurance / Quality Control capacity for this engagement, ensuring that the Project Team's methodologies align with industry best practices. He has over 25 years of experience assisting water, wastewater, and solid waste utilities. During his career, he has conducted numerous cost of service and rate design studies, valuation studies, life cycle cost analyses, operations reviews, and municipalization analyses for municipal water and wastewater utilities.

His expertise lies in the ability to convey complex information in a straightforward manner so clients and stakeholders (e.g., senior management, elected officials, citizens, etc.) understand the issues and drivers for change.

Kim Bostik, Senior Consultant

PROJECT ROLE: Analyst | **LOCATION:** Tyler, TX | **PHONE:** (972) 590-8945 | **EMAIL:** kbostik@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 14%



Kim Bostik is a Senior Consultant with NewGen who has provided water and wastewater rate consulting services since 2007. During her consulting career, Kim has provided a variety of services to water and wastewater utilities including, but not limited to, wholesale and retail cost-of-service and rate design studies, impact fee design, economic feasibility, advanced metering procurement, CCN valuations, and litigation support.

Megan Kirkland, Consultant

PROJECT ROLE: Analyst | **LOCATION:** Houston, TX | **PHONE:** (972) 432-6218 | **EMAIL:** mkirkland@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 23%



Ms. Megan Kirkland joined NewGen in May 2018 as a Staff Consultant and provides analytical support and assistance with industry and project research, conducts cost of service and rate design studies, and assists in litigation support relative to cost of service and rate design proceedings before regulatory agencies. She graduated from Texas A&M with a Petroleum Engineering degree with a minor in Business Administration.

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Karim Virani, Consultant

PROJECT ROLE: Analyst | **LOCATION:** Dallas, TX | **PHONE:** (469) 646-6173 | **EMAIL:** kvirani@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 9%



Mr. Karim Virani joined NewGen as a consultant in 2019. During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen's Environmental Practice. Mr. Virani obtained a Bachelor of Business Administration in Finance from the University of Texas at Austin. Prior to joining NewGen, Mr. Virani worked as a Pricing and Strategy Analyst for J.C. Penney, Inc.

Garver Team Members

Lance Klement, P.E.

PROJECT PERCENTAGE (Labor Hours): 4%



Lance has spent over 15 years working on water and wastewater projects and identifying solutions to growing communities' treatment concerns. Lance has also reviewed operational constraints and conducted studies to improve facility operations. Additionally, his rate study experience has included work for multiple municipalities, providing the engineering support needed to determine the best course forward in rate adjustments. Lance has also developed outlines for achieving master plan goals and identifying future scenarios that could present project concerns. He knows how to apply advanced design solutions to address system deficiencies and existing levels of service. His funding experience has included prioritization and phasing of identified projects to match funding goals, rate studies analysis for existing programs and future implementation, and CIP development for levels of service and efficiency analysis. Lance has assisted clients with regulations and requirements to receive funding for programs and application of funds.

Michelle Lacks, P.E.

PROJECT PERCENTAGE (Labor Hours): 8%



Michelle has six years of experience specializing in wastewater distribution and treatment system planning and design. She is an expert in modeling and master planning in support of both capital improvements plan development, rate study analysis, and impact fee evaluations.

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PRIOR WORK EXPERIENCE/QUALIFICATIONS

Requested Firm Information

- Legal name: NewGen Strategies and Solutions, LLC
- Name of owner(s): NewGen's owners are named in the "List of Principals" in the "Firm History" section below
- Address and telephone number of corporate office:
  225 Union Boulevard, Suite 305
  Denver, CO 80228
  (720) 633-9514
- All listed Principals are authorized to sign on behalf of NewGen
- NewGen was established in 2012
- NewGen's predecessor firms are detailed in the "Firm History" section below
- Project principals contact information:

Chris Ekrut
Project Manager
(972) 232-2234
cekrut@newgenstrategies.net

Matthew Garrett
Assistant Project Manager
(972) 675-7699
mgarrett@newgenstrategies.net

- Professional liability insurance carrier information:
  TriMountain Corp
  John Davidson, VP Sales and Operations
  (720) 708-4155
  john@trimountaincorp.com
- NewGen is not currently involved in litigation based on its work
- NewGen has never been terminated from an assignment for non-performance
- Current and project firm workload:
  - NewGen estimates that the firm is currently operating at 63% capacity
  - The current backlog of assignments for the firm is approximately 7.8 months; the current backlog for the Environmental Practice is approximately 6.5 months
  - NewGen estimates that during the time period indicated in the RFP, the firm will be operating at 60–65% capacity

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Firm History

NewGen Strategies and Solutions, LLC (NewGen) is a management and financial consulting firm specializing in providing assistance and advice to the public sector and its utilities. NewGen provides nationally recognized expertise in utility cost of service and rate design studies, depreciation studies, appraisals, organizational and performance management studies, litigation support for legal and regulatory proceedings, utility business and financial planning, and stakeholder engagement for water, wastewater, stormwater, solid waste, electric, and natural gas utilities.

YEAR INCORPORATED: 2012

NUMBER OF EMPLOYEES: 52

OFFICE LOCATIONS:

Amarillo, TX	Lapeer, MI
Annapolis, MD	Nashville, TN
Austin, TX	Orlando, FL
Dallas, TX	Portland, OR
Denver, CO	Seattle, WA

LIST OF PRINCIPALS:

Max Bernt	Matthew Garrett
Scott Burnham	Edward Donahue
Mike Lane	Joseph Mancinelli
Chris Ekrut	Allison Trulock
Tony Georgis	Dave Yanke
Grant Rabon	

NewGen is a consulting firm that was created by consultants who are dedicated to our client's mission and recognized as experts in our respective fields of service. Our assistance to the public sector is provided with a keen insight to navigate the uncertain market and the growing role of stakeholders, resource availability, cost of providing utility services, and economic conditions. This ensures an integrated approach to delivering our products and services. "Thoughtful Decision Making for Uncertain Times" succinctly describes our capability to provide our clients the solutions and recommendations tempered by our keen insight into the growing role of stakeholders, resource availability (including renewables), environmental concerns, cost of providing utility services, and economic conditions.

NewGen was created by consultants who are dedicated to our client's mission and recognized as experts in our respective fields of service. This experience has been acquired, in part, while members worked at recognized national consulting groups such as Touche Ross & Co. (now *Deloitte Touche*), R.W. Beck, Inc. (now *SAIC and Leidos*), Economists.com (now Willdan), Navigant Consulting, Inc., and CH2M Hill. The firm's experience also includes the regional practices founded by Mr. Jack Stowe, Jr. which were Reed-Stowe & Co., Inc. and Reed Stowe & Yanke, LLC founded by Mr. Jack Stowe, Jr. and Mr. Dave Yanke. Experience was also gained July 1, 2019 when Municipal & Financial Services Group (MFSG) merged with NewGen. Additionally, NewGen professionals come from the nationally recognized engineering firms of CDM Smith, Inc. and HDR, Inc. Individuals from NewGen provide the expertise gained from more than 125 expert witness cases and filings supporting utility customers, regulatory staff, and utilities.



It is NewGen's mission to become a trusted advisor to our clients. Many of NewGen's current employees worked together for many years at R. W. Beck prior to joining NewGen – some for as long as 25 years. Thus, although the firm is relatively new (established in 2012), we have a long, successful work history and a demonstrated ability to complete projects on time and with deliverables that withstand public, stakeholder, and regulatory scrutiny.

Nationally Recognized Rate Expertise and Market Leading Models

NewGen's Project Team includes nationally recognized experts in cost of service (COS) and rate making in the public utility market, along with leading edge developers and data analytics professionals. Combining our nationally recognized rate expertise with this additional expertise in data analytics allows us to create

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comprehensive, innovative, and easy-to-use interactive financial models and tools which are essential in producing a comprehensive analysis and ensuring our recommendations are accurate and defensible.

Recognizing the important of the user-experience, our financial models and methodologies have been refined and enhanced to allow for easy user entry, allocation factor selections, and scenario evaluation. All our models and tools are also tailored specifically to each client we serve and routinely facilitate presentations and demonstrations with Boards, Councils, and Commissions.

The following graphic is an example of a Wastewater Rate and Revenue Requirement model dashboard developed by our team.



Big Data Analytics

Big data analytics has become the staple of innovation as the availability of data has grown exponentially over time. Utilities, in particular, are stewards of a sizable amount of information due to recent technological advances in the industry. Smart metering and other sensors have made operational data easily accessible to utility executives. Many executives see the value in mining this data for insights but are unsure of where to start. Potential value from this data includes cost reduction, reliability, and customer engagement for the utility and its stakeholders.

In recognition of the value that data and the analysis of said data can bring to utility management, NewGen's data analytics experts deploy the latest in advanced analytics strategy and tools to help utilities better understand their data. While every client is different, NewGen employs the following three key steps in applying our data analytics expertise:

- Our team first identifies key objectives or subject areas and develops a tailored analytics approach to build momentum.
- Second, initial data engineering, including cleaning and merging data, identifies areas that need additional attention and provides a basis for more in-depth analysis.
- Finally, the employment of data visualization and modeling provides the utility with a better understanding of the financial and operational impact of their service offerings.

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NewGen analytics experts utilize tools such as PowerPivot, Power Query, R, and others as a part of the initial data engineering process. Once the initial data engineering process is complete, dynamic, user-friendly dashboards, presentations, and reports are created utilizing Microsoft Excel, Power BI, and Sway to provide a tailored solution in a comprehensive, visual manner.

Subconsultant Introduction

Garver was founded in Little Rock, Arkansas in 1919. A regional firm with a passion for providing water and wastewater consulting services, Garver has 15 offices throughout Texas and Arkansas – a testament to their commitment to TWU's region. Garver has assisted multiple municipalities and utilities throughout northeast Texas and southwest Arkansas through a host of water services such as planning and modeling, treatment design, distribution and collection system design, program management, operations assistance, funding assistance, and construction management. Garver works with utilities in the same region as TWU, such as the Riverbend Water Resources District, where they are currently assisting the District achieve Texas Water Development Board funding for a new industrial wastewater treatment plant. Garver is also in the process of conducting program management and funding assistance for the City of Paris, and recently successfully completed funding assistance for the City of Sulphur Springs.

Relevant Experience

The professionals at NewGen have worked hard over the years to attract and maintain a diversified staff of professionals with exceptional skills, dedication, and talent. We have built our reputation by providing clients with solutions that are based on sound principles, economic feasibility, and innovative thinking without losing sight of budget and schedule considerations and constraints. We are proud of the long-standing relationships that we have developed with our clients.

For the majority of our clients, we are routinely engaged to perform multiple studies or provide additional services. This is an indication of our client's satisfaction with our work product, as well as the trust and confidence placed in our capabilities, approaches, recommendations, and solutions.

We have included a small sample of projects along with client contact information in the following section. These projects were completed by various members of the proposed Project Team. We encourage the Town to contact our clients to learn more about the projects and how NewGen helped them accomplish their goals.

Wholesale and Retail Water Rate Study – Riverbend Water Resources District (Texarkana, TX)

NewGen was retained by the Riverbend Water Resources District (Riverbend) to perform a Wholesale Rate Study specific to the long-term transition of wholesale water service s from Texarkana Water Utility to Riverbend, and to assess the impact this will have on the retail rates of its member cities. As part of this effort, NewGen prepared an electronic rate model which can be used by the District to calculate rates and provide retail rate guidance to its members over a fifteen (15) year planning horizon. Also as part of the engagement, the Project Team prepared the estimated regional impact of the estimated $285 million in capital funding and assisted Riverbend in assessing financial feasibility as it seeks to obtain funding from the Texas Water Development Board. Members of NewGen continue to provide on-going support to Riverbend as it moves forward with developing formal contracts amongst its membership and obtaining the necessary funding to commence the planned capital improvements.

Subsequent to the performance of the Wholesale Water Rate Study, Project Team members were engaged to perform a review of Riverbend's retail water rates. Riverbend provides retail water and wastewater service to approximately 70 customers, including large industrial customers and the U.S. Military. As Riverbend transitions into its expanded role as a wholesale service provider, the economics of its business will continue to change. Specifically, the entity will experience unique economies of scale that will result in an overall lower unit cost of

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service and fundamentally shift the operational realities of the organization. Further, given the substantial use and variation in use by the U.S. Military, the organization can be either challenged or receive significant financial benefit in any specific year based on actual customer use. As part of the Study, the Project Team established key thresholds for the District to monitor to determine the overall adequacy of rates. While no initial retail rate adjustments were recommended from the Study, the project did provide the organization with a better capability to assess the need for future rate adjustments along with a critical understanding of the financial issues it will face as it continues its long-term operational transition.

Water and Wastewater Financial and Rate Consulting Services – City of Paris, TX

Members of NewGen have provided financial and rate consulting services to the City of Paris' water and wastewater utilities since 1988. Services rendered include the annual conduct of water and wastewater cost of service and rate design studies for the City's retail customers and its contract customers. Members of NewGen have assisted the City on numerous occasions in the development and negotiations of water supply contracts with its contract water customers that consume more than half of the City's total raw and treated water. NewGen recently completed the FY 2021 Wholesale and Retail Water and Wastewater Rate Study for the City and will present these results to the City Council in June of this year.

Water and Wastewater Rate Consulting Services, City of Tyler, TX

The City of Tyler (Tyler) retained the services of members of NewGen to conduct a retail water and wastewater cost of service and rate design study in 1997. The Project Team reviewed rate design scenarios that differed from the City's declining block rate structure. A five-year rate forecast was developed to incorporate the construction of a new water treatment plant and water transmission line totaling in excess of $50 million.

In January 2000, members of the Project Team were retained by Tyler to conduct a wholesale water cost of service study that would forecast wholesale water rates for a five-year period, utilizing both the cash and utility basis methodologies. Members of NewGen were again retained in 2002 to review the rate filing of wastewater rates proposed by an investor owned utility to customers recently annexed into the City. Based on expert witness testimony provided by Mr. Jack Stowe, Tyler received a favorable ruling before the TCEQ.

NewGen members were retained in February 2004 by Tyler to update the 1997 water and wastewater retail cost of service and rate design study and the 2000 wholesale water cost of service and rate design study. As part of the retail rate study, Tyler requested Team members to examine the rate, revenue, and demand impacts of moving from a declining rate block structure to a uniform rate block structure or an inclining rate block structure.

In 2013, NewGen assisted Tyler in its efforts to condemn an investor-owned wastewater utility located within the city limits. In addition, NewGen also recently assisted Tyler in a review of a rate filing application for an investor-owned water utility located within the city limits.

Additionally, in 2012, 2013, and 2014, the Project Team again assisted the City in reviewing its retail water and wastewater rates to ensure sufficiency over the next five (5) years to cash-fund capital projects. This effort also included further evaluation of the movement of the City's rate design to an inclining block rate structure and the potential impact this will have on the City's revenue stream.

In FY 2016, NewGen was once again retained to conduct a full Water and Wastewater Cost of Service and Rate Design Study. The City had to implement an extensive capital improvement plan in order to comply with the Environmental Protection Agency requirements in addition to the required ongoing capital maintenance of the City's existing water and sewer infrastructure. The Project Team had to balance the financial demands of the system with customer affordability to ensure recovery of the cost of service while maintaining use rates at reasonable levels.

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Water, Wastewater, and Solid Waste Cost of Service and Rate Study – City of Nacogdoches, TX

In December 2014, NewGen was retained to conduct a comprehensive water, wastewater, and solid waste cost of service and rate design study for the City of Nacogdoches, Texas (City) that would forecast rates for five years and ensure the generation of sufficient revenues to fully recover the operating and capital costs associated with managing these three utilities. This study included the development of a comprehensive capital improvement plan for the water, wastewater and solid waste utilities and was included as a component of the revenue requirement for the three utilities, with the projects being funded via a combination of cash capital outlays and surrogate bond issues.

Key issues included reviewing the current inclining volumetric block rate structure for water, as well as whether the base extra-capacity cost allocation methodology should be used to allocate costs between the water customer classes, and ultimately used as a basis for the design of water rates. Wastewater issues addressed as part of this study included the simplification of a wastewater rate structure that had over one dozen different volumetric wastewater rates for different classes of business customers (e.g., bakeries, restaurants, dry cleaners).

The solid waste cost of service study evaluated the City's refuse operations, recycling drop-off services, and landfill processes. NewGen recommended an increase in residential and commercial user fees to ensure the financial stability of the utility, as it was under-recovering costs. Additionally, NewGen recommended the following operational and administrative improvements:

- Move towards a standardized method of charging Landfill gate rate customers by the ton, as opposed to the current practice of charging on a cubic yard basis;
- Monitor roll-off pulls; and
- Conduct an audit for residential and commercial services to verify the accuracy of the accounts being collected versus billed.

Wholesale Water Cost of Service and Rate Services – City of Kilgore, TX

Members of NewGen's Project Team have been retained by the City of Kilgore, Texas (City) to conduct a wholesale water rate study. The City currently provides wholesale water service to two rural water entities, as well as emergency stand-by service to a single Investor-Owned Utility. While contracts have been in place between the entities, the provisions have been rarely enforced, and the level of service being provided currently is not commensurate with rates that were previously developed and are currently being charged.

As part of the engagement, NewGen recalculated the cost of providing service to these customers, both under the contractual provisions as well as under the higher service level currently being provided. NewGen is currently working with the City on determining the appropriate path forward specific to adjustments to its wholesale customer rates and contracts to ensure the City is compensated commensurate with the cost of providing service.

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References

NewGen encourages TWU to contact any of the representative professional references listed below. These clients can speak to our ability to provide quality work similar to the services being requested.

Client	Contact Name and Title	Phone	Email
Riverbend Water Resources District	Kyle Dooley, P.E., Executive Director/CEO	(903) 831-0091	kyledooley@rwrd.org
City of Paris, Texas	Gene Anderson, Finance Director	(903) 785-7511	ganderson@paristexas.gov
City of Tyler, Texas	Jim Yanker, Tyler Water Utilities Finance Manager	(903) 531-1141	jyanker@tylertexas.com
City of Nacogdoches, Texas	Pam Curbow, Finance Director	(936) 559-2526	curbowp@ci.nacogdeches.tx.us
City of Kilgore, Texas	Clay Evers, P.E., Director of Public Works	(903) 988-4118	Clay.evers@cityofkilgore.com

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COST ANALYSIS

For the scope defined in Tasks 1 through 6 (excluding optional Task 1.4), NewGen will commit to a price not-to-exceed $125,138 (inclusive of all professional fees and miscellaneous expenses). Optional Task 1.4 can be completed for a price not-to-exceed $3,484. This project will be billed monthly based on actual hours of services furnished multiplied by NewGen's billing rates.

Any additional services outside the scope of work identified in this proposal will be billed based on the hourly billing rates provided below, with a scope of services provided to TWU and approval received from TWU prior to commencing any out-of-scope work.

A detailed budget outlining the estimated hours per task defined in the scope is provided below.

		Ekrut	Garrett	Yanke	Bostik	Kirkland	Virani	Klement	Lacks	Admin	Labor Hours	Professional Fees	Out-of-Pocket Expenses	Total
		$300	$280	$345	$185	$150	$135	$222	$147	$110				
Task 1	Project Initiation and Project Management	32	40	0	8	4	2	4	8	12	**110**	$ 26,534	$ 2,500	**$ 29,034**
Task 2	Revenue Requirements	8	12	2	12	32	0	4	4	2	**76**	$ 15,166		**$ 15,166**
Task 3	Service Unit Development and Analysis	4	8	0	4	4	40	4	12	2	**78**	$ 13,052	$ 500	**$ 13,552**
Task 4	Cost of Service Analysis	12	14	4	24	40	0	8	12	2	**116**	$ 23,100	$ 1,000	**$ 24,100**
Task 5	Rate Development and Benchmarking	10	20	4	20	32	0	4	8	2	**100**	$ 20,764	$ 500	**$ 21,264**
Task 6	Administrative Record of Project	16	24	2	12	24	8	2	4	8	**100**	$ 21,022	$ 1,000	**$ 22,022**
	Labor Hours	**82**	**118**	**12**	**80**	**136**	**50**	**26**	**48**	**28**	**580**	$ 119,638	$ 5,500	**$ 125,138**
Optional Task														
Task 1.4	Cost of Service 101 and Rate Design Objectives Workshop	2	4	0	0	4	0	2	0	2	**14**	$ 2,984	$ 500	**$ 3,484**

For the Optional Services detailed in the RFP, NewGen will commit to not-to-exceed prices per task as detailed below.

		Ekrut	Garrett	Yanke	Bostik	Kirkland	Virani	Klement	Lacks	Admin	Labor Hours	Professional Fees	Out-of-Pocket Expenses	Total
		$300	$280	$345	$185	$150	$135	$222	$147	$110				
Optional Services														
OS 1	Review Miscellaneous Fees	12	24	0	0	16	40	2	4	2	**100**	$ 19,372	$ 1,000	**$ 20,372**
OS 2	Review Deposit Policies / Changes	4	8	0	0	16	0	0	0	2	**30**	$ 6,060	$ 1,000	**$ 7,060**
OS 3	Policies and Trends for Payment Options, etc.	4	8	0	0	12	0	0	0	2	**26**	$ 5,460	$ 1,000	**$ 6,460**
OS 4	Financial Model	4	8	0	8	0	24	0	0	2	**46**	$ 8,380	$ 1,000	**$ 9,380**
OS 5	Manpower Evaluation	12	24	2	8	32	0	4	4	4	**90**	$ 19,206	$ 1,000	**$ 20,206**
OS 6	Presentations (Per Issue)	2	4	0	0	4	0	2	0	2	**14**	$ 2,984	$ 500	**$ 3,484**

Please note that the proposed pricing is based on NewGen's understanding of the project, enclosed scope of services, and estimated level of effort. It is anticipated that this pricing can be refined on further discussions and negotiations with TWU. In the event the above pricing proposal does not align with TWU's goals, objectives, and available resources, we welcome the opportunity for further discussion with TWU to better align our proposal with the needs of the utility.

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NewGen's current hourly billing rates, which will remain in effect through December 31, 2021, are as follows.

NewGen Strategies and Solutions
2021 Billing Rates

President / Managing Director / Director	$230 - $360
Executive Consultant	$220 - $320
Senior Consultant	$190 - $220
Consultant	$120 - $150
Administrative Services	$110

Note: Billing rates are subject to change based on annual reviews and salary increases.

TERMS AND CONDITIONS EXCEPTIONS

The Project Team looks forward to engaging in contract negotiations with TWU and developing an agreement that will facilitate a beneficial and productive working relationship. In developing these contract terms and conditions, the Project Team respectfully requests that TWU consider reducing its currently stipulated level of project retainage from 20% to no more than 10%. As a professional services firm, more than 80% of our monthly expense is associated with personnel costs. Ensuring our employees receive market-leading salaries and benefits is of critical importance to our Firm and ensures that we can employ and provide TWU with the talented individuals named to our Project Team. However, employing a staff of this caliber requires NewGen to ensure that it operates in a fiscally sound and prudent manner and generates sufficient cash flow to properly sustain its operations – cash flow which can be challenged by retainage requirements such as that proposed by TWU.

NewGen recognizes the importance our clients place on ensuring their needs are met and the scope of services is executed in a diligent and professional manner. NewGen shares this concern and endeavors to bring the highest level of customer service to every engagement. We are hopeful that our Team can work with TWU to find a more appropriate manner to protect TWU's interests while also providing appropriate cash flow from this engagement, and respectfully requests TWU consider alternative terms and conditions specific to the proposed contract.

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APPENDIX A. PROJECT TEAM RESUMES

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NewGen Strategies & Solutions

Chris D. Ekrut
Chief Financial Officer
cekrut@newgenstrategies.net

Mr. Chris Ekrut currently serves as Chief Financial Officer for NewGen Strategies and Solutions as well as a Director in the Firm's Environmental Practice. Mr. Ekrut has been providing consulting services since 2004, with the majority of his client-related projects focused on the pricing of services and developing rates and fees for utility systems.

Mr. Ekrut is a recognized expert witness, having filed testimony regarding cost of service and rate design, as well as providing litigation support and regulatory filing assistance before rate regulatory agencies. He has conducted a significant number of wholesale and retail water and wastewater rate studies, developed water, wastewater, and stormwater rate and fee models, and assisted in negotiations and/or litigation involving a number of wholesale water or wastewater contracts. He also serves as an instructor for the national "Fundamentals of Water Cost of Service and Rate Design" class sponsored by EUCI.

His previous experience includes time with R.W. Beck, Inc. as a staff consultant and with J. Stowe & Co. (now NewGen) as a senior consultant and manager.

EDUCATION

- Master of Public Administration, University of North Texas
- Bachelor of Arts in Public Administration, West Texas A&M University

EXPERIENCE

During his career, Mr. Ekrut has assisted in conducting a variety of engagements for water, wastewater, drainage, solid waste, electric, and natural gas utilities. A sampling of Mr. Ekrut's experience is included below. Clients marked with an asterisk indicate multiple projects were performed for that client within that category of service.

Utility Business Plans

- City of Blue Mound, Texas
- City of Gainesville, Texas
- Town of Prosper, Texas

Operations and Management Reviews

- Lower Colorado River Authority's Water and Wastewater Service Unit
- Brownsville Public Utilities Board

System Valuations

- City of Blue Mound, Texas
- City of Oak Point, Texas
- City of Southmayd, Texas
- City of Tyler, Texas
- Mustang Special Utility District
- Town of Lakeside, Texas

Indirect Cost Allocation Studies

- City of Brenham, Texas
- North Texas Municipal Water District *
- City of Terrell, Texas *

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Chris D. Ekrut
Chief Financial Officer

Wholesale and/or Retail Water, Reclaimed Water, Wastewater, and Drainage Cost of Service and Rate Design Studies

- Town of Addison, Texas
- City of Aledo, Texas *
- Town of Argyle, Texas
- City of Amarillo, Texas
- City of Bastrop, Texas *
- City of Bellaire, Texas
- City of Blue Mound, Texas *
- City of Bonham, Texas *
- City of Brenham, Texas *
- City of Burkburnett, Texas *
- City of Burnet, Texas *
- Canyon Regional Water Authority *
- City of Cedar Park, Texas
- City of Celina, Texas
- City of Cisco, Texas
- City of Coleman, Texas
- City of Colleyville, Texas
- Double Diamond Utilities Co. *
- City of Eunice, New Mexico
- City of Farmersville, Texas *
- City of Forest Hill, Texas *
- City of Forney, Texas
- City of Gainesville, Texas *
- City of Gatesville, Texas *
- City of Garland, Texas *
- City of Glenn Heights, Texas *
- City of Graham, Texas
- City of Grapevine, Texas *
- City of Irving, Texas
- City of Jacksonville, Texas
- Johnson County Special Utility District *
- City of Justin, Texas
- City of Killeen, Texas *
- Town of Lakeside, Texas *
- City of Lancaster, Texas *
- City of League City, Texas
- City of Lewisville, Texas *
- City of Liberty Hill, Texas
- City of Lubbock, Texas
- City of McGregor, Texas *
- City of Mabank, Texas
- City of Mansfield, Texas *
- Marilee Special Utility District *
- City of Mexia, Texas
- City of Mineral Wells, Texas *
- City of Murphy, Texas
- Mustang Special Utility District
- MSEC Enterprises
- Navajo Tribal Utility Authority
- North Texas Municipal Water District
- Nueces County Water Control and Improvement District No. 3
- City of Odessa *
- City of Paris, Texas *
- Parker Special Utility District
- Pillan Income Asset Management
- Pittsburgh Water and Sewer Authority
- City of Portland, Texas
- Possum Kingdom Water Supply Corporation
- Town of Prosper, Texas *
- Quadvest
- Riverbend Water Resources District
- City of Roanoke, Texas *
- City of Sanger, Texas
- City of Seagoville, Texas *
- South Texas Water Authority *
- City of Stamford, Texas
- City of Terrell, Texas *
- City of Thornton, Colorado
- Trophy Club Municipal Utility District No. 1 *
- City of Tyler, Texas *
- City of Waco, Texas *
- City of Weatherford, Texas *
- West Wise Special Utility District
- City of Willow Park, Texas *
- City of Wolfforth, Texas *

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Chris D. Ekrut
Chief Financial Officer

Service Area Valuations / Appraisals

- Aquilla Water Supply Corporation
- Double Diamond Utilities *
- Green Valley Special Utility District
- Guadalupe-Blanco River Authority
- Johnson County Special Utility District
- MSEC Enterprises
- Mustang Special Utility District *
- City of Tyler, Texas
- City of Waco, Texas
- Additional appraisals for private individuals

Feasibility Studies / Rate Impact of Engineering Recommendations / Peer Review

- Ector County Special Utility District
- City of Forney, Texas
- City of Garland, Texas *
- North Texas Municipal Water District
- McLennan County, Texas
- City of Odessa, Texas
- Town of Palm Beach, Florida *(Electric Study)*
- Upper Trinity Regional Water District
- City of Waco, Texas *

Litigation Support

Provided litigation support, directly or as a subcontractor, to the following entities.

- BASF Corporation
- Double Diamond Utilities *
- MSEC Enterprises
- North Texas Municipal Water District
- Office of Public Utility Counsel *
- Rock Creek Water Supply Corporation
- Texas RioGrande Legal Aid
- West Wise Special Utility District

Rulemaking Regulatory Support

Provided Expert Assistance to Office of Public Utility Counsel (OPUC) for the following PUC Rulemaking Projects.

- PUC Project No. 43871
- PUC Project No. 43876
- PUC Project No. 43967
- PUC Project No. 44462
- PUC Project No. 44706
- PUC Project No. 45111
- PUC Project No. 45113
- PUC Project No. 45118
- PUC Project No. 45758

General Fund Studies

- City of Arlington, Texas (Oil/Gas Well Emergency Fee)
- City of Bonham, Texas (Ambulance Service Fee, Street Maintenance Fee)
- City of Burkburnett, Texas (Planning and Development Fees)
- City of Killeen, Texas (Street Maintenance Fee)
- City of New Braunfels, Texas (Planning and Development / Community Service Fees)

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Chris D. Ekrut

Chief Financial Officer

Solid Waste Experience

- Assisted in conducting a Municipal Solid Waste Operations Study for the City of Denton, Texas.
- Assisted in conducting an Alternative Feasibility Study for the City of Peoria, Arizona.
- Assisted Siemens Energy and Environmental Services in conducting a detailed Waste Shed Analysis of the DFW Metroplex in support of a new, environmentally friendly waste processing technology.
- Assisted in conducting a Mixed Recycling Facility (MRF) Study for the North Central Texas Council of Governments.

Electric Utility Experience

- City of Austin, Texas
- City of Bastrop, Texas
- City of Brenham, Texas
- City of Burnet, Texas
- Garland Power & Light
- City of Liberty, Texas
- City of Sanger, Texas

Impact Fee / Capital Recovery Experience

Mr. Ekrut has assisted in the development of Water, Wastewater, and/or Roadway Impact Fees for the following clients.

- City of Bastrop, Texas *
- City of Burnet, Texas *
- City of College Station, Texas
- City of Denton, Texas *
- City of Flower Mound, Texas *
- City of Frisco, Texas *
- City of Ft. Worth, Texas *
- City of Galveston, Texas
- City of Garland, Texas
- City of Glenn Heights, Texas
- City of League City, Texas
- City of McKinney, Texas *
- City of Mesquite, Texas
- Nueces County Water Control and Improvement District No. 4
- Parker County Special Utility District
- City of Willow Park, Texas

Franchise Fee Experience

- Assisted in conducting reviews of the franchise fee payments made by Charter Communications to the Cities of Rockwall and Denton, Texas.
- Assisted in conducting reviews of the franchise fee payments made by Oncor to a coalition of Cities within the State of Texas.
- Assisted in conducting franchise fee reviews of gas and electric providers in Fayette County, Kentucky.

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Chris D. Ekrut
Chief Financial Officer

Gas Utility Experience

- Assisted the City of Brenham, Texas in analyzing and amending their Gas Cost Adjustment Factor.
- Provided litigation support in Texas Railroad Commission Docket No. 9670 – Petition for De Novo Review of the Reduction of the Gas Utility Rates of ATMOS Energy Corp., Mid – Tex Division.

Publications and Presentations

- "Allocating the Costs of Population Growth in Wholesale Water Contracts," Texas Water Law Conference, January 2007
- "Business Planning and its Benefits to Municipal Utilities," American Water Works Association, Texas Section, 2008
- "Plan Your Work and Work Your Plan: The Benefits of Municipal Utility Business Planning," Texas Town & City, October 2009
- "Strategies for Pricing Direct Water Reuse," Texas Water Conservation Association, March 2013
- "Utility Management and Revenue Considerations;" New and Emerging City Manager Roundtable and New and Emerging Finance Director Roundtable; North Central Texas Council of Governments; 2014, 2015, 2016, 2017, and 2018
- "Texas Water Development Board Water Conversation Best Management Practices Model: Estimating Water Conservation Savings for New Annual Reporting Requirements," Texas Water Conservation Association, March 2014
- "When in Drought! Utility Ratemaking 101," Government Finance Officers Association of Texas, April 2014
- "Aledo, Texas – How a Small City Overcame a Capital Improvement Giant," American Water Works Association, Utility Management Conference, January 2015
- "To the PUC . . . and Beyond!," Government Finance Officers Association of Texas, Pre-Conference, November 2015
- "Getting a Good Opinion: The Importance of Financial Policies and the Impact on a Utility's Credit Rating" American Water Works Association, Texas Section, April 2016
- "Legislative and Regulatory Update for Water and Wastewater Utilities," Government Finance Officers Association of Texas, Panhandle Chapter, July 2016
- "That'll Be the Day that Water Rates Change in Lubbock," American Water Works Association, Texas Section, April 2018
- "Decimated by Data – Common Utility Billing Mistakes and the Impact on Water and Sewer Utilities," American Water Works Association, Texas Section, April 2018
- "When, Water, Where, and Why – The Importance of Rate Studies in Utility Management," American Water Works Association, Texas Section, April 2019

Attachment: 2021-057 ATTH 01 Water and Sewer Rate Study Proposal (2507 : 2021-057 RES to perform a water and sewer rate study)

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NewGen Strategies & Solutions

Matthew Garrett
Managing Director – Water and Wastewater Practice
mgarrett@newgenstrategies.net

Mr. Matthew Garrett, MBA, CGFO, CPM, leads a variety of cost of service and rate design studies for engagements with water, wastewater, natural gas, and storm water utilities. He has over sixteen years of experience working with the public sector and his diverse experience enhances each project with his pragmatic management perspectives. In addition to cost of service studies, he has managed or assisted on projects focused on impact fees, valuation, feasibility analyses, process improvement, public engagement, and litigation support.

EDUCATION

- Master of Business Administration, University of Texas at Dallas
- Bachelor of Business Administration in Management, Texas A&M University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

- Certified Government Finance Officer (CGFO #269), GFOAT
- Texas Certified Public Manager (CPM), Texas State University

PROFESSIONAL AFFILIATIONS

- Texas City Managers Association (TCMA), Member, Serves on Advocacy Committee
- Government Finance Officers Association of Texas (GFOAT), Member, Serves on Ethics Committee
- Government Finance Officers Association (GFOA), Member
- International City/County Management Association (ICMA), Member

KEY EXPERTISE

- Long-range Strategic and Financial Business Planning
- Stakeholder Education and Engagement
- Cost of Service and Rate Design
- Valuation and Litigation Support
- General Government Management
- Priority-based Budgeting

RELEVANT EXPERIENCE

Cost of Service and Rate Design - Water, Wastewater, and Natural Gas

Mr. Garrett leads and assists with financial evaluations for water, wastewater and natural gas utilities to safeguard their financial integrity through comprehensive cost of service analyses including wholesale services. Rates developed as a result of these engagements may equitably recover the full cost of service, including special consideration for affordability and best practice rate structures, or provide recommended rates in line with other prevailing rate-setting priorities of the governing body. He has assisted clients in the development of appropriate rates and outlining proposed terms and conditions of a potential run-of-the-river raw water lease of its permitted, but unused water rights, and reviewed wholesale cost of service and proposed rates studies. Mr. Garrett has participated in water, wastewater and/or natural gas cost of service and rate design studies for the following entities:

- City of Austin, Texas
- City of Lubbock, Texas

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Matthew Garrett

Managing Director – Water and Wastewater Practice

- Town of Argyle, Texas
- City of Conroe, Texas
- City of Fate, Texas
- City of Forney, Texas
- City of Heath, Texas
- City of Hutto, Texas
- Lake Cities Municipal Utility Authority, Texas
- City of Lancaster, Texas
- City of Liberty Hill, Texas
- City of Nacogdoches, Texas
- City of Red Oak, Texas
- City of Roanoke, Texas
- City of Rockport, Texas
- Trophy Club Municipal Utility District, Texas
- City of Victoria, Texas
- City of Waco, Texas
- West Wise Special Utility District, Texas
- City of Wylie, Texas

Impact Fee Analysis

Mr. Garrett has led or assisted in impact fee analysis to assist communities in setting the most appropriate fee amounts using a more comprehensive credit calculation. The maximum fee determination method employed is developed through a financial based model, which fully recognizes the requirements of Texas Local Government Code Chapter 395, including the recognition of cash and/or debt financing, interest earnings, fund balances, and applicable credits associated with the use of ad valorem taxes or utility revenues. His clients include:

- Argyle Water Supply Corporation, Texas
- City of Austin, Texas
- City of Burnet, Texas
- City of College Station, Texas
- City of Denton, Texas
- City of Flower Mound, Texas
- City of Fort Worth, Texas
- City of Galveston, Texas
- City of Garland, Texas
- City of Mesquite, Texas
- Nueces County WCID #4, Texas
- City of Willow Park, Texas

Valuation

Mr. Garrett assists clients with review and analysis of financial data and valuation to support appropriate compensation, acquisitions, and sales of assets or systems. He has determined appropriate compensation for the acquisition of a service area within a city's corporate limits, determined the fair value for a prospective acquisition of service area, assisted a coalition of cities with review of cable franchise fees for appropriateness and to identify any additional revenues due to the cities, assisted a utility district with the analysis of a city's offer to purchase the utility district, and assisted a utility with the sale, transfer, and merger filing with the state public utility commission. His clients include:

- Coalition of Cities, Texas Franchise Fee Review
- Double Diamond Utilities, Texas
- City of Heath, Texas
- Mustang SUD, Texas (6 PUC Dockets)
- Trophy Club Municipal Utility District No. 1, Texas
- City of Waco, Texas

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Economic Analysis

Mr. Garrett has provided economic impact analysis of a proposed reservoir based on a 45-year planning horizon and examined the projected economic impact of interbasin transfers of large volumes of raw water from less populated areas to more densely populated and growing communities. His economic analysis clients include:

- North Texas Municipal Water District, Texas
- Sabine River Authority, Texas

Litigation Support

Mr. Garrett has provided litigation support to clients by assisting with conveyance of assets, the renewal of long-term raw water supply contracts, and decertified area valuations. His litigation support clients include:

- Sabine River Authority, Texas
- Mustang Special Utility District, Texas

General Fund and Other Utility Special Projects

Mr. Garrett has assisted in analysis of General Fund and other utility special projects. Projects have included evaluation of a transportation utility fee, ambulance cost and fee review, data analysis, purchasing and work order process mapping, 10-year historical general fund expense and revenue Council presentation, indirect cost allocations, CCN amendment and PUC rate applications, TWDB SWIFT funding application, Tax proposition public education, Multi-year billing system audit, and Masterplan financial assessment. His clients include:

- City of Bonham, Texas
- City of Burkburnett, Texas
- City of Denton, Texas
- Double Diamond Utilities, Texas
- City of Forney, Texas
- City of Killeen, Texas
- Lake Cities Municipal Utility Authority, Texas
- San Jacinto River Authority, Texas
- City of Pittsburgh, Pennsylvania
- City of Roanoke, Texas
- City of Terrell, Texas
- U.S. Army
- City of Waco, Texas
- City of Wylie, Texas
- West Wise Special Utility District, Texas

EXPERIENCE PRIOR TO NEWGEN

Town of Prosper, Texas – Finance Director

Directed all aspects of the Town finances including budget preparation and monitoring, financial reporting, creating fiscal transparency, debt issuance, purchasing, payroll administration, utility billing, collections and cash management. Acted as investment officer for the Town and chairman of the Town Council Finance Committee. Forecast future revenues and funds needed for appropriations. Coordinated with the Prosper Economic Development Corporation on various tax abatement/incentive offerings. Assisted Town department heads with IT solutions including efficient system utilization, application software and related hardware. Directed Human Resources function.

Collin County, Texas – Senior Financial Analyst

Responsible for budget preparation and review of twenty-two (22) departments with combined expenditure budgets totaling seventy-two ($72) million dollars. Introduce and apply performance-based-budgeting techniques. Meet with

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Department Heads and Elected Officials to discuss operational challenges and opportunities within their programs. Provide scheduled and ad hoc analysis. Coordinate the Growth and Vision Task Force. Monitor legislation.

Collin County, Texas – Human Resources Supervisor

Manage Pay for Performance program for approximately 1,500 employee organization. Plan project schedules and implement communications strategy. Help management set organizational metrics and individual objectives. Build relationships with line management. Deploy new HR solutions, such as performance-based pay and web-based timesheets. Automate and reengineer payroll and HR functions. Audit payroll system. Act as liaison between HR and IT on joint projects.

WORKSHOPS AND PRESENTATIONS

Mr. Garrett has given presentations and participated in workshops to municipal government organizations. These activities have focused on municipal priority-based budgeting and utility ratemaking. Host organizations and the topics Mr. Garrett presented are displayed below.

Government Finance Officer Association of Texas

- *Ante Up: Rational Budget Reductions When You Are Short on Chips*
  Spring 2009
- *When in Drought! Utility Rate Making Part 1 – Revenue Requirements and Cost of Service*
  Spring 2014
- *When in Drought! Utility Rate Making Part 2 – Rate Structure and Design*
  Spring 2014
- *Utility Rate Making & Customer Service Two-Day Pre-Conference*
  Spring 2015

North Central Texas Council of Governments

- *New and Emerging City Managers - Utility Management and Revenue Considerations*
  2014, 2016
- *New and Emerging Finance Directors Utility Management and Revenue Considerations*
  2015, 2016, 2017

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NewGen Strategies & Solutions

Dave Yanke
President

Dave Yanke brings over 25 years of financial consulting insight to his public-sector utility clients. His experience includes the conduct of cost of service and rate design studies, operational reviews, system valuations, feasibility studies, and municipalization analyses for solid waste, water and wastewater utilities.

Having effectively guided numerous repeat clients through a wide variety of operational and financial challenges, Mr. Yanke serves as a trusted advisor in an ever-changing marketplace. In addition, he has conducted numerous solid waste, water, and wastewater related research projects on such topics as regionalization and Texas-Mexico border infrastructure needs. Drawing on his operational experience, Mr. Yanke uniquely blends technical expertise with his business perspectives when providing economic and financial advice to these clients.

Mr. Yanke joined Reed-Stowe & Company, Inc. in February 1991. In October 2000, the company was renamed Reed, Stowe & Yanke, LLC (RS&Y) and in March of 2003 was sold to R. W. Beck, Inc., which was subsequently sold to SAIC in 2009 and finally spun off in 2013 into Leidos where Mr. Yanke served as a Vice President. In April 2014, Mr. Yanke joined NewGen Strategies and Solutions, LLC as a partner leading the municipal solid waste practice, in addition to serving his water and wastewater clients. Effective January 1, 2021, Mr. Yanke was named President of NewGen Strategies and Solutions, LLC.

EDUCATION

- Texas A&M University, College Station, Master of Business Administration
- University of Wisconsin, Madison, Bachelor of Business Administration

WATER AND WASTEWATER EXPERIENCE

Some of the following projects were completed by Mr. Yanke while employed at his prior firms.

Listed below are clients for whom Mr. Yanke has either managed or assisted in the conduct of water and wastewater cost of service and rate design studies, valuation studies, feasibility analyses, damage calculations, and/or litigation support services. (Many of these clients have retained Mr. Yanke to conduct follow-up studies in later years.)

Cities

- Bartlesville, Oklahoma
- Bellaire, Texas
- Borger, Texas
- Copperas Cove, Texas
- Del Rio, Texas
- Denton, Texas
- Donna, Texas
- Douglas, Arizona
- Eagle Pass, Texas
- Edmond, Oklahoma
- Fate, Texas
- Fort Worth, Texas
- Gilmer, Texas
- Green River, Wyoming
- Greenville, Texas
- Hobbs, New Mexico
- Huntsville, Texas
- Kilgore, Texas
- La Feria, Texas
- Lacy Lakeview, Texas
- Laredo, Texas
- Lewisville, Texas
- Longview, Texas
- Los Fresnos, Texas
- Lubbock, Texas
- Nacogdoches, Texas
- Nogales, Arizona
- Palestine, Texas
- Paris, Texas
- Pharr, Texas
- Primera, Texas
- Richmond, Virginia
- Rowlett, Texas
- San Antonio Water System
- Stillwater, Oklahoma
- Sugar Land, Texas
- Temple, Texas
- Tyler, Texas
- Victoria, Texas
- Weatherford, Texas

Water Supply Corporations, Districts, and Authorities

- Blackland Water Supply Corporation
- El Oso Water Supply Corporation
- Greater Kelly Development Authority
- Johnson County Special Utility District
- Sharyland Water Supply Corporation
- Tarrant Regional Water District
- Texas Water Development Board
- Titus County Fresh Water Supply District No. 1

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Dave Yanke

President

- Lake Fork Water Supply Corporation
- Lower Valley Water District
- Lower Colorado River Authority
- Manville Water Supply Corporation
- Rockett Special Utility District
- United States Marine Corps
- United States Navy Southwest Division
- Walker County Rural Water Supply Corporation
- Webb County, Texas

Other Types of Studies

- North Texas Municipal Water District – Asset Management Plan
- Barton Spring Edwards Aquifer Conservation District – Brackish Desalination Study
- City of Fort Worth, Texas – Wholesale Water and Wastewater Contract Negotiations
- City of Austin, Texas – Austin Water Residential Customer Rate Advocacy

Presentations

Does Your Water Utility Have a Financial Plan, Texas Rural Water Association (TRWA), March 2017

Rate Structures and Revenues from Current Rates, Government Finance Officers Association of Texas (GFOAT) Fall Conference, October 2015

Rate Fairness for Big and Small Customers, Texas Rural Water Association (TRWA) Technical Conference, July 2015

Fort Worth Wholesale Water Contract Negotiations, Texas Water Conservation Association (TWCA) Conference, March 2013

Retail Water & Sewer Rate Policy: Who Should Pay for Costly Infrastructure?, Texas Water Law Conference, January 2013

How to Conduct a Water and Sewer Cost of Service Study for Your Utility, Oklahoma Municipal League Conference, September 2012

Outside Professional Services – When to Contract Out, TRWA Governance Conference, January 2012

Equitable Treatment in Rate Structure Determination, TRWA Water District's Conference, September 2011

Cost of Service and Rate Design Seminars for Water and Wastewater Utilities (one/two-day training sessions):

- Texas AWWA Rates and Charges Committee, Fall 2011 (Austin, Houston, Dallas)
- Texas AWWA Rates and Charges Committee, November 2005
- Texas AWWA Rates and Charges Committee, October 2002

Financing Today's and Tomorrow's Needs, Western States Water Conference, November 2010

Building Consensus During the Development of a Uniform Wholesale Water Contract, AWWA's Utility Management Conference, February 2010

ADVISORY COUNCILS & BOARDS

- Serves on the Texas Commission on Environmental Quality (TCEQ) Municipal Solid Waste Management and Resource Recovery Advisory Council, (Appointed and Re-appointed since September 1995)
- Served as Vice Chair on the State of Texas Alliance for Recycling (STAR) Board of Directors, formerly Treasurer (2014-2016)

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NewGen Strategies & Solutions

Kimberly Bostik
Senior Consultant
kbostik@newgenstrategies.net

Kimberly Bostik assists in conducting a variety of engagements for water, wastewater, and electric utilities. Prior to joining NewGen, Ms. Bostik was employed by R.W. Beck, Inc. as a Senior Consultant in the Water and Wastewater industries. Ms. Bostik began her career as a Risk Accountant and worked as a Supervisor of Trading & Risk Services at Duke Energy Trading & Marketing in Houston, Texas. Ms. Bostik also contracted for Energy Future Holdings, serving as a risk analyst on the power trading desk.

EDUCATION

- Bachelor of Business Administration in Accounting, Texas A&M University

RELEVANT EXPERIENCE

Cost of Service and Rate Design – Water and Wastewater

Ms. Bostik assists in conducting wholesale and retail cost of service and rate design studies for water and wastewater utilities to help them understand the operational and financial impacts of their residential and commercial services. These studies include the creation of wholesale and retail rate models in Microsoft Excel that are customized to meet the needs of each client. Her wholesale and retail water and wastewater cost of service and rate design clients include, but are not limited to:

- Argyle Water Supply Corporation, Texas
- City of Aledo, Texas
- City of Bastrop, Texas
- City of Bonham, Texas
- City of Burkburnett, Texas
- City of Celina, Texas
- City of Fort Worth, Texas
- City of Garland, Texas
- City of Gatesville, Texas
- City of Lampasas, Texas
- City of Lancaster, Texas
- City of League City, Texas
- City of Lewisville, Texas
- City of McGregor, Texas
- City of Mansfield, Texas
- City of Murphy, Texas
- City of Paris, Texas
- City of Portland, Texas
- City of Spearman, Texas
- City of Stamford, Texas
- City of Tyler, Texas
- City of Waco, Texas
- City of Weatherford, Texas
- City of Willow Park, Texas
- Nueces County WCID #4, Texas
- OK Foods, Oklahoma
- Town of Prosper, Texas
- West Wise Special Utility District, Texas

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Kimberly Bostik

Senior Consultant

Cost of Service and Rate Design – Electric

Ms. Bostik assisted in updating an electric utility rate model. Her projects include:

- Garland Power & Light, Texas

Procurement Support

Kim Bostik assisted a client in the procurement process for Advanced Metering Infrastructure. Her clients include:

- City of Arlington, Texas

Service Area Valuation

Ms. Bostik supported a client in determining valuation for a Certificate of Convenience and Necessity (CCN) for the following entity:

- Jarrell-Schwertner Water Supply Corporation, Texas

Litigation Support

Ms. Bostik analyzed alternative rate structures for litigation support in a bankruptcy filing. Her clients include:

- Bond insurers for the Jefferson County, Alabama bankruptcy filing

Impact Fees

Ms. Bostik assisted a client in determining Roadway Impact Fees. Her clients include:

- City of McKinney, Texas

Ambulance Fee Study

Ms. Bostik assisted a client in determining if subsidies received from the County were sufficient to cover the cost of ambulance services. Ms. Bostik's Ambulance Fee study clients include:

- City of Bonham, Texas

Water Rate Filing

Assisted clients in filing for a rate increase with the Texas Public Utility Commission. Ms. Bostik's water rate filing clients include:

- Double Diamond Properties Construction, Texas
- Custom Water Company LLC, Texas

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NewGen Strategies & Solutions

Megan Kirkland
Staff Consultant
mkirkland@newgenstrategies.net

Megan Kirkland provides financial modeling, large data manipulation, and financial analysis for a variety of industries. She joined NewGen Strategies and Solutions, LLC as a Staff Consultant in 2018 shortly after attaining a Bachelor of Science in Petroleum Engineering with a Minor in Business Administration. Prior to joining the firm, Ms. Kirkland held positions as an accounting contractor at Robert Half and as a financial/accounting contractor at Freeway Properties.

EDUCATION

- Bachelor of Science in Petroleum Engineering – Texas A&M University

KEY EXPERTISE

- Financial Modeling
- Financial Analysis
- Data Mining
- Market Research

RELEVANT EXPERIENCE

Ms. Kirkland's clients include, but are not limited to, the following.

Cost of Service and Rate Design Studies – Electric, Water, and Wastewater

- City of Conroe, Texas
- City of Deer Park, Texas
- City of Fate, Texas
- City of Georgetown, Texas
- City of Killeen, Texas (Drainage)
- City of Lubbock, Texas
- City of Odessa, Texas
- City of Rockdale, Texas
- City of Rockport, Texas
- City of Seabrook, Texas
- Ector County Utilities District
- Lake Cities Municipal Utility Authority
- Mustang Special Utility District
- North Collins Special Utility District

Impact Fee Studies

- City of Austin, Texas
- City of Denton, Texas
- City of Frisco, Texas
- City of League City, Texas
- City of McKinney, Texas
- City of Magnolia, Texas

Cost Allocation Studies

- City of Brenham, Texas
- City of Frisco, Texas
- North Texas Municipal Water District

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Megan Kirkland

Staff Consultant

Litigation Support

- Community Water Company
- Double Diamond Utilities, Texas
- MSEC Enterprises
- Office of Public Utility Council
- Texas RioGrande Legal Aid

Experience Prior to NewGen – Robert Half

During her time at Robert Half, Ms. Kirkland performed the following services:

- Reviewed payees and coding while preparing 1099s at an oil and gas company.
- Assisted in reviewing invoices and maintaining monthly employee expense reports.

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NewGen Strategies & Solutions

Karim Virani
Analyst
kvirani@newgenstrategies.net

Mr. Karim Virani joined NewGen as an analyst in 2019, During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen's Environmental Practice. Mr. Virani obtained a Bachelor of Business Administration in Finance from the University of Texas at Austin. Prior to joining NewGen, Mr. Virani worked as a Pricing and Strategy Analyst for J.C. Penney, Inc.

EDUCATION

- Bachelor of Business Administration in Finance – University of Texas at Austin

KEY EXPERTISE

- Financial Modeling
- Financial Analysis
- Data Mining
- Rate Design and Strategy
- Cost of Service
- Market Research

RELEVANT EXPERIENCE

Cost of Service and Rate Design – Electric, Water, and Wastewater

Mr. Virani performs cost of service and rate design studies for electric, wholesale and retail water, reclaimed water, wastewater, and drainage utilities to assist clients in understanding the financial and operational impacts of their service offerings. Rates developed as a result of these studies are intended to fully recover operational costs. His clients include:

- City of Anna, Texas
- City of Bastrop, Texas
- City of Boerne, Texas
- City of Eunice, New Mexico
- City of Fair Oaks Ranch, Texas
- City of Irving, Texas
- Johnson County Special Utilities District
- City of Kerrville, Texas
- City of Killeen, Texas
- City of Lewisville, TX
- North Texas Municipal Water District
- City of Seguin, TX
- City of Trophy Club, Texas
- City of Van Alstyne, Texas
- City of Waco, Texas
- City of White Settlement, Texas

Experience Prior to NewGen – J.C. Penney

During his time at J.C. Penney, Inc., Mr. Virani performed the following services:

- Developed tools, forecasted margins, and analyzed large datasets to support corporate strategy,
- Provided key internal reports and detailed analytics to leadership to assist with strategic pricing initiatives,

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LANCE KLEMENT, PE

Lance has spent over 15 years working on water and wastewater projects and identifying solutions to growing communities' treatment concerns. He has worked on every phase of a project from conceptual and preliminary design to bidding and construction. Lance has also reviewed operational constraints and conducted studies to improve facility operations. Additionally, his rate study experience has included work for multiple municipalities, providing the engineering support needed to determine the best course forward in rate adjustments. Lance can develop outlines for achieving master plan goals and identify future scenarios that could present project concerns. He knows how to apply advanced design solutions to address system deficiencies and existing levels of service.

His funding experience has included prioritization and phasing of identified projects to match funding goals, rate studies analysis for existing programs and future implementation, and CIP development for levels of service and efficiency analysis. Lance has assisted clients with regulations and requirements to receive funding for programs and application of funds.

Colleyville Water and Wastewater Master Plan, Colleyville, Texas

Project manager responsible for conducting a system-wide master plan and rate study. The project included condition assessments of water and wastewater facilities, modeling of future improvements, development of a capital improvements plan, and incorporation of the City's ongoing projects into the developed plan. Lance also supported the rate study component of the project by applying engineering support for cost estimates and funding projections.

Celina Water and Wastewater Comprehensive Plan, Celina, Texas

Project manager for the completed project, which evaluated the City's water and wastewater infrastructure, identified necessary improvements, and developed buildout, 10- and 5-year capital improvements plan. Garver and Newgen were teaming partners on this, where Garver provided engineering support in developing the capital improvements plan, and Newgen provided the rate study analysis.

Mesquite Master Plan and CMOM Update, Mesquite, Texas

Project manager responsible for leading the coordination with Pipeline Analysis for the City of Mesquite's master plan update for the City's sewer infrastructure. The project incorporated flow monitoring into the City's existing model and updated future flow projections. A capital improvements plan was identified to address the system deficiencies and to assist with planning for future rate study analysis.

EDUCATION

Master of Science in Environmental Engineering

Bachelor of Science, Biosystems Engineering

PROFESSIONAL REGISTRATIONS

Professional Engineer, TX, 113630

AFFILIATIONS

Water Environment Association of Texas

Texas American Water Works Association

American Water Works Association

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MICHELLE LACKS, PE

Michelle has six years of experience specializing in wastewater distribution and treatment system planning and design. She is an expert in modeling and master planning in support of both capital improvements plan development, rate study analysis, and impact fee evaluations.

Mesquite Master Plan and CMOM Update, Mesquite, Texas

Project engineer for updates to the City's sanitary sewer master plan. Responsibilities included leading the data collection effort and documentation. Additionally, responsible for building and calibrating the model for new portions of the Mesquite sanitary sewer hydraulic model in InfoWorks ICM. Developed sanitary sewer capital improvements based upon the calibrated model and a projected design storm. Furthermore, developed future model scenarios and sanitary sewer capital improvements projects to accommodate anticipated growth and to support ongoing funding studies.

Celina Water and Wastewater Comprehensive Plan, Celina, Texas

Project engineer for updates to the City of Celina's wastewater master plan. Responsibilities include for leading the process for data collection, documentation, model building, and model calibration of new portions of the Celina sanitary sewer hydraulic model in InfoWorks ICM. Michelle's development of the capital improvements plan and impact fee analysis included development of costs, evaluation of alternatives, and incorporation of ongoing City funded projects.

*Hydraulic Model and CIP, Heath, Texas

Project engineer for creation of a new sanitary sewer hydraulic model for the City of Heath using the InfoSWMM software. Responsible for leading the process for data collection, documentation, model building, and calibration of the new model. Michelle used the calibrated model to outline sanitary sewer capital improvements for the existing system and for the system at 5-year, 10-year, and 20-year planning horizons. She developed cost estimates, evaluated alternatives, and incorporated existing and proposed future developments into the model to be utilized for impact fee analysis.

*Forney Wastewater Master Plan, Forney, Texas

Project engineer for creation of a new sanitary sewer hydraulic model for the City of Forney using the InfoSWMM software. Responsible for leading the process for data collection, documentation, model building, and calibration of the new model. Michelle used the calibrated model to outline sanitary sewer capital improvements for the existing system and for the system at 5-year, 10-year, and 20-year planning horizons. She developed cost estimates, evaluated alternatives, and incorporated existing and proposed future developments into the model to be utilized for impact fee analysis.

EDUCATION

Bachelor of Science in Environmental Engineering

Master of Science in Civil Engineering, Environmental Engineering

PROFESSIONAL REGISTRATIONS

Professional Engineer, TX, 131519

AFFILIATIONS

American Water Works Association

Water Environment Association of Texas

*Non-Garver experience

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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:	

Resource Impact:	
Staff time required if item is approved:	No Additional
Other Potential Impacts:	

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:			

Attachment: 2021-057 Goals and Perspective (2507 : 2021-057 RES to perform a water and sewer rate study)

RESOLUTION NO. 2021-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A CONTRACT WITH NEWGEN STRATEGIES & SOLUTIONS OF RICHARDSON, TEXAS, TO PERFORM A WATER AND SEWER RATE STUDY IN AN AMOUNT NOT TO EXCEED $125,138, OF WHICH THE TEXARKANA, TEXAS, PORTION WILL BE AN AMOUNT NOT TO EXCEED $79,012; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the last rate study for the Texarkana Water Utilities was performed in 2001; and

WHEREAS, since 2001, services offered by the Texarkana Water Utilities have expanded, the service area has grown in size, plant facilities have aged, and the cost of goods and services have increased; and

WHEREAS, Texarkana Water Utilities issued a request for proposals to perform a water and sewer rate study; and

WHEREAS, NewGen Strategies & Solutions of Richardson, Texas, responded to the request for proposals with a proposal meeting the scope of the request for proposals; and

WHEREAS, funds are currently budgeted in the Texarkana Water Utilities 2020-2021 Budget in the Texas Infrastructure Fund in the amount of $75,000 and additional funds are available in the Texas Infrastructure Fund in the amount of $4,012 for a total of $79,012.

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

SECTION 1: That a proposal for a water and sewer rate study was submitted by a responsible vendor, NewGen Strategies & Solutions of Richardson, Texas, a copy of which is attached hereto as **ATTH01**, be and is hereby approved in an amount not to exceed $125,138, with the Texarkana, Texas portion being $79,012.

SECTION 2: That the Interim City Manager be and is authorized to contract with NewGen Strategies & Solutions of Richardson, Texas, for the above-described services.

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 **12th day of July, 2021**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:23 p.m.

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

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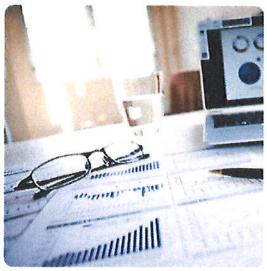
PROPOSAL | June 18, 2021

Texarkana Water Utilities

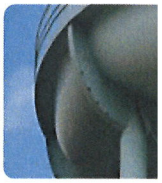
CONSULTANT FOR WATER AND SEWER RATE STUDY

TEXARKANA WATER UTILITIES









PREPARED BY:

NewGen Strategies & Solutions

GARVER

ECONOMICS STRATEGY STAKEHOLDERS SUSTAINABILITY www.newgenstrategies.net

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

NewGen Strategies & Solutions

275 W Campbell Road
Suite 440
Richardson, TX 75080
Phone: (972) 680-2000
Fax: (972) 680-2007

June 18, 2021

Texarkana Water Utilities
Attn: Mr. J.D. Phillips, Executive Director
801 Wood Street
Texarkana, TX 75501

Subject: **Request for Proposal – Consultant for Water and Sewer Rate Study**

Dear Mr. Phillips:

Texarkana Water Utilities' (TWU) water and sewer utilities operate in a complex and ever-evolving landscape to provide public services that are affordable, reliable, and sustainable. At the same time, the pace of change in the utility market is accelerating, directly impacting your ability to provide quality service to your customers. Navigating the challenges of balancing long-term infrastructure investment, maintaining customer satisfaction and affordability of rates and charges, and the sheer amount of data available to drive decision making is overwhelming. How do you optimize data analysis to identify and inform the best strategic approach to deliver the right programs, address stakeholder demands, and ensure public trust?

Understanding your community, your organization, and your data are the three essential elements to developing actionable strategies to maximize your future services. NewGen Strategies and Solutions, LLC (NewGen) believes that strategy dictates everything. Our approach works across your data, markets, and communities to provide an integrated view designed to make long-term decisions with confidence. We leverage innovative modeling technology and market expertise in water and wastewater to solve your most complicated issues. Through proactive collaboration, we upgrade or design strategies to ensure they are responsive, transparent, and reliable while paving the way for successful buy-in across all your stakeholders.

We are pleased to submit to you our proposal to perform a Water and Sewer Rate Study for TWU. While the enclosure to this letter sets forth our project approach, experience, qualifications, schedule, and proposed pricing, there are a few key points we would like to stress:

- ***Operational Insights*** – NewGen makes data operational, resulting in actionable decisions with defensible results. We harness existing and untapped data to optimize operations, develop demand management or water conservation strategies, estimate the impacts of capital investments, and identify the rational nexus underlying rate structure decisions. NewGen has helped our clients recover costs, improve service delivery, and respond to changing market conditions.
- ***Stakeholder Communication*** – NewGen simplifies complex concepts by combining visual tools and our training expertise to ensure that our clients gain a deep understanding of how the issues and underlying data drive our recommendations and scenarios. This directly impacts the evaluation of the scenarios we present, streamlines decision making, and successfully obtains buy-in from elected officials, advisory committees, regulatory bodies, utility senior management, and utility customers.

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

Mr. J.D. Phillips
June 18, 2021

- *Expert Credentials* – NewGen professionals have served as expert witnesses in over 200 regulatory and civil proceedings and employs four of the less than twenty Accredited Senior Appraisers (ASA) certified by the American Society of Appraisers with a public utilities designation in the United States. Every project at NewGen integrates nationally recognized experts and their insights into our analysis and deliverables, which have been pressure tested through the regulatory and civil process to deliver results with confidence.

  To ensure TWU the highest level of service associated with this engagement, NewGen is pleased to partner with Garver to provide engineering expertise and support to the Project Team. The Garver team will provide capital improvement project estimates and planning and will support the functionalization and classification of revenue requirements as part of developing the Cost of Service analysis.

- *Demonstrated Performance* – The issues being faced by TWU are similar to those being faced by NewGen's clients throughout the country. NewGen's project team members have successfully completed similar projects to TWU's requested services and understand the key issues and challenges facing TWU. We have included several references in our proposal and strongly encourage TWU to contact them to learn more about our firm and specific project team members.

This proposal shall remain valid for a period of 120 days from the submittal date of June 18, 2021. We look forward to working with you on this important and interesting study and appreciate TWU's consideration of our proposal. Please feel free to contact me at (972) 232-2234 or by e-mail at cekrut@newgenstrategies.net should you have questions or if additional information is needed.

Sincerely,

NewGen Strategies and Solutions, LLC

DocuSigned by:
Chris D. Ekrut
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Chris D. Ekrut
Chief Financial Officer

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UNDERSTANDING THE PROJECT

Texarkana Water Utilities (TWU) is a unique provider of water and wastewater service, serving not only a variety of customer types, but customers which span two separate states. This places TWU in a unique position where it is managing a variety of competing interests, goals, and objectives. NewGen understands that associated with this proposed Study, TWU desires to achieve water and wastewater rate structures for its retail and wholesale customers which will provide and support a revenue stream sufficient to support ongoing operations, continued capital investment (including the ability to meet target debt coverage ratios and bond covenant requirements), reduction in overall debt load and financial leverage of the utility, and the ability for each utility to be self-sustaining and financially sound. At the same time, the selected consultant must become familiar with and honor the contractual agreements entered into by TWU and its wholesale customers and design rates with an eye toward maintaining equity between customer classes and an overall affordable level of service.

Balancing these competing objectives will require the consultant to develop a deep understanding of TWU both financially and operationally. It will be imperative for the Project Team to develop a working knowledge of the various customers and communities served by TWU, the contractual agreements supporting these relationships, and the variety of systems and water sources operated and maintained by TWU and how these resources are utilized in service to customers.

NewGen has structured a proposed scope of services below which will assist our Project Team in meeting TWU's goals and objectives. At the outset of the study, we will work with TWU to obtain the data necessary to perform a comprehensive review of the utility's financial performance under currently established rate structures. The utility's cost of providing different levels of service will be developed, and the cost of providing service at a customer class level will be compared with current revenue generation. After developing the customer class cost of service, rates will be developed recognizing TWU's defined pricing goals and objectives, as well as the utility's active contractual agreements and other provisions of law which may apply. The financial and rate analysis will be prepared with a five (5) year outlook, allowing the Project Team to assess the impact of funding alternatives and to develop scenarios vital to support critical decision-making.

On completion of the Study, the Project Team will develop an administrative record of the project which details the analysis performed, the methodologies utilized, and the assumptions employed. The administrative record will detail the recommendations of the Project Team and provide necessary rationale and support to decision-makers to support recommended changes to existing rates as well as differentials that may exist between customer groups (e.g., inside versus outside City service). The Project Team will also present the results of the Study to TWU's Board of Directors and the appropriate governing bodies.

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PROPOSED WORK PLAN

NewGen's General Approach to Cost of Service / Rate Studies

When undertaking a cost of service or rate study for a municipal water or sewer utility, it is important that participants in the study have a shared vision of the objectives and characteristics that must be reflected in the study. Collaboration between the client's key stakeholders and our Project Team is important to develop policy guidelines that reflect the needs and desires of TWU. Our approach to reviewing and evaluating municipal water and sewer rates is governed by the view that rates must satisfy seven criteria:

Equity requires that rates and charges result in no undue discrimination among customers or customer classes. Although equity is normally related to the cost of service, it should be realized that customer acceptance will center on preconceived notions of equity and fairness.

Efficiency refers to the ability of the rate schedule to encourage wise use of the resources devoted to the services that the utility provides. Efficiency considerations require that:

- Rates should reflect the cost of providing service.
- Rates should be similar for customers or customer classes served under similar conditions.
- Customers should be able to understand the rate schedules so that they can make rational decisions regarding their purchase of additional service.

Revenue Adequacy is the most fundamental of all considerations. Revenue Adequacy recognizes that it is necessary that rates produce revenues sufficient to operate the system even if there are changes in demand for service.

Affordability means that the recommended rates must result in bills that are realistically within the ability of customers to pay.

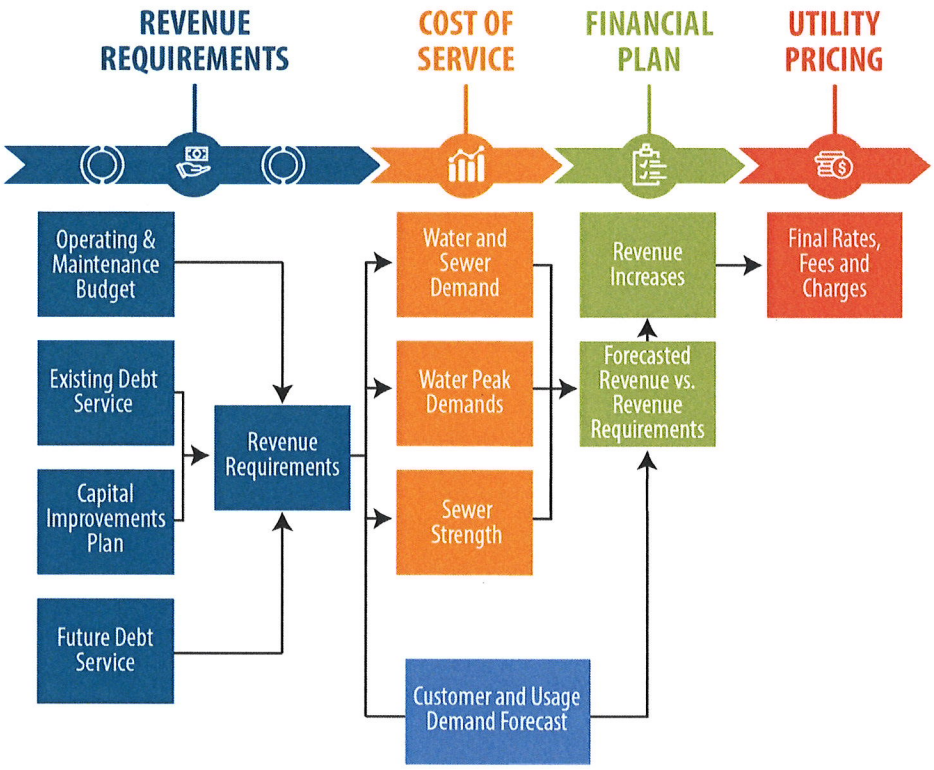
Sustainability means that the objective of the rate methodology is to keep rates low over time, not to merely keep them low for the short-term by omitting or deferring needed expenses such as maintenance and funding of necessary cash reserves.

Administrative Simplicity recognizes that limits must be placed on the complexity of the rate schedules to keep them easy to administer and understandable to the public.

Legal and Regulatory Compliance is a prime consideration because rate structures must incorporate applicable local, state, and federal statutes, as well and any interjurisdictional agreements.

The application of these criteria should recognize that a rate schedule is a form of public policy statement, setting forth those values that the utility considers important. Rate structures must be tailored to community perceptions, realities, and values. While each utility's budgeting, financial reporting, and flow of funds is unique, a generalized schematic illustrating our approach to a cost of service/rate study is shown in the following graphic.

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)



Our standard approach to completing a water and sewer rate study is predicated on a four-step process which includes:

Revenue Requirements – Development of the full cost of providing service including those costs that may not be identified such as the need for repair and replacement (deferred maintenance).

Cost of Service – Allocation of functionalized revenue requirements to customer classes or types of customers based on the cost of providing service.

Financial Plan – Development of a financial plan to fund system revenue requirements taking into account customer and usage demand forecasts.

Utility Pricing – Review of the current and alternative rate designs based on revenue needs and rate design pricing objectives with specific rate projections.

NewGen will customize this general approach to achieve the goals of TWU's study. NewGen has worked through this process with hundreds of utilities across the country. The detailed tasks below will accomplish the required RFP tasks in conformance with all applicable Federal, State, and TWU rules, regulations, ordinances, and law.

Task 1: Project Initiation and Project Management

1.1 Preliminary Data Request

After Notice to Proceed is received for the Study, the Project Team will provide TWU with a preliminary data request that encompasses data needs for completing the Study. The data request will itemize information needed for understanding the financial and operating characteristics and cost drivers of the water and wastewater utilities. The preliminary data request will be provided within five (5) days of contract execution, and an initial telephone conference will be conducted with TWU staff to review and clarify the data request and to answer any questions which may arise.

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1.2 Kickoff Meeting

After receiving the initially requested data, the Project Team will work with TWU to schedule an on-site kickoff meeting. The primary reason for the kickoff meeting is to allow the key Project Team consultants and participants from TWU to be introduced and lay the general framework for how the study will be conducted, as well as to chart the critical path towards successfully achieving the projects goals and objectives. This meeting will also allow for the finalization of the proposed work approach, as well as discussion and clarification of the information previously analyzed.

In addition, the project kickoff meeting will allow for the Project Team to gain a better understanding of the goals and objectives, as well as expectations, TWU desires to achieve from the study. As part of the kickoff meeting, the Project Team members will also discuss:

- Political and customer views/opinions of current rates and departmental service/operations;
- Capital/operational demand changes anticipated over the study's forecasted period;
- Initial rate design pricing objectives; and
- Initial strategies for implementing/communicating possible rate changes.

We expect the kickoff meeting to last approximately two to three hours. NewGen will provide copies of the agenda and any handouts.

1.3 Contract and Customer Matrices

The complexity of TWU's operations and customer base will require the Project Team to develop a deep understanding of the utility and its operations. To facilitate this, after receiving the initially requested data, the Project Team will develop necessary matrices to identify the following:

- The variety of customer classes served by TWU and the level of service provided (e.g., raw water, treated water, etc.);
- Key contractual elements that must be recognized in the development of appropriate rates; and
- The variety of water sources and treatment facilities that service TWU's customers and how the defined customer classes utilize these facilities.

Upon development, these matrices will be reviewed with TWU staff to ensure the Project Team's understanding of the services provided and the customers served by TWU. By developing and solidifying this understanding early in the engagement, our Project Team will ensure that it is developing appropriate rates reflective of the service provided to a specific customer while recognizing key contractual commitments.

1.4 Cost of Service 101 and Rate Design Objectives Workshop (Optional Service)

The Project Team understands that the development of water and wastewater rates and the application of cost-of-service principles can be a complicated and somewhat confusing matter for stakeholders that do not routinely engage in this type of analysis. As an optional service, and if requested by TWU, the Project Team can utilize its extensive experience in training and instruction on cost-of-service concepts to conduct a "101" workshop with key stakeholders and decision-makers. The purpose of this workshop would be to introduce participants to the core concepts of cost-of-service ratemaking including the key methodologies that will be employed in the Study and the fundamental principles that drive these methodologies. As part of this workshop, the Project Team can introduce participants to the key pricing attributes which should be considered when developing rates and charges. This can include further discussion and facilitation of discussion to determine the pricing objectives which will guide the Project Team's analysis and resulting rates produced over the course of the engagement.

Note that as an optional service, Task 1.4 has been excluded from the base price proposal and instead provided as an additional service.

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1.5 Initial Data and Information Assessment

Once TWU has submitted the initially requested data, the data will be reviewed for further discussion and clarification with TWU staff. Throughout the course of the project, data received by the Project Team will be sampled and tested for accuracy. The sampling and testing of data is imperative in regard to the billing data used to set rates. It is essential that the billing data be as accurate as possible in the development of proper cost allocations and reliable revenue projections. The Project Team will work closely with TWU's billing staff and software provider to extract the appropriate billing data. In addition, as necessary, the Project Team will conduct informal interviews with TWU staff during our review of the historical data to ensure that the Project Team understands the information provided. From this data review and assessment, the Project Team will also work to gain a comprehensive understanding of the utilities operating environment, including identification of key financial, regulatory, operational, and political issues to be addressed. As needed, follow-up one-on-one interviews may be conducted with TWU staff to ensure the Project Team has a full and complete understanding of the utility prior to proceeding with the cost of service analysis.

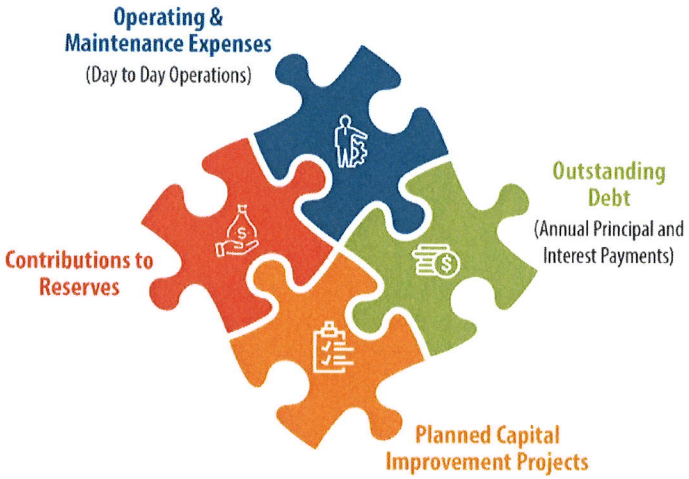
1.6 Ongoing Project Management

To ensure the client's overall goals and objectives, proper management and control of the project is critical. NewGen understands the importance of proper project management and has assembled a team well versed in the proper control and coordination needed to successfully execute this engagement. Throughout the course of the Project, the Project Manager and Assistant Project Manager will maintain consistent, constant, and open communication with key TWU stakeholders. We are also committed to maintaining the most appropriate and ample staffing to ensure the Project is delivered on time, on-budget, and results in actionable recommendations.

Task 2: Revenue Requirements

2.1 Development of Revenue Requirements

One of the primary tasks for the study is to identify the cost of providing water and sewer service to TWU's wholesale and retail customers, contracted customer systems, and other acquired systems. Our approach includes a detailed review of each of the costs incurred by TWU to ensure a true cost of service is developed. The cost analysis can be broken down into four main categories of costs: operating and maintenance costs, capital improvements, existing debt service, and any contributions to reserves. The following section of our proposal describes our approach to reviewing and identifying each of these costs. The total amount of cash required on an annual basis for all purposes and from all sources is called the "Revenue Requirements."



The completion of this task will provide a comprehensive five-year forecast of revenue requirements for TWU water and sewer systems with the ability to change assumptions (capital financing, economic assumptions, etc.) and immediately see the impact on revenue requirements.

Review Operating and Maintenance Costs

Using TWU's current operating budget as a starting point, we will review the adequacy of budgeted operating and maintenance (O&M) costs. To the extent that costs are directly identified to specific functions of the water and

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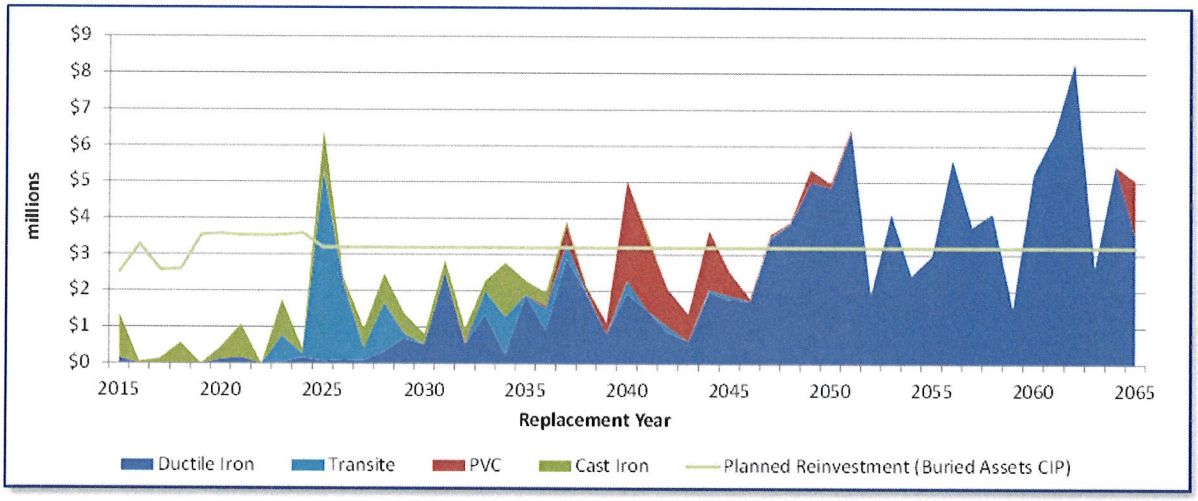
sewer systems, they will be so documented. Any indirect support from other TWU funds will be reviewed for appropriateness and sourced. O&M expenses will be forecasted based on estimated annual inflation rates at the budgetary account line-item level. The forecast of operating expenditures will be based on:

- Review of historical operating expenditure increases by individual budget account line item,
- Any additional information that would increase the accuracy of the estimates (e.g., staffing increases/decreases, etc.), and
- Identifying and assessing the impact of the current capital improvement program on operating expenditures.

Review Capital Improvement Plans

We will review TWU's most recently adopted capital improvement plans for the water and sewer systems to gain a better understanding of TWU's forward looking capital plans. Further, based on available assets records, this review will be accompanied by an analysis of the age, useful life, and replacement cost associated with TWU's water and sewer infrastructure to identify if the planned investments result in realistic replacement schedules. A sample output of a buried asset analysis is shown below as Exhibit 1.

Exhibit 1. Age and Replacement Analysis – Buried Infrastructure



Evaluate Potential Capital Financing Sources

NewGen will examine the types and levels of various funding sources available to pay for the capital and operating costs of the utility systems, and the impacts of various approaches will be quantified. While it is presumed that all operating and maintenance costs will be funded via user rates, there are various approaches to funding capital expenses. Typically, a utility might use a mix of financing sources including grants, General Obligation or Revenue Bonds, or State Revolving Fund (SRF) Loans. Based on the proposed funding each capital project within TWU's capital plan, NewGen will incorporate those impacts into revenue requirements.

Analyze Current and Projected Debt Service

NewGen will document the annual principal and interest payments for existing debt service related to the utility systems. Those projects or categories of projects contained in the CIP and which are anticipated to be debt-funded will be identified, and projections of debt service will be developed. TWU's practices on types of debt (general obligation bonds, revenue bonds, SRF loans, frequency of borrowing, etc.) will be determined, as will typical debt structure (e.g., payment term, level principal payments vs. level debt service) and assumed interest rate.

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Evaluate the Adequacy of Reserves

The wise use and management of financial reserves provides many advantages to a utility, such as rate stabilization and "smooth" rate increases, as well as enhanced credit ratings and resulting interest savings. NewGen will review the adequacy of TWU's current reserves based on TWU policy and our industry expertise. The analysis will include development of recommended target balances for TWU's water and sewer reserves.

Develop Revenue Requirements

The sum of the O&M costs, annualized capital costs (debt service plus cash purchases of capital assets), and any contributions to reserves constitutes the revenue requirement – the amount of money that must be raised from all sources over a given year. This amount becomes significant when sensitivity analyses are performed to evaluate miscellaneous revenues, since any shortfall in miscellaneous revenues must be offset by either drawing down reserves or increasing user rates. The gross revenue requirement less miscellaneous revenues results in the net revenue requirement to be collected from customers.

As part of the complete development of revenue requirements, the Project Team will forecast revenue requirements over a five (5) year period, and incorporate key assumptions including, but not limited to: population changes, inflation rates, increase in contractual obligations, contractor costs, anticipated new or augmented programs and staffing levels, and capital improvements. All assumptions will be clearly defined and discussed with TWU staff prior to finalized the revenue requirements projection.

2.2 Task 2 Technical Memorandum

At the completion of subtask 2.1, the Project Team will develop a draft technical memorandum outlining the work performed in Task 2. This will include an overview of the developed revenue requirements inclusive of the Project Team's assumptions and planning methodology. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 3: Service Unit Development and Analysis

At a foundational level, rates are simply a fraction, with revenue requirements serving as the numerator and the units of service (e.g., number of customers or accounts, consumption, billed flow, etc.) representing the denominator. If the denominator of the rate calculation is inaccurate, the rates resulting from the analysis may be insufficient. As such, an accurate determination of service units and a projection of customers and usage is critical to a proper rate analysis. The following tasks will be utilized in Task 3 to ensure the integrity of the rates developed from this study.

3.1 Analyze Detailed Usage / Peak Demands

A key step in a study of this type is to gain an understanding of the make-up of the customers served by the systems and how and when they use water (and generate sewage) throughout the year. This is necessary for determining appropriate cost allocations, to develop demand projections, to evaluate the appropriateness of the current rate structures, and to evaluate potential alternative rate structures. To facilitate this review, NewGen will request several years of detailed consumption at the customer account level. The customer and customer usage data will be statistically analyzed to identify usage patterns, including seasonal usage and customer class peaking. Demand ratios (max week, max day, max hour, etc.) will be identified and considered in this analysis, as will peak demands related to any large customers or customer classes.

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3.2 Demand Forecast

The demand forecast will be based on historical usage patterns, including the interval analysis conducted in Task 3.2, water facilities plans, and discussions with TWU as to projected water demand. We will compare projected customer growth with TWU's comprehensive plans to confirm consistency with such plans. If there are deviations from TWU's general plans, we will document the basis for and reasonableness of such deviations.

As part of developing the demand projections, it may be necessary to incorporate the estimated impact of elasticity of demand within the revenue projections. Elasticity of demand is the economic concept that recognizes the relationship between the quantity demanded of a good and a change in the price of that good. Failure to recognize this relationship, particularly with regard to water sales, can result in an inaccurate estimate of revenue on a going forward basis. The Project Team will presume industry standard, long-term elasticity standards within its calculations where necessary.

The demand projections will be developed for a five-year period, by customer class. One of the key variables that must be developed is the rate of growth in the utility, including the numbers and types of new customers to be added year-by-year as well as increases (or decreases) in water usage over time by existing customers. Where possible, sensitivity analyses will be conducted to produce a potential range of service units and forecasted demand, with specific emphasis on the impact of weather and fluctuations in larger accounts.

3.3 Realizable Revenue Under Current Rates

After determining and forecasting service units, the Project Team will calculate the water and wastewater revenue streams anticipated to be generated under current rates. The results of this analysis will be compared to actual and budgeted revenue performance to determine the overall accuracy and appropriateness of the forward-looking projections. This process will also serve as a "check" on the billing data provided to ensure the integrity of developed rates and recommendations.

3.4 Task 3 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 3. This will include an overview of the projected service units inclusive of the Project Team's assumptions and planning methodology. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 4: Cost of Service Analysis

Cost based rates require appropriate cost allocation methodologies to group costs by their function and to allocate them to the customer class responsible for each functionalized cost. The following outlines the anticipated tasks to develop TWU's requested cost of service analysis.

It should be noted that cost of service is simply one data point that should be considered within the pricing of services to customers. It is a snapshot based on costs and demand conditions at the time and is heavily influenced by the chosen methodology and selected assumptions. Cost of service must be viewed in its appropriate context and appropriate weight given to the results as compared with other goals and objectives, particularly with regard to customer rate shock and gradualism of rate impacts. While the Project Team is well versed in cost-of-service methodologies, we also recognize the importance of overall customer affordability and will work with TWU to balance the cost of service results with TWU's other pricing goals.

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4.1 Functionalization of Revenue Requirements

Functionalization is the process of grouping costs based on the function, or type, of service provided. For example, water utility costs can be functionalized into supply, treatment, transmission, and distribution. Discussions will be held with TWU staff to understand the types of services provided by TWU, and what system information is available from TWU, to determine the appropriate functional cost categories to be used in the cost-of-service determinations. The final selection of the functional cost categories will be discussed with TWU staff.

4.2 Classification of Revenue Requirements

After the development of the functionalized costs, costs will be classified into the components of utility service that is provided. For the water utility, it is proposed that costs be classified using the AWWA recommended Base-Extra Capacity method, where costs are classified as base, extra capacity, and customer related so as to recognize the impact peak demand has on the cost-of-service provision. For the wastewater utility, it is proposed that costs be classified using the Water Environmental Federation (WEF) recognized flow, BOD, TSS, and customer parameters. Please note that the appropriate classification of wastewater costs may be influenced by TWU's wastewater permits and current industrial strength wastewater program.

It should be noted that these are the Project Team's proposed classification methods. Discussions will be held with TWU staff to determine the appropriate classification methods to utilize in recognition of TWU's goals and objectives and available system and billing data.

4.3 Allocation of Revenue Requirements

One of the most important considerations in the setting of fair and equitable rates for utility service is the establishment of the appropriate grouping of customers (i.e., customer classes for cost distribution after costs are classified). Generally, a customer class should only include those customers who: (a) are in a similar location in relation to the utility; (b) use the same or similar service from the utility; and (c) receive similar service from the utility and place similar demands upon the utility. The Project Team will analyze the usage patterns of the presently defined customer classes in the above context and evaluate whether a new classification of customers should be recommended.

Costs within each utility will be allocated to the selected customer classes based on each customer class' level of service provided by TWU. It is vital that the factors that form the basis of costs incurred by TWU to provide continuous and adequate service to its customers be appropriately identified.

This identification requires a thorough understanding of the influencing conditions controlling the design and/or actual operation of a system. These conditions include normal and peak weather conditions as well as average and peak service demands. Members of the Project Team are versed in appropriately identifying these costs and are recognized experts before the State's rate regulatory agencies. The factors for the allocation of costs to the customer classes will be dependent on the billing and system information available from TWU. The final selection of customer classes and allocation methodologies will be discussed with TWU, and allocations will be performed based on the service unit analysis conducted in Task 3.

4.4 Task 4 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 4. This will include an overview of the developed cost of service analysis inclusive of the Project Team's assumptions and planning methodology, outlining the over/under recovery by class. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

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Task 5: Rate Development and Benchmarking

5.1 Evaluation of Current Rate Design

Based on the pricing goals and objectives that are outlined during the course of the Study, the Project Team will perform an evaluation of the current rate structure's ability to achieve these goals and objectives. We will also develop a listing of strengths and weaknesses of the current rate structure, as well as potential structural changes which may better achieve these goals and objectives.

On completion of the evaluation, the Project Team will prepare a memorandum of our analysis and provide to TWU staff for review. Upon review, the Project Team will meet with TWU staff to develop a formal rate and fee design plan which will be used to guide our completion of Task 3. In developing the rate and fee design plan, the Project Team will also discuss with the key stakeholders any limitations and/or guidelines when incorporating the cost of services results developed in earlier tasks into the alternative rate design. For example, if it is not politically feasible to move immediately to cost of service based rates for a particular class of customers, we will seek to set bounds on the overall changes seen by a customer class and/or identified group of customers.

5.2 Development of Alternative Rate Design

Based on the rate and fee design plan developed in Task 5.1, the Project Team will develop alternative rate designs for TWU's consideration. Please note that the proposed pricing included herein anticipates up to two (2) alternative water rate designs and up to two (2) alternative wastewater rate designs. Additional rate designs requested to be analyzed and/or developed will be provided at a to be negotiated price.

5.3 Determination of Realizable Revenue with Alternative Rate Structures

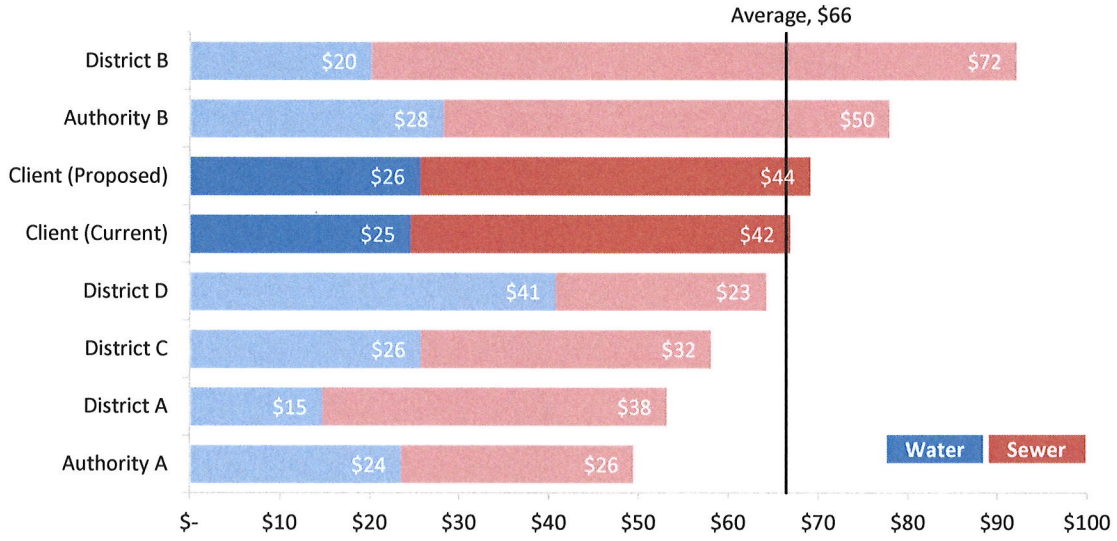
The Project Team will analyze and compare the revenues forecasted to be generated under alternative rate structures to the forecasted cost of service to determine the adequacy of the alternative rate structures to meet TWU's financial goals, including bond coverage requirements and operating and capital reserves. Finally, the monthly impact on customer bills under the alternative rate structures will also be examined along with the impact to TWU's revenue stability.

5.4 Rate Comparison Review

NewGen's study will include data and graphics to facilitate comparison of TWU's current and proposed bills for a median residential customer compared to the bills of median residential customers of surrounding utilities of similar size as shown in Exhibit 2.

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Exhibit 2. Example Water and Sewer Bill Comparison



5.5 Task 5 Technical Memorandum

The Project Team will develop a draft technical memorandum outlining the work performed in Task 5. This will include an overview of the calculated alternative rates inclusive of the Project Team's assumptions and planning methodology, including the estimated customer impact. On completion, the technical memorandum will be provided to TWU staff for review and comment, which will be discussed with TWU staff via teleconference. After receiving and incorporating Staff comments, the Project Team will finalize the Technical Memorandum and prepare a presentation of the results as may be requested.

Task 6: Administrative Record of Project

6.1 Written Report

A clear administrative record, or report, of a Water and Wastewater Rate Study has become a key element in supporting and defending the rate action of a municipality. For example, a city in California saw its rates challenged by customers and ultimately overturned. One element of the judicial ruling against the city's rates was the fact that the rates adopted were not based on a written report – referred to in the judgement as an Administrative Record. While a city may enjoy original rate jurisdiction and not be subject to judicial appeal, a clearly written, comprehensive administrative record of a project is highly recommended to support rate action taken by TWU.

To fully obtain customer buy-in and ensure compliance with legal precedent, a clear record of the assumptions and methodologies employed as part of the analysis must be developed, along with a record of the key decision points and outcomes which occurred throughout the conduct of the analysis. To ensure the proper development of an appropriate administrative record, the Project Team will develop a final report for the project which will include each of the overview reports and presentations developed from the prior tasks. The final draft report will include an Executive Summary, as well as the inclusion of all necessary tables, charts, and worksheets needed to fully understand and comprehend the study.

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6.2 Public Presentation of Results

As requested by Staff, the Project Team will develop appropriate public presentation materials and present the cost-of-service methodology, findings, and recommendations to the Board of Directors, City Council, and others. As part of these presentation materials, the Project Team will also develop necessary materials to facilitate public communication and understanding of how rates were determined. NewGen is well versed in customer and community engagement and will endeavor to ensure that all materials produced are written in easy to understand terms so that it is "public-friendly."

Optional Services

Optional Service 1: Review Miscellaneous Fees

Miscellaneous fees (those other than the minimum and usage rates) are charged to customers for individual services that are provided and unrelated to the general utility operations. The fees can be based on the actual cost of providing the specific service but may also be structured to deviate from cost of service principles to recognize affordability concerns or to encourage or discourage customer behavior. As part of this optional service, the Project Team will perform a cost of service analysis and provide recommendations for each type of fee identified by TWU.

The cost of service analysis will include the determination of the current cost incurred by TWU (materials, equipment, direct labor, overhead) in providing each of the services. These costs will be projected over the study period based on historical cost trends and industry indices. We will develop recommendations for modifications to the current ancillary fees over the study period based on the cost of service analysis. If applicable, the recommended fees will be benchmarked against comparable water and sewer utilities to provide perspective on the fees.

The historical volume of transactions related to each fee type will be documented. Based on historical transactions and discussion with TWU staff, a projection of the volume of future transactions will be developed. The anticipated revenues from ancillary fees will be developed based on the transaction forecast and the recommended fees. The ancillary fees forecast will be documented in the financial model in a manner that will allow TWU to easily evaluate the fees going forward to ensure that they continue to reflect the cost of service.

Optional Service 2: Review TWU's Utility Deposit Policies/Charges and Include Rationale for Any Proposed Changes

Utility deposits are an important tool for utility management. Deposits can provide critical, up-front cash flow for a utility as new customers are brought online and they can be utilized to ensure a utility is fully compensated after service is discontinued. As part of this optional service, the Project Team will work with TWU staff to identify the various elements that can drive appropriate decision-making when setting deposit levels. These elements can include, but not be limited to, the overall affordability of service connection and the historical bad debt amounts incurred by customers on disconnect.

In addition to developing the information above, the Project Team will also compare and benchmark TWU's deposit levels and practices to similar communities to assess the overall appropriateness of these charges and practices.

After developing appropriate information, the Project Team will provide recommendations for changes to TWU's customer deposit levels and overall customer deposit policies and the reasons for the proposed changes.

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Optional Service 3: Provide General Discussion on Current Policies and Trends Related to Payment Options, Connects, Disconnects, etc.

NewGen employs experts around the country and operates in a variety of jurisdictions which allows us to stay abreast of industry standards and policy trends. Utilizing our broad expertise, NewGen will provide advice and assistance to TWU as it examines changes to its policies and procedures related to customer connections, disconnections, and other customer management practices. In addition, NewGen will benchmark the utility's practices with other comparable providers to provide further insight and guidance on potential changes to better align TWU with the industry. The Project Team will also prepare technical memoranda discussing the work performed, the benchmarking results, and the basis for any recommendations that may arise. To the extent needed, our Project Team will also assist TWU staff in presenting and discussing these changes with TWU's governing bodies.

Optional Service 4: Provide a Model for Use in Future Rate Adjustment Calculations

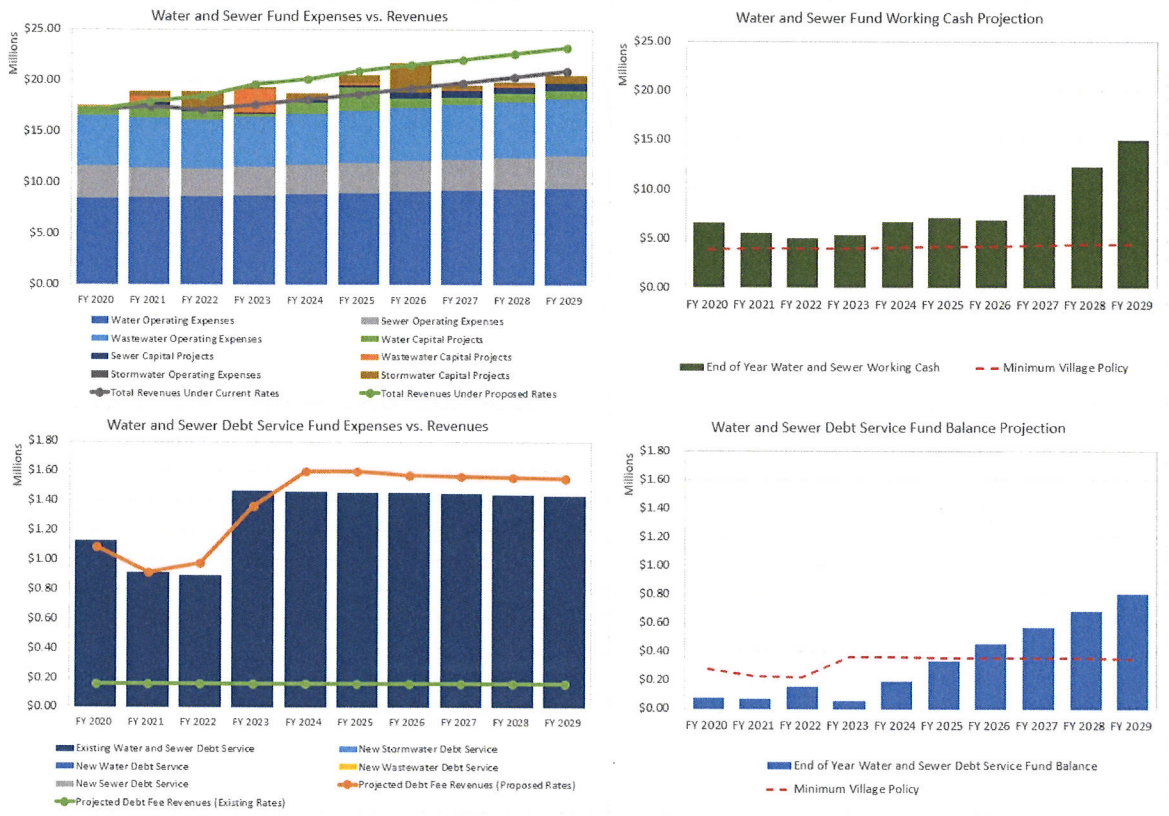
NewGen will develop an easy-to-use dynamic and interactive financial model using Microsoft Excel® software. The model will produce a series of interactive schedules, each of which will address a principal topic (O&M costs, debt service, demand/usage, cost of service, etc.). Built into the model will be a series of summary-level graphics that will be used as stand-alone charts (e.g., average bill by year, total outstanding debt by year, cash balance by year, projected rate increases by year, etc.). The graphics are fed by the data contained in the model and are produced with no additional effort on the part of the user.

NewGen prides itself in developing user-friendly models which are specific to, and reflect the unique operational characteristics of, each client. While our Project Team utilizes standard best practices in developing rate models, each model we develop is unique and does not reflect a "canned" or "off-the-shelf" product. Given the unique nature of each of our clients, we believe it is important that the product produced as part of a rate study also be unique and reflective of our client's overall goals and objectives.

NewGen does not charge any form of licensing fee or royalty for continued use of the model. The model consists of a series of schedules, all linked to facilitate updating and to minimize input errors. The front end of the model will incorporate an interactive dashboard that provides instant feedback on rates, revenues and performance indicators based on assumptions entered by the user. A sample water and sewer rate model dashboard chart array is shown below in Exhibit 3.

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Exhibit 3. Sample Model Dashboard Charts – Village of Addison, IL



The charts above dynamically update as assumptions for inflation, customer growth, capital project financing, and rate adjustments are made. Any key performance indicators that TWU prioritizes will be included on the model dashboard (e.g., median residential customer bill, debt service coverage, reserve balances, etc.).

Within the model itself, the user guide will be built-in so as to ensure that a user has immediate and constant access to instructions on the model's function. The model developed will allow staff to run "what-if" scenarios including, but not limited to, changes in operating, capital, and wholesale costs; customer and volume growth or decline; debt service structure; source costs; inflation; capital project financing; and funding sources. The model will allow the user to assess the impact various scenarios will have on an existing typical monthly bill for each class of customer. The model will also generate financial statistics such as debt coverage ratios and average dollar and percentage change for each customer class.

To ensure the model is fully useable by staff, the Project Team will conduct a hands-on training session with key model stakeholders when the model is delivered and will discuss every worksheet within the model and fully demonstrate its functionality.

Optional Service 5: Provide a Basic Manpower Evaluation of the Water Distribution Division Only

In determining the appropriate staffing level for any organization, it is critical to define the desired service level to be achieved from the department or division. To undertake the basic manpower evaluation of the Water Distribution Division, Project Team members will first meet with key stakeholders of TWU to define the desired service level, both in light of the desires of the utility as well as reflecting necessary regulatory requirements.

Once the service level is defined, members of NewGen and Garver will conduct a one-day, on-site review of the Division and its processes and procedures. This will include discussions with the management and leadership of

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the Division. Based on the management, engineering, and operational expertise of our Project Team members, we will seek to identify areas where the existing efficiency and effectiveness of current staffing levels could be improved, prior to further staff augmentation. However, if it is determined that additional manpower is needed, the Project Team will quantify the desired additional number of FTEs, the reasons supporting these changes, and the financial impact of both the increase in direct and indirect cost.

On completion of our analysis, the Project Team will prepare a letter report detailing our review, our recommendations, and a discussion supporting the rationale underlying the final recommendations. If requested, the Project Team will also present these findings to the governing bodies of TWU.

Optional Service 6: Present to City Council, Board of Directors, and/or Committees and Staff Various Rates and Methodologies for the Rate Alteration

NewGen's Project Team welcomes the opportunity to interface with the City Council(s), Board of Directors, and other Committees and key stakeholders on issues impacting TWU. As noted in our workplan above, we understand that the development of rates and the application of cost-of-service principles can be a complicated and somewhat confusing matter for stakeholders that do not routinely engage in this type of analysis. NewGen looks forward to using its extensive skills in public engagement, as well as providing industry training and instruction, to assist in discussing, deliberating, and obtaining buy-in from key stakeholders of TWU on selected rates and methodologies for rate alteration.

As part of delivering this optional service, the Project Team anticipates undertaking the following tasks, specific to each meeting or concept to be discussed:

- Develop a technical white paper or briefing memorandum on the issue to be addressed;
- Work with TWU staff to finalize briefing materials, ensuring we have addressed known questions or areas of concern for key stakeholders; and
- Participate in meetings as necessary with key TWU stakeholders to present the briefing material and answer questions or address issues as needed.

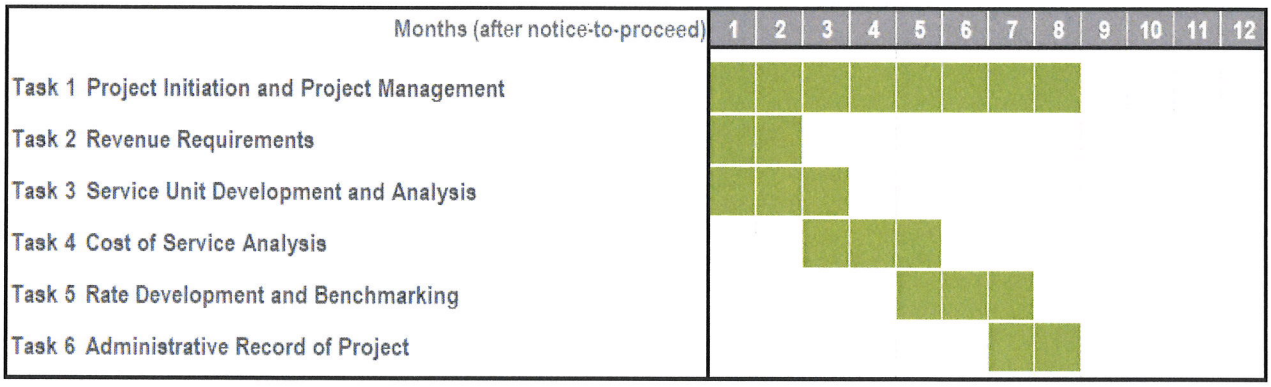
Proposed Project Schedule

NewGen anticipates being able to complete the requested Study within an eight-month time frame, assuming the timely receipt of all necessary information required to complete the Study. This ensures sufficient additional timing to enable the Project Team to meet TWU's timeline, while allowing for potential project float that may occur related to the coordination and scheduling of meetings with TWU staff and other key stakeholders. A timeline broken down by task is provided below.

Deliverables outlined in our scope above are anticipated to be provided in the final model of the task indicated below, but may vary depending on the goals, objectives, and needs of TWU. The anticipated schedule and proposed deliverables will be discussed with TWU staff at the kickoff meeting to determine a schedule which aligns with the utility's expectations.

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Texarkana Water Utility
Consultant for Water and Sewer Rate Study
Proposed Project Schedule

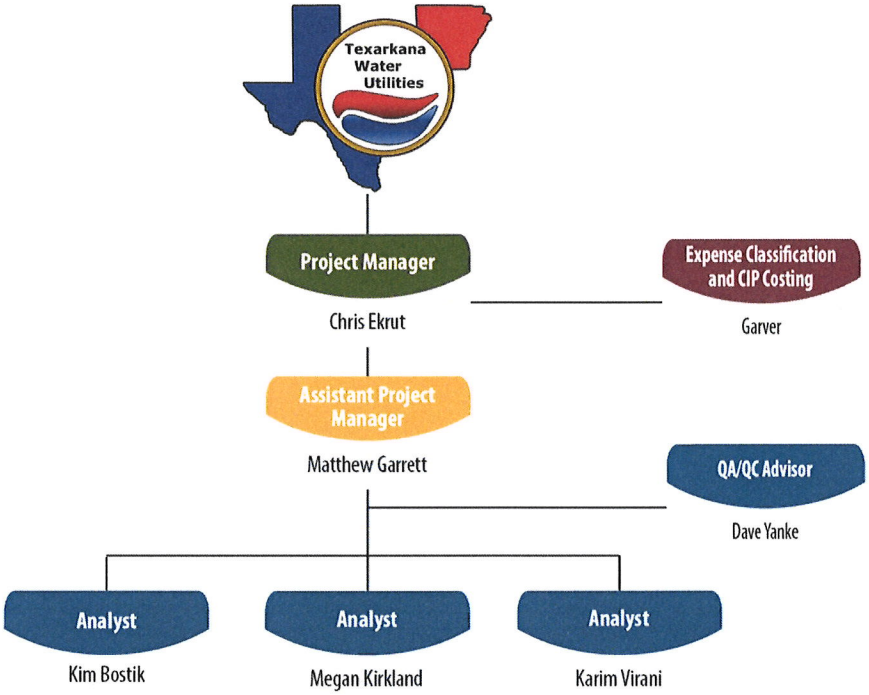


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PROPOSED PROJECT TEAM

NewGen evaluates the needs of each project and responds by assembling a Project Team of knowledgeable professionals who are uniquely qualified to provide the services needed. This Project Team assembled for this engagement includes widely recognized experts in water and wastewater cost of service and rate-making that possess a unique knowledge of regulatory requirements and industry trends as well as best practices to develop water and wastewater rates which balance the goals and objectives of TWU and its customers.

The proposed Project Team organizational chart indicates the lines of communication and responsibility for this Study, followed by brief biographical sketches of proposed Project Team members. Resumes for key personnel are provided in Appendix A.



NewGen Team Members

Chris Ekrut, Chief Financial Officer

PROJECT ROLE: Project Manager | **LOCATION:** Dallas, TX | **PHONE:** (972) 232-2234 | **EMAIL:** cekrut@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 14%



Mr. Chris Ekrut, MPA, Chief Financial Officer for NewGen, will serve as Project Manager for this engagement. Mr. Ekrut has been providing consulting services since 2004, with the majority of projects centered in the water and wastewater industry around user/impact fees. Chris has filed expert witness testimony with regard to cost of service and rate design, as well as provided litigation support before rate regulatory agencies. He has conducted a number of wholesale and retail water and wastewater rate studies, developed water and wastewater rate models, storm water fee models, and assisted in the negotiation and/or litigation involving a number of wholesale water contracts. Chris also specializes in the development of Utility Business Plans and has been called on by the Texas Section of the American Water Works Association to speak on the importance of business planning for municipal and governmentally owned utilities. Chris also serves as an instructor for the national "Fundamentals of Water Cost of Service and Rate Design" class sponsored by EUCI and as a Faculty Member for the National Association of Regulatory Commissioner's (NARUC) National Rate School.

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Matthew Garrett, Managing Director – Water and Wastewater Practice

PROJECT ROLE: Assistant Project Manager | **LOCATION:** Dallas, TX | **PHONE:** (972) 675-7699 | **EMAIL:** mgarrett@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 20%



Mr. Matthew Garrett, MBA, CGFO, CPM, Managing Director of NewGen's Water and Wastewater Practice, will serve as Assistant Project Manager for this engagement. In this role, Mr. Garrett will serve as a check on the performance of NewGen's designated Project Managers, ensuring that the City's goals and objectives are met and that the Project Team remains responsive to the City's needs. Mr. Garrett joined NewGen in October 2013. Prior to joining NewGen, he served as the Finance Director for Prosper, Texas for over five years. In that capacity, Matthew oversaw not only the Budget and Accounting functions, but also managed Human Resources, Utility Billing, and outsourced Information Technology contracts.

During his time at NewGen, Matthew has provided a variety of client services including, but not limited to, wholesale and retail cost of service and rate design studies, general fund user fee studies, impact fee credit calculations, strategic utility services planning, economic feasibility studies, valuations, transportation fee design, utility billing system audits, process mapping of operations, stormwater fee models, franchise fee audits, CCN valuations, and litigation support.

Dave Yanke, President

PROJECT ROLE: QA/QC Advisor | **LOCATION:** Austin, TX | **PHONE:** (512) 649-1254 | **EMAIL:** dyanke@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 2%



Mr. Dave Yanke, CEO and President of NewGen, will serve in a Quality Assurance / Quality Control capacity for this engagement, ensuring that the Project Team's methodologies align with industry best practices. He has over 25 years of experience assisting water, wastewater, and solid waste utilities. During his career, he has conducted numerous cost of service and rate design studies, valuation studies, life cycle cost analyses, operations reviews, and municipalization analyses for municipal water and wastewater utilities.

His expertise lies in the ability to convey complex information in a straightforward manner so clients and stakeholders (e.g., senior management, elected officials, citizens, etc.) understand the issues and drivers for change.

Kim Bostik, Senior Consultant

PROJECT ROLE: Analyst | **LOCATION:** Tyler, TX | **PHONE:** (972) 590-8945 | **EMAIL:** kbostik@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 14%



Kim Bostik is a Senior Consultant with NewGen who has provided water and wastewater rate consulting services since 2007. During her consulting career, Kim has provided a variety of services to water and wastewater utilities including, but not limited to, wholesale and retail cost-of-service and rate design studies, impact fee design, economic feasibility, advanced metering procurement, CCN valuations, and litigation support.

Megan Kirkland, Consultant

PROJECT ROLE: Analyst | **LOCATION:** Houston, TX | **PHONE:** (972) 432-6218 | **EMAIL:** mkirkland@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 23%



Ms. Megan Kirkland joined NewGen in May 2018 as a Staff Consultant and provides analytical support and assistance with industry and project research, conducts cost of service and rate design studies, and assists in litigation support relative to cost of service and rate design proceedings before regulatory agencies. She graduated from Texas A&M with a Petroleum Engineering degree with a minor in Business Administration.

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Karim Virani, Consultant

PROJECT ROLE: Analyst | **LOCATION:** Dallas, TX | **PHONE:** (469) 646-6173 | **EMAIL:** kvirani@newgenstrategies.net
PROJECT PERCENTAGE (Labor Hours): 9%



Mr. Karim Virani joined NewGen as a consultant in 2019. During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen's Environmental Practice. Mr. Virani obtained a Bachelor of Business Administration in Finance from the University of Texas at Austin. Prior to joining NewGen, Mr. Virani worked as a Pricing and Strategy Analyst for J.C. Penney, Inc.

Garver Team Members

Lance Klement, P.E.

PROJECT PERCENTAGE (Labor Hours): 4%



Lance has spent over 15 years working on water and wastewater projects and identifying solutions to growing communities' treatment concerns. Lance has also reviewed operational constraints and conducted studies to improve facility operations. Additionally, his rate study experience has included work for multiple municipalities, providing the engineering support needed to determine the best course forward in rate adjustments. Lance has also developed outlines for achieving master plan goals and identifying future scenarios that could present project concerns. He knows how to apply advanced design solutions to address system deficiencies and existing levels of service. His funding experience has included prioritization and phasing of identified projects to match funding goals, rate studies analysis for existing programs and future implementation, and CIP development for levels of service and efficiency analysis. Lance has assisted clients with regulations and requirements to receive funding for programs and application of funds.

Michelle Lacks, P.E.

PROJECT PERCENTAGE (Labor Hours): 8%



Michelle has six years of experience specializing in wastewater distribution and treatment system planning and design. She is an expert in modeling and master planning in support of both capital improvements plan development, rate study analysis, and impact fee evaluations.

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PRIOR WORK EXPERIENCE/QUALIFICATIONS

Requested Firm Information

- Legal name: NewGen Strategies and Solutions, LLC
- Name of owner(s): NewGen's owners are named in the "List of Principals" in the "Firm History" section below
- Address and telephone number of corporate office:
  225 Union Boulevard, Suite 305
  Denver, CO 80228
  (720) 633-9514
- All listed Principals are authorized to sign on behalf of NewGen
- NewGen was established in 2012
- NewGen's predecessor firms are detailed in the "Firm History" section below
- Project principals contact information:

Chris Ekrut
Project Manager
(972) 232-2234
cekrut@newgenstrategies.net

Matthew Garrett
Assistant Project Manager
(972) 675-7699
mgarrett@newgenstrategies.net

- Professional liability insurance carrier information:
  TriMountain Corp
  John Davidson, VP Sales and Operations
  (720) 708-4155
  john@trimountaincorp.com
- NewGen is not currently involved in litigation based on its work
- NewGen has never been terminated from an assignment for non-performance
- Current and project firm workload:
  - NewGen estimates that the firm is currently operating at 63% capacity
  - The current backlog of assignments for the firm is approximately 7.8 months; the current backlog for the Environmental Practice is approximately 6.5 months
  - NewGen estimates that during the time period indicated in the RFP, the firm will be operating at 60–65% capacity

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Firm History

NewGen Strategies and Solutions, LLC (NewGen) is a management and financial consulting firm specializing in providing assistance and advice to the public sector and its utilities. NewGen provides nationally recognized expertise in utility cost of service and rate design studies, depreciation studies, appraisals, organizational and performance management studies, litigation support for legal and regulatory proceedings, utility business and financial planning, and stakeholder engagement for water, wastewater, stormwater, solid waste, electric, and natural gas utilities.

YEAR INCORPORATED: 2012

NUMBER OF EMPLOYEES: 52

OFFICE LOCATIONS:

Amarillo, TX	Lapeer, MI
Annapolis, MD	Nashville, TN
Austin, TX	Orlando, FL
Dallas, TX	Portland, OR
Denver, CO	Seattle, WA

LIST OF PRINCIPALS:

Max Bernt	Matthew Garrett
Scott Burnham	Edward Donahue
Mike Lane	Joseph Mancinelli
Chris Ekrut	Allison Trulock
Tony Georgis	Dave Yanke
Grant Rabon	

NewGen is a consulting firm that was created by consultants who are dedicated to our client's mission and recognized as experts in our respective fields of service. Our assistance to the public sector is provided with a keen insight to navigate the uncertain market and the growing role of stakeholders, resource availability, cost of providing utility services, and economic conditions. This ensures an integrated approach to delivering our products and services. "Thoughtful Decision Making for Uncertain Times" succinctly describes our capability to provide our clients the solutions and recommendations tempered by our keen insight into the growing role of stakeholders, resource availability (including renewables), environmental concerns, cost of providing utility services, and economic conditions.

NewGen was created by consultants who are dedicated to our client's mission and recognized as experts in our respective fields of service. This experience has been acquired, in part, while members worked at recognized national consulting groups such as Touche Ross & Co. (now *Deloitte Touche*), R.W. Beck, Inc. (now *SAIC and Leidos*), Economists.com (now Willdan), Navigant Consulting, Inc., and CH2M Hill. The firm's experience also includes the regional practices founded by Mr. Jack Stowe, Jr. which were Reed-Stowe & Co., Inc. and Reed Stowe & Yanke, LLC founded by Mr. Jack Stowe, Jr. and Mr. Dave Yanke. Experience was also gained July 1, 2019 when Municipal & Financial Services Group (MFSG) merged with NewGen. Additionally, NewGen professionals come from the nationally recognized engineering firms of CDM Smith, Inc. and HDR, Inc. Individuals from NewGen provide the expertise gained from more than 125 expert witness cases and filings supporting utility customers, regulatory staff, and utilities.



It is NewGen's mission to become a trusted advisor to our clients. Many of NewGen's current employees worked together for many years at R. W. Beck prior to joining NewGen – some for as long as 25 years. Thus, although the firm is relatively new (established in 2012), we have a long, successful work history and a demonstrated ability to complete projects on time and with deliverables that withstand public, stakeholder, and regulatory scrutiny.

Nationally Recognized Rate Expertise and Market Leading Models

NewGen's Project Team includes nationally recognized experts in cost of service (COS) and rate making in the public utility market, along with leading edge developers and data analytics professionals. Combining our nationally recognized rate expertise with this additional expertise in data analytics allows us to create

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comprehensive, innovative, and easy-to-use interactive financial models and tools which are essential in producing a comprehensive analysis and ensuring our recommendations are accurate and defensible.

Recognizing the important of the user-experience, our financial models and methodologies have been refined and enhanced to allow for easy user entry, allocation factor selections, and scenario evaluation. All our models and tools are also tailored specifically to each client we serve and routinely facilitate presentations and demonstrations with Boards, Councils, and Commissions.

The following graphic is an example of a Wastewater Rate and Revenue Requirement model dashboard developed by our team.



Big Data Analytics

Big data analytics has become the staple of innovation as the availability of data has grown exponentially over time. Utilities, in particular, are stewards of a sizable amount of information due to recent technological advances in the industry. Smart metering and other sensors have made operational data easily accessible to utility executives. Many executives see the value in mining this data for insights but are unsure of where to start. Potential value from this data includes cost reduction, reliability, and customer engagement for the utility and its stakeholders.

In recognition of the value that data and the analysis of said data can bring to utility management, NewGen's data analytics experts deploy the latest in advanced analytics strategy and tools to help utilities better understand their data. While every client is different, NewGen employs the following three key steps in applying our data analytics expertise:

- Our team first identifies key objectives or subject areas and develops a tailored analytics approach to build momentum.
- Second, initial data engineering, including cleaning and merging data, identifies areas that need additional attention and provides a basis for more in-depth analysis.
- Finally, the employment of data visualization and modeling provides the utility with a better understanding of the financial and operational impact of their service offerings.

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NewGen analytics experts utilize tools such as PowerPivot, Power Query, R, and others as a part of the initial data engineering process. Once the initial data engineering process is complete, dynamic, user-friendly dashboards, presentations, and reports are created utilizing Microsoft Excel, Power BI, and Sway to provide a tailored solution in a comprehensive, visual manner.

Subconsultant Introduction

Garver was founded in Little Rock, Arkansas in 1919. A regional firm with a passion for providing water and wastewater consulting services, Garver has 15 offices throughout Texas and Arkansas – a testament to their commitment to TWU's region. Garver has assisted multiple municipalities and utilities throughout northeast Texas and southwest Arkansas through a host of water services such as planning and modeling, treatment design, distribution and collection system design, program management, operations assistance, funding assistance, and construction management. Garver works with utilities in the same region as TWU, such as the Riverbend Water Resources District, where they are currently assisting the District achieve Texas Water Development Board funding for a new industrial wastewater treatment plant. Garver is also in the process of conducting program management and funding assistance for the City of Paris, and recently successfully completed funding assistance for the City of Sulphur Springs.

Relevant Experience

The professionals at NewGen have worked hard over the years to attract and maintain a diversified staff of professionals with exceptional skills, dedication, and talent. We have built our reputation by providing clients with solutions that are based on sound principles, economic feasibility, and innovative thinking without losing sight of budget and schedule considerations and constraints. We are proud of the long-standing relationships that we have developed with our clients.

For the majority of our clients, we are routinely engaged to perform multiple studies or provide additional services. This is an indication of our client's satisfaction with our work product, as well as the trust and confidence placed in our capabilities, approaches, recommendations, and solutions.

We have included a small sample of projects along with client contact information in the following section. These projects were completed by various members of the proposed Project Team. We encourage the Town to contact our clients to learn more about the projects and how NewGen helped them accomplish their goals.

Wholesale and Retail Water Rate Study – Riverbend Water Resources District (Texarkana, TX)

NewGen was retained by the Riverbend Water Resources District (Riverbend) to perform a Wholesale Rate Study specific to the long-term transition of wholesale water service s from Texarkana Water Utility to Riverbend, and to assess the impact this will have on the retail rates of its member cities. As part of this effort, NewGen prepared an electronic rate model which can be used by the District to calculate rates and provide retail rate guidance to its members over a fifteen (15) year planning horizon. Also as part of the engagement, the Project Team prepared the estimated regional impact of the estimated $285 million in capital funding and assisted Riverbend in assessing financial feasibility as it seeks to obtain funding from the Texas Water Development Board. Members of NewGen continue to provide on-going support to Riverbend as it moves forward with developing formal contracts amongst its membership and obtaining the necessary funding to commence the planned capital improvements.

Subsequent to the performance of the Wholesale Water Rate Study, Project Team members were engaged to perform a review of Riverbend's retail water rates. Riverbend provides retail water and wastewater service to approximately 70 customers, including large industrial customers and the U.S. Military. As Riverbend transitions into its expanded role as a wholesale service provider, the economics of its business will continue to change. Specifically, the entity will experience unique economies of scale that will result in an overall lower unit cost of

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service and fundamentally shift the operational realities of the organization. Further, given the substantial use and variation in use by the U.S. Military, the organization can be either challenged or receive significant financial benefit in any specific year based on actual customer use. As part of the Study, the Project Team established key thresholds for the District to monitor to determine the overall adequacy of rates. While no initial retail rate adjustments were recommended from the Study, the project did provide the organization with a better capability to assess the need for future rate adjustments along with a critical understanding of the financial issues it will face as it continues its long-term operational transition.

Water and Wastewater Financial and Rate Consulting Services – City of Paris, TX

Members of NewGen have provided financial and rate consulting services to the City of Paris' water and wastewater utilities since 1988. Services rendered include the annual conduct of water and wastewater cost of service and rate design studies for the City's retail customers and its contract customers. Members of NewGen have assisted the City on numerous occasions in the development and negotiations of water supply contracts with its contract water customers that consume more than half of the City's total raw and treated water. NewGen recently completed the FY 2021 Wholesale and Retail Water and Wastewater Rate Study for the City and will present these results to the City Council in June of this year.

Water and Wastewater Rate Consulting Services, City of Tyler, TX

The City of Tyler (Tyler) retained the services of members of NewGen to conduct a retail water and wastewater cost of service and rate design study in 1997. The Project Team reviewed rate design scenarios that differed from the City's declining block rate structure. A five-year rate forecast was developed to incorporate the construction of a new water treatment plant and water transmission line totaling in excess of $50 million.

In January 2000, members of the Project Team were retained by Tyler to conduct a wholesale water cost of service study that would forecast wholesale water rates for a five-year period, utilizing both the cash and utility basis methodologies. Members of NewGen were again retained in 2002 to review the rate filing of wastewater rates proposed by an investor owned utility to customers recently annexed into the City. Based on expert witness testimony provided by Mr. Jack Stowe, Tyler received a favorable ruling before the TCEQ.

NewGen members were retained in February 2004 by Tyler to update the 1997 water and wastewater retail cost of service and rate design study and the 2000 wholesale water cost of service and rate design study. As part of the retail rate study, Tyler requested Team members to examine the rate, revenue, and demand impacts of moving from a declining rate block structure to a uniform rate block structure or an inclining rate block structure.

In 2013, NewGen assisted Tyler in its efforts to condemn an investor-owned wastewater utility located within the city limits. In addition, NewGen also recently assisted Tyler in a review of a rate filing application for an investor-owned water utility located within the city limits.

Additionally, in 2012, 2013, and 2014, the Project Team again assisted the City in reviewing its retail water and wastewater rates to ensure sufficiency over the next five (5) years to cash-fund capital projects. This effort also included further evaluation of the movement of the City's rate design to an inclining block rate structure and the potential impact this will have on the City's revenue stream.

In FY 2016, NewGen was once again retained to conduct a full Water and Wastewater Cost of Service and Rate Design Study. The City had to implement an extensive capital improvement plan in order to comply with the Environmental Protection Agency requirements in addition to the required ongoing capital maintenance of the City's existing water and sewer infrastructure. The Project Team had to balance the financial demands of the system with customer affordability to ensure recovery of the cost of service while maintaining use rates at reasonable levels.

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Water, Wastewater, and Solid Waste Cost of Service and Rate Study – City of Nacogdoches, TX

In December 2014, NewGen was retained to conduct a comprehensive water, wastewater, and solid waste cost of service and rate design study for the City of Nacogdoches, Texas (City) that would forecast rates for five years and ensure the generation of sufficient revenues to fully recover the operating and capital costs associated with managing these three utilities. This study included the development of a comprehensive capital improvement plan for the water, wastewater and solid waste utilities and was included as a component of the revenue requirement for the three utilities, with the projects being funded via a combination of cash capital outlays and surrogate bond issues.

Key issues included reviewing the current inclining volumetric block rate structure for water, as well as whether the base extra-capacity cost allocation methodology should be used to allocate costs between the water customer classes, and ultimately used as a basis for the design of water rates. Wastewater issues addressed as part of this study included the simplification of a wastewater rate structure that had over one dozen different volumetric wastewater rates for different classes of business customers (e.g., bakeries, restaurants, dry cleaners).

The solid waste cost of service study evaluated the City's refuse operations, recycling drop-off services, and landfill processes. NewGen recommended an increase in residential and commercial user fees to ensure the financial stability of the utility, as it was under-recovering costs. Additionally, NewGen recommended the following operational and administrative improvements:

- Move towards a standardized method of charging Landfill gate rate customers by the ton, as opposed to the current practice of charging on a cubic yard basis;
- Monitor roll-off pulls; and
- Conduct an audit for residential and commercial services to verify the accuracy of the accounts being collected versus billed.

Wholesale Water Cost of Service and Rate Services – City of Kilgore, TX

Members of NewGen's Project Team have been retained by the City of Kilgore, Texas (City) to conduct a wholesale water rate study. The City currently provides wholesale water service to two rural water entities, as well as emergency stand-by service to a single Investor-Owned Utility. While contracts have been in place between the entities, the provisions have been rarely enforced, and the level of service being provided currently is not commensurate with rates that were previously developed and are currently being charged.

As part of the engagement, NewGen recalculated the cost of providing service to these customers, both under the contractual provisions as well as under the higher service level currently being provided. NewGen is currently working with the City on determining the appropriate path forward specific to adjustments to its wholesale customer rates and contracts to ensure the City is compensated commensurate with the cost of providing service.

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References

NewGen encourages TWU to contact any of the representative professional references listed below. These clients can speak to our ability to provide quality work similar to the services being requested.

Client	Contact Name and Title	Phone	Email
Riverbend Water Resources District	Kyle Dooley, P.E., Executive Director/CEO	(903) 831-0091	kyledooley@rwrd.org
City of Paris, Texas	Gene Anderson, Finance Director	(903) 785-7511	ganderson@paristexas.gov
City of Tyler, Texas	Jim Yanker, Tyler Water Utilities Finance Manager	(903) 531-1141	jyanker@tylertexas.com
City of Nacogdoches, Texas	Pam Curbow, Finance Director	(936) 559-2526	curbowp@ci.nacogdeches.tx.us
City of Kilgore, Texas	Clay Evers, P.E., Director of Public Works	(903) 988-4118	Clay.evers@cityofkilgore.com

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COST ANALYSIS

For the scope defined in Tasks 1 through 6 (excluding optional Task 1.4), NewGen will commit to a price not-to-exceed $125,138 (inclusive of all professional fees and miscellaneous expenses). Optional Task 1.4 can be completed for a price not-to-exceed $3,484. This project will be billed monthly based on actual hours of services furnished multiplied by NewGen's billing rates.

Any additional services outside the scope of work identified in this proposal will be billed based on the hourly billing rates provided below, with a scope of services provided to TWU and approval received from TWU prior to commencing any out-of-scope work.

A detailed budget outlining the estimated hours per task defined in the scope is provided below.

		Ekrut	Garrett	Yanke	Bostik	Kirkland	Virani	Klement	Lacks	Admin	Labor Hours	Professional Fees	Out-of-Pocket Expenses	Total
		$300	$280	$345	$185	$150	$135	$222	$147	$110				
Task 1	Project Initiation and Project Management	32	40	0	8	4	2	4	8	12	110	$ 26,534	$ 2,500	$ 29,034
Task 2	Revenue Requirements	8	12	2	12	32	0	4	4	2	76	$ 15,166		$ 15,166
Task 3	Service Unit Development and Analysis	4	8	0	4	4	40	4	12	2	78	$ 13,052	$ 500	$ 13,552
Task 4	Cost of Service Analysis	12	14	4	24	40	0	8	12	2	116	$ 23,100	$ 1,000	$ 24,100
Task 5	Rate Development and Benchmarking	10	20	4	20	32	0	4	8	2	100	$ 20,764	$ 500	$ 21,264
Task 6	Administrative Record of Project	16	24	2	12	24	8	2	4	8	100	$ 21,022	$ 1,000	$ 22,022
	Labor Hours	82	118	12	80	136	50	26	48	28	580	$ 119,638	$ 5,500	$ 125,138
Optional Task														
Task 1.4	Cost of Service 101 and Rate Design Objectives Workshop	2	4	0	0	4	0	2	0	2	14	$ 2,984	$ 500	$ 3,484

For the Optional Services detailed in the RFP, NewGen will commit to not-to-exceed prices per task as detailed below.

		Ekrut	Garrett	Yanke	Bostik	Kirkland	Virani	Klement	Lacks	Admin	Labor Hours	Professional Fees	Out-of-Pocket Expenses	Total
		$300	$280	$345	$185	$150	$135	$222	$147	$110				
Optional Services														
OS 1	Review Miscellaneous Fees	12	24	0	0	16	40	2	4	2	100	$ 19,372	$ 1,000	$ 20,372
OS 2	Review Deposit Policies / Changes	4	8	0	0	16	0	0	0	2	30	$ 6,060	$ 1,000	$ 7,060
OS 3	Policies and Trends for Payment Options, etc.	4	8	0	0	12	0	0	0	2	26	$ 5,460	$ 1,000	$ 6,460
OS 4	Financial Model	4	8	0	8	0	24	0	0	2	46	$ 8,380	$ 1,000	$ 9,380
OS 5	Manpower Evaluation	12	24	2	8	32	0	4	4	4	90	$ 19,206	$ 1,000	$ 20,206
OS 6	Presentations (Per Issue)	2	4	0	0	4	0	2	0	2	14	$ 2,984	$ 500	$ 3,484

Please note that the proposed pricing is based on NewGen's understanding of the project, enclosed scope of services, and estimated level of effort. It is anticipated that this pricing can be refined on further discussions and negotiations with TWU. In the event the above pricing proposal does not align with TWU's goals, objectives, and available resources, we welcome the opportunity for further discussion with TWU to better align our proposal with the needs of the utility.

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NewGen's current hourly billing rates, which will remain in effect through December 31, 2021, are as follows.

NewGen Strategies and Solutions
2021 Billing Rates

President / Managing Director / Director	$230 - $360
Executive Consultant	$220 - $320
Senior Consultant	$190 - $220
Consultant	$120 - $150
Administrative Services	$110

Note: Billing rates are subject to change based on annual reviews and salary increases.

TERMS AND CONDITIONS EXCEPTIONS

The Project Team looks forward to engaging in contract negotiations with TWU and developing an agreement that will facilitate a beneficial and productive working relationship. In developing these contract terms and conditions, the Project Team respectfully requests that TWU consider reducing its currently stipulated level of project retainage from 20% to no more than 10%. As a professional services firm, more than 80% of our monthly expense is associated with personnel costs. Ensuring our employees receive market-leading salaries and benefits is of critical importance to our Firm and ensures that we can employ and provide TWU with the talented individuals named to our Project Team. However, employing a staff of this caliber requires NewGen to ensure that it operates in a fiscally sound and prudent manner and generates sufficient cash flow to properly sustain its operations – cash flow which can be challenged by retainage requirements such as that proposed by TWU.

NewGen recognizes the importance our clients place on ensuring their needs are met and the scope of services is executed in a diligent and professional manner. NewGen shares this concern and endeavors to bring the highest level of customer service to every engagement. We are hopeful that our Team can work with TWU to find a more appropriate manner to protect TWU's interests while also providing appropriate cash flow from this engagement, and respectfully requests TWU consider alternative terms and conditions specific to the proposed contract.

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APPENDIX A. PROJECT TEAM RESUMES

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NewGen Strategies & Solutions

Chris D. Ekrut
Chief Financial Officer
cekrut@newgenstrategies.net

Mr. Chris Ekrut currently serves as Chief Financial Officer for NewGen Strategies and Solutions as well as a Director in the Firm's Environmental Practice. Mr. Ekrut has been providing consulting services since 2004, with the majority of his client-related projects focused on the pricing of services and developing rates and fees for utility systems.

Mr. Ekrut is a recognized expert witness, having filed testimony regarding cost of service and rate design, as well as providing litigation support and regulatory filing assistance before rate regulatory agencies. He has conducted a significant number of wholesale and retail water and wastewater rate studies, developed water, wastewater, and stormwater rate and fee models, and assisted in negotiations and/or litigation involving a number of wholesale water or wastewater contracts. He also serves as an instructor for the national "Fundamentals of Water Cost of Service and Rate Design" class sponsored by EUCI.

His previous experience includes time with R.W. Beck, Inc. as a staff consultant and with J. Stowe & Co. (now NewGen) as a senior consultant and manager.

EDUCATION

- Master of Public Administration, University of North Texas
- Bachelor of Arts in Public Administration, West Texas A&M University

EXPERIENCE

During his career, Mr. Ekrut has assisted in conducting a variety of engagements for water, wastewater, drainage, solid waste, electric, and natural gas utilities. A sampling of Mr. Ekrut's experience is included below. Clients marked with an asterisk indicate multiple projects were performed for that client within that category of service.

Utility Business Plans

- City of Blue Mound, Texas
- City of Gainesville, Texas
- Town of Prosper, Texas

Operations and Management Reviews

- Lower Colorado River Authority's Water and Wastewater Service Unit
- Brownsville Public Utilities Board

System Valuations

- City of Blue Mound, Texas
- City of Oak Point, Texas
- City of Southmayd, Texas
- City of Tyler, Texas
- Mustang Special Utility District
- Town of Lakeside, Texas

Indirect Cost Allocation Studies

- City of Brenham, Texas
- North Texas Municipal Water District *
- City of Terrell, Texas *

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Chris D. Ekrut
Chief Financial Officer

Wholesale and/or Retail Water, Reclaimed Water, Wastewater, and Drainage Cost of Service and Rate Design Studies

- Town of Addison, Texas
- City of Aledo, Texas *
- Town of Argyle, Texas
- City of Amarillo, Texas
- City of Bastrop, Texas *
- City of Bellaire, Texas
- City of Blue Mound, Texas *
- City of Bonham, Texas *
- City of Brenham, Texas *
- City of Burkburnett, Texas *
- City of Burnet, Texas *
- Canyon Regional Water Authority *
- City of Cedar Park, Texas
- City of Celina, Texas
- City of Cisco, Texas
- City of Coleman, Texas
- City of Colleyville, Texas
- Double Diamond Utilities Co. *
- City of Eunice, New Mexico
- City of Farmersville, Texas *
- City of Forest Hill, Texas *
- City of Forney, Texas
- City of Gainesville, Texas *
- City of Gatesville, Texas *
- City of Garland, Texas *
- City of Glenn Heights, Texas *
- City of Graham, Texas
- City of Grapevine, Texas *
- City of Irving, Texas
- City of Jacksonville, Texas
- Johnson County Special Utility District *
- City of Justin, Texas
- City of Killeen, Texas *
- Town of Lakeside, Texas *
- City of Lancaster, Texas *
- City of League City, Texas
- City of Lewisville, Texas *
- City of Liberty Hill, Texas
- City of Lubbock, Texas
- City of McGregor, Texas *
- City of Mabank, Texas
- City of Mansfield, Texas *
- Marilee Special Utility District *
- City of Mexia, Texas
- City of Mineral Wells, Texas *
- City of Murphy, Texas
- Mustang Special Utility District
- MSEC Enterprises
- Navajo Tribal Utility Authority
- North Texas Municipal Water District
- Nueces County Water Control and Improvement District No. 3
- City of Odessa *
- City of Paris, Texas *
- Parker Special Utility District
- Pillan Income Asset Management
- Pittsburgh Water and Sewer Authority
- City of Portland, Texas
- Possum Kingdom Water Supply Corporation
- Town of Prosper, Texas *
- Quadvest
- Riverbend Water Resources District
- City of Roanoke, Texas *
- City of Sanger, Texas
- City of Seagoville, Texas *
- South Texas Water Authority *
- City of Stamford, Texas
- City of Terrell, Texas *
- City of Thornton, Colorado
- Trophy Club Municipal Utility District No. 1 *
- City of Tyler, Texas *
- City of Waco, Texas *
- City of Weatherford, Texas *
- West Wise Special Utility District
- City of Willow Park, Texas *
- City of Wolfforth, Texas *

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Chris D. Ekrut
Chief Financial Officer

Service Area Valuations / Appraisals

- Aquilla Water Supply Corporation
- Double Diamond Utilities *
- Green Valley Special Utility District
- Guadalupe-Blanco River Authority
- Johnson County Special Utility District
- MSEC Enterprises
- Mustang Special Utility District *
- City of Tyler, Texas
- City of Waco, Texas
- Additional appraisals for private individuals

Feasibility Studies / Rate Impact of Engineering Recommendations / Peer Review

- Ector County Special Utility District
- City of Forney, Texas
- City of Garland, Texas *
- North Texas Municipal Water District
- McLennan County, Texas
- City of Odessa, Texas
- Town of Palm Beach, Florida *(Electric Study)*
- Upper Trinity Regional Water District
- City of Waco, Texas *

Litigation Support

Provided litigation support, directly or as a subcontractor, to the following entities.

- BASF Corporation
- Double Diamond Utilities *
- MSEC Enterprises
- North Texas Municipal Water District
- Office of Public Utility Counsel *
- Rock Creek Water Supply Corporation
- Texas RioGrande Legal Aid
- West Wise Special Utility District

Rulemaking Regulatory Support

Provided Expert Assistance to Office of Public Utility Counsel (OPUC) for the following PUC Rulemaking Projects.

- PUC Project No. 43871
- PUC Project No. 43876
- PUC Project No. 43967
- PUC Project No. 44462
- PUC Project No. 44706
- PUC Project No. 45111
- PUC Project No. 45113
- PUC Project No. 45118
- PUC Project No. 45758

General Fund Studies

- City of Arlington, Texas (Oil/Gas Well Emergency Fee)
- City of Bonham, Texas (Ambulance Service Fee, Street Maintenance Fee)
- City of Burkburnett, Texas (Planning and Development Fees)
- City of Killeen, Texas (Street Maintenance Fee)
- City of New Braunfels, Texas (Planning and Development / Community Service Fees)

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Chris D. Ekrut

Chief Financial Officer

Solid Waste Experience

- Assisted in conducting a Municipal Solid Waste Operations Study for the City of Denton, Texas.
- Assisted in conducting an Alternative Feasibility Study for the City of Peoria, Arizona.
- Assisted Siemens Energy and Environmental Services in conducting a detailed Waste Shed Analysis of the DFW Metroplex in support of a new, environmentally friendly waste processing technology.
- Assisted in conducting a Mixed Recycling Facility (MRF) Study for the North Central Texas Council of Governments.

Electric Utility Experience

- City of Austin, Texas
- City of Bastrop, Texas
- City of Brenham, Texas
- City of Burnet, Texas
- Garland Power & Light
- City of Liberty, Texas
- City of Sanger, Texas

Impact Fee / Capital Recovery Experience

Mr. Ekrut has assisted in the development of Water, Wastewater, and/or Roadway Impact Fees for the following clients.

- City of Bastrop, Texas *
- City of Burnet, Texas *
- City of College Station, Texas
- City of Denton, Texas *
- City of Flower Mound, Texas *
- City of Frisco, Texas *
- City of Ft. Worth, Texas *
- City of Galveston, Texas
- City of Garland, Texas
- City of Glenn Heights, Texas
- City of League City, Texas
- City of McKinney, Texas *
- City of Mesquite, Texas
- Nueces County Water Control and Improvement District No. 4
- Parker County Special Utility District
- City of Willow Park, Texas

Franchise Fee Experience

- Assisted in conducting reviews of the franchise fee payments made by Charter Communications to the Cities of Rockwall and Denton, Texas.
- Assisted in conducting reviews of the franchise fee payments made by Oncor to a coalition of Cities within the State of Texas.
- Assisted in conducting franchise fee reviews of gas and electric providers in Fayette County, Kentucky.

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Gas Utility Experience

- Assisted the City of Brenham, Texas in analyzing and amending their Gas Cost Adjustment Factor.
- Provided litigation support in Texas Railroad Commission Docket No. 9670 – Petition for De Novo Review of the Reduction of the Gas Utility Rates of ATMOS Energy Corp., Mid – Tex Division.

Publications and Presentations

- "Allocating the Costs of Population Growth in Wholesale Water Contracts," Texas Water Law Conference, January 2007
- "Business Planning and its Benefits to Municipal Utilities," American Water Works Association, Texas Section, 2008
- "Plan Your Work and Work Your Plan: The Benefits of Municipal Utility Business Planning," Texas Town & City, October 2009
- "Strategies for Pricing Direct Water Reuse," Texas Water Conservation Association, March 2013
- "Utility Management and Revenue Considerations;" New and Emerging City Manager Roundtable and New and Emerging Finance Director Roundtable; North Central Texas Council of Governments; 2014, 2015, 2016, 2017, and 2018
- "Texas Water Development Board Water Conversation Best Management Practices Model: Estimating Water Conservation Savings for New Annual Reporting Requirements," Texas Water Conservation Association, March 2014
- "When in Drought! Utility Ratemaking 101," Government Finance Officers Association of Texas, April 2014
- "Aledo, Texas – How a Small City Overcame a Capital Improvement Giant," American Water Works Association, Utility Management Conference, January 2015
- "To the PUC . . . and Beyond!," Government Finance Officers Association of Texas, Pre-Conference, November 2015
- "Getting a Good Opinion: The Importance of Financial Policies and the Impact on a Utility's Credit Rating" American Water Works Association, Texas Section, April 2016
- "Legislative and Regulatory Update for Water and Wastewater Utilities," Government Finance Officers Association of Texas, Panhandle Chapter, July 2016
- "That'll Be the Day that Water Rates Change in Lubbock," American Water Works Association, Texas Section, April 2018
- "Decimated by Data – Common Utility Billing Mistakes and the Impact on Water and Sewer Utilities," American Water Works Association, Texas Section, April 2018
- "When, Water, Where, and Why – The Importance of Rate Studies in Utility Management," American Water Works Association, Texas Section, April 2019

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NewGen Strategies & Solutions

Matthew Garrett
Managing Director – Water and Wastewater Practice
mgarrett@newgenstrategies.net

Mr. Matthew Garrett, MBA, CGFO, CPM, leads a variety of cost of service and rate design studies for engagements with water, wastewater, natural gas, and storm water utilities. He has over sixteen years of experience working with the public sector and his diverse experience enhances each project with his pragmatic management perspectives. In addition to cost of service studies, he has managed or assisted on projects focused on impact fees, valuation, feasibility analyses, process improvement, public engagement, and litigation support.

EDUCATION

- Master of Business Administration, University of Texas at Dallas
- Bachelor of Business Administration in Management, Texas A&M University

PROFESSIONAL REGISTRATIONS / CERTIFICATIONS

- Certified Government Finance Officer (CGFO #269), GFOAT
- Texas Certified Public Manager (CPM), Texas State University

PROFESSIONAL AFFILIATIONS

- Texas City Managers Association (TCMA), Member, Serves on Advocacy Committee
- Government Finance Officers Association of Texas (GFOAT), Member, Serves on Ethics Committee
- Government Finance Officers Association (GFOA), Member
- International City/County Management Association (ICMA), Member

KEY EXPERTISE

- Long-range Strategic and Financial Business Planning
- Stakeholder Education and Engagement
- Cost of Service and Rate Design
- Valuation and Litigation Support
- General Government Management
- Priority-based Budgeting

RELEVANT EXPERIENCE

Cost of Service and Rate Design - Water, Wastewater, and Natural Gas

Mr. Garrett leads and assists with financial evaluations for water, wastewater and natural gas utilities to safeguard their financial integrity through comprehensive cost of service analyses including wholesale services. Rates developed as a result of these engagements may equitably recover the full cost of service, including special consideration for affordability and best practice rate structures, or provide recommended rates in line with other prevailing rate-setting priorities of the governing body. He has assisted clients in the development of appropriate rates and outlining proposed terms and conditions of a potential run-of-the-river raw water lease of its permitted, but unused water rights, and reviewed wholesale cost of service and proposed rates studies. Mr. Garrett has participated in water, wastewater and/or natural gas cost of service and rate design studies for the following entities:

- City of Austin, Texas
- City of Lubbock, Texas

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Matthew Garrett

Managing Director – Water and Wastewater Practice

- Town of Argyle, Texas
- City of Conroe, Texas
- City of Fate, Texas
- City of Forney, Texas
- City of Heath, Texas
- City of Hutto, Texas
- Lake Cities Municipal Utility Authority, Texas
- City of Lancaster, Texas
- City of Liberty Hill, Texas
- City of Nacogdoches, Texas
- City of Red Oak, Texas
- City of Roanoke, Texas
- City of Rockport, Texas
- Trophy Club Municipal Utility District, Texas
- City of Victoria, Texas
- City of Waco, Texas
- West Wise Special Utility District, Texas
- City of Wylie, Texas

Impact Fee Analysis

Mr. Garrett has led or assisted in impact fee analysis to assist communities in setting the most appropriate fee amounts using a more comprehensive credit calculation. The maximum fee determination method employed is developed through a financial based model, which fully recognizes the requirements of Texas Local Government Code Chapter 395, including the recognition of cash and/or debt financing, interest earnings, fund balances, and applicable credits associated with the use of ad valorem taxes or utility revenues. His clients include:

- Argyle Water Supply Corporation, Texas
- City of Austin, Texas
- City of Burnet, Texas
- City of College Station, Texas
- City of Denton, Texas
- City of Flower Mound, Texas
- City of Fort Worth, Texas
- City of Galveston, Texas
- City of Garland, Texas
- City of Mesquite, Texas
- Nueces County WCID #4, Texas
- City of Willow Park, Texas

Valuation

Mr. Garrett assists clients with review and analysis of financial data and valuation to support appropriate compensation, acquisitions, and sales of assets or systems. He has determined appropriate compensation for the acquisition of a service area within a city's corporate limits, determined the fair value for a prospective acquisition of service area, assisted a coalition of cities with review of cable franchise fees for appropriateness and to identify any additional revenues due to the cities, assisted a utility district with the analysis of a city's offer to purchase the utility district, and assisted a utility with the sale, transfer, and merger filing with the state public utility commission. His clients include:

- Coalition of Cities, Texas Franchise Fee Review
- Double Diamond Utilities, Texas
- City of Heath, Texas
- Mustang SUD, Texas (6 PUC Dockets)
- Trophy Club Municipal Utility District No. 1, Texas
- City of Waco, Texas

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Economic Analysis

Mr. Garrett has provided economic impact analysis of a proposed reservoir based on a 45-year planning horizon and examined the projected economic impact of interbasin transfers of large volumes of raw water from less populated areas to more densely populated and growing communities. His economic analysis clients include:

- North Texas Municipal Water District, Texas
- Sabine River Authority, Texas

Litigation Support

Mr. Garrett has provided litigation support to clients by assisting with conveyance of assets, the renewal of long-term raw water supply contracts, and decertified area valuations. His litigation support clients include:

- Sabine River Authority, Texas
- Mustang Special Utility District, Texas

General Fund and Other Utility Special Projects

Mr. Garrett has assisted in analysis of General Fund and other utility special projects. Projects have included evaluation of a transportation utility fee, ambulance cost and fee review, data analysis, purchasing and work order process mapping, 10-year historical general fund expense and revenue Council presentation, indirect cost allocations, CCN amendment and PUC rate applications, TWDB SWIFT funding application, Tax proposition public education, Multi-year billing system audit, and Masterplan financial assessment. His clients include:

- City of Bonham, Texas
- City of Burkburnett, Texas
- City of Denton, Texas
- Double Diamond Utilities, Texas
- City of Forney, Texas
- City of Killeen, Texas
- Lake Cities Municipal Utility Authority, Texas
- San Jacinto River Authority, Texas
- City of Pittsburgh, Pennsylvania
- City of Roanoke, Texas
- City of Terrell, Texas
- U.S. Army
- City of Waco, Texas
- City of Wylie, Texas
- West Wise Special Utility District, Texas

EXPERIENCE PRIOR TO NEWGEN

Town of Prosper, Texas – Finance Director

Directed all aspects of the Town finances including budget preparation and monitoring, financial reporting, creating fiscal transparency, debt issuance, purchasing, payroll administration, utility billing, collections and cash management. Acted as investment officer for the Town and chairman of the Town Council Finance Committee. Forecast future revenues and funds needed for appropriations. Coordinated with the Prosper Economic Development Corporation on various tax abatement/incentive offerings. Assisted Town department heads with IT solutions including efficient system utilization, application software and related hardware. Directed Human Resources function.

Collin County, Texas – Senior Financial Analyst

Responsible for budget preparation and review of twenty-two (22) departments with combined expenditure budgets totaling seventy-two ($72) million dollars. Introduce and apply performance-based-budgeting techniques. Meet with

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Department Heads and Elected Officials to discuss operational challenges and opportunities within their programs. Provide scheduled and ad hoc analysis. Coordinate the Growth and Vision Task Force. Monitor legislation.

Collin County, Texas – Human Resources Supervisor

Manage Pay for Performance program for approximately 1,500 employee organization. Plan project schedules and implement communications strategy. Help management set organizational metrics and individual objectives. Build relationships with line management. Deploy new HR solutions, such as performance-based pay and web-based timesheets. Automate and reengineer payroll and HR functions. Audit payroll system. Act as liaison between HR and IT on joint projects.

WORKSHOPS AND PRESENTATIONS

Mr. Garrett has given presentations and participated in workshops to municipal government organizations. These activities have focused on municipal priority-based budgeting and utility ratemaking. Host organizations and the topics Mr. Garrett presented are displayed below.

Government Finance Officer Association of Texas

- *Ante Up: Rational Budget Reductions When You Are Short on Chips*
  Spring 2009
- *When in Drought! Utility Rate Making Part 1 – Revenue Requirements and Cost of Service*
  Spring 2014
- *When in Drought! Utility Rate Making Part 2 – Rate Structure and Design*
  Spring 2014
- *Utility Rate Making & Customer Service Two-Day Pre-Conference*
  Spring 2015

North Central Texas Council of Governments

- *New and Emerging City Managers - Utility Management and Revenue Considerations*
  2014, 2016
- *New and Emerging Finance Directors Utility Management and Revenue Considerations*
  2015, 2016, 2017

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NewGen Strategies & Solutions

Dave Yanke

President

Dave Yanke brings over 25 years of financial consulting insight to his public-sector utility clients. His experience includes the conduct of cost of service and rate design studies, operational reviews, system valuations, feasibility studies, and municipalization analyses for solid waste, water and wastewater utilities.

Having effectively guided numerous repeat clients through a wide variety of operational and financial challenges, Mr. Yanke serves as a trusted advisor in an ever-changing marketplace. In addition, he has conducted numerous solid waste, water, and wastewater related research projects on such topics as regionalization and Texas-Mexico border infrastructure needs. Drawing on his operational experience, Mr. Yanke uniquely blends technical expertise with his business perspectives when providing economic and financial advice to these clients.

Mr. Yanke joined Reed-Stowe & Company, Inc. in February 1991. In October 2000, the company was renamed Reed, Stowe & Yanke, LLC (RS&Y) and in March of 2003 was sold to R. W. Beck, Inc., which was subsequently sold to SAIC in 2009 and finally spun off in 2013 into Leidos where Mr. Yanke served as a Vice President. In April 2014, Mr. Yanke joined NewGen Strategies and Solutions, LLC as a partner leading the municipal solid waste practice, in addition to serving his water and wastewater clients. Effective January 1, 2021, Mr. Yanke was named President of NewGen Strategies and Solutions, LLC.

EDUCATION

- Texas A&M University, College Station, Master of Business Administration
- University of Wisconsin, Madison, Bachelor of Business Administration

WATER AND WASTEWATER EXPERIENCE

Some of the following projects were completed by Mr. Yanke while employed at his prior firms.

Listed below are clients for whom Mr. Yanke has either managed or assisted in the conduct of water and wastewater cost of service and rate design studies, valuation studies, feasibility analyses, damage calculations, and/or litigation support services. (Many of these clients have retained Mr. Yanke to conduct follow-up studies in later years.)

Cities

- Bartlesville, Oklahoma
- Bellaire, Texas
- Borger, Texas
- Copperas Cove, Texas
- Del Rio, Texas
- Denton, Texas
- Donna, Texas
- Douglas, Arizona
- Eagle Pass, Texas
- Edmond, Oklahoma
- Fate, Texas
- Fort Worth, Texas
- Gilmer, Texas
- Green River, Wyoming
- Greenville, Texas
- Hobbs, New Mexico
- Huntsville, Texas
- Kilgore, Texas
- La Feria, Texas
- Lacy Lakeview, Texas
- Laredo, Texas
- Lewisville, Texas
- Longview, Texas
- Los Fresnos, Texas
- Lubbock, Texas
- Nacogdoches, Texas
- Nogales, Arizona
- Palestine, Texas
- Paris, Texas
- Pharr, Texas
- Primera, Texas
- Richmond, Virginia
- Rowlett, Texas
- San Antonio Water System
- Stillwater, Oklahoma
- Sugar Land, Texas
- Temple, Texas
- Tyler, Texas
- Victoria, Texas
- Weatherford, Texas

Water Supply Corporations, Districts, and Authorities

- Blackland Water Supply Corporation
- El Oso Water Supply Corporation
- Greater Kelly Development Authority
- Johnson County Special Utility District
- Sharyland Water Supply Corporation
- Tarrant Regional Water District
- Texas Water Development Board
- Titus County Fresh Water Supply District No. 1

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Dave Yanke

President

- Lake Fork Water Supply Corporation
- Lower Valley Water District
- Lower Colorado River Authority
- Manville Water Supply Corporation
- Rockett Special Utility District
- United States Marine Corps
- United States Navy Southwest Division
- Walker County Rural Water Supply Corporation
- Webb County, Texas

Other Types of Studies

- North Texas Municipal Water District – Asset Management Plan
- Barton Spring Edwards Aquifer Conservation District – Brackish Desalination Study
- City of Fort Worth, Texas – Wholesale Water and Wastewater Contract Negotiations
- City of Austin, Texas – Austin Water Residential Customer Rate Advocacy

Presentations

Does Your Water Utility Have a Financial Plan, Texas Rural Water Association (TRWA), March 2017

Rate Structures and Revenues from Current Rates, Government Finance Officers Association of Texas (GFOAT) Fall Conference, October 2015

Rate Fairness for Big and Small Customers, Texas Rural Water Association (TRWA) Technical Conference, July 2015

Fort Worth Wholesale Water Contract Negotiations, Texas Water Conservation Association (TWCA) Conference, March 2013

Retail Water & Sewer Rate Policy: Who Should Pay for Costly Infrastructure?, Texas Water Law Conference, January 2013

How to Conduct a Water and Sewer Cost of Service Study for Your Utility, Oklahoma Municipal League Conference, September 2012

Outside Professional Services – When to Contract Out, TRWA Governance Conference, January 2012

Equitable Treatment in Rate Structure Determination, TRWA Water District's Conference, September 2011

Cost of Service and Rate Design Seminars for Water and Wastewater Utilities (one/two-day training sessions):

- Texas AWWA Rates and Charges Committee, Fall 2011 (Austin, Houston, Dallas)
- Texas AWWA Rates and Charges Committee, November 2005
- Texas AWWA Rates and Charges Committee, October 2002

Financing Today's and Tomorrow's Needs, Western States Water Conference, November 2010

Building Consensus During the Development of a Uniform Wholesale Water Contract, AWWA's Utility Management Conference, February 2010

ADVISORY COUNCILS & BOARDS

- Serves on the Texas Commission on Environmental Quality (TCEQ) Municipal Solid Waste Management and Resource Recovery Advisory Council, (Appointed and Re-appointed since September 1995)
- Served as Vice Chair on the State of Texas Alliance for Recycling (STAR) Board of Directors, formerly Treasurer (2014-2016)

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

NewGen Strategies & Solutions

Kimberly Bostik
Senior Consultant
kbostik@newgenstrategies.net

Kimberly Bostik assists in conducting a variety of engagements for water, wastewater, and electric utilities. Prior to joining NewGen, Ms. Bostik was employed by R.W. Beck, Inc. as a Senior Consultant in the Water and Wastewater industries. Ms. Bostik began her career as a Risk Accountant and worked as a Supervisor of Trading & Risk Services at Duke Energy Trading & Marketing in Houston, Texas. Ms. Bostik also contracted for Energy Future Holdings, serving as a risk analyst on the power trading desk.

EDUCATION

- Bachelor of Business Administration in Accounting, Texas A&M University

RELEVANT EXPERIENCE

Cost of Service and Rate Design – Water and Wastewater

Ms. Bostik assists in conducting wholesale and retail cost of service and rate design studies for water and wastewater utilities to help them understand the operational and financial impacts of their residential and commercial services. These studies include the creation of wholesale and retail rate models in Microsoft Excel that are customized to meet the needs of each client. Her wholesale and retail water and wastewater cost of service and rate design clients include, but are not limited to:

- Argyle Water Supply Corporation, Texas
- City of Aledo, Texas
- City of Bastrop, Texas
- City of Bonham, Texas
- City of Burkburnett, Texas
- City of Celina, Texas
- City of Fort Worth, Texas
- City of Garland, Texas
- City of Gatesville, Texas
- City of Lampasas, Texas
- City of Lancaster, Texas
- City of League City, Texas
- City of Lewisville, Texas
- City of McGregor, Texas
- City of Mansfield, Texas
- City of Murphy, Texas
- City of Paris, Texas
- City of Portland, Texas
- City of Spearman, Texas
- City of Stamford, Texas
- City of Tyler, Texas
- City of Waco, Texas
- City of Weatherford, Texas
- City of Willow Park, Texas
- Nueces County WCID #4, Texas
- OK Foods, Oklahoma
- Town of Prosper, Texas
- West Wise Special Utility District, Texas

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Kimberly Bostik

Senior Consultant

Cost of Service and Rate Design – Electric

Ms. Bostik assisted in updating an electric utility rate model. Her projects include:

- Garland Power & Light, Texas

Procurement Support

Kim Bostik assisted a client in the procurement process for Advanced Metering Infrastructure. Her clients include:

- City of Arlington, Texas

Service Area Valuation

Ms. Bostik supported a client in determining valuation for a Certificate of Convenience and Necessity (CCN) for the following entity:

- Jarrell-Schwertner Water Supply Corporation, Texas

Litigation Support

Ms. Bostik analyzed alternative rate structures for litigation support in a bankruptcy filing. Her clients include:

- Bond insurers for the Jefferson County, Alabama bankruptcy filing

Impact Fees

Ms. Bostik assisted a client in determining Roadway Impact Fees. Her clients include:

- City of McKinney, Texas

Ambulance Fee Study

Ms. Bostik assisted a client in determining if subsidies received from the County were sufficient to cover the cost of ambulance services. Ms. Bostik's Ambulance Fee study clients include:

- City of Bonham, Texas

Water Rate Filing

Assisted clients in filing for a rate increase with the Texas Public Utility Commission. Ms. Bostik's water rate filing clients include:

- Double Diamond Properties Construction, Texas
- Custom Water Company LLC, Texas

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NewGen Strategies & Solutions

Megan Kirkland
Staff Consultant
mkirkland@newgenstrategies.net

Megan Kirkland provides financial modeling, large data manipulation, and financial analysis for a variety of industries. She joined NewGen Strategies and Solutions, LLC as a Staff Consultant in 2018 shortly after attaining a Bachelor of Science in Petroleum Engineering with a Minor in Business Administration. Prior to joining the firm, Ms. Kirkland held positions as an accounting contractor at Robert Half and as a financial/accounting contractor at Freeway Properties.

EDUCATION

- Bachelor of Science in Petroleum Engineering – Texas A&M University

KEY EXPERTISE

- Financial Modeling
- Financial Analysis
- Data Mining
- Market Research

RELEVANT EXPERIENCE

Ms. Kirkland's clients include, but are not limited to, the following.

Cost of Service and Rate Design Studies – Electric, Water, and Wastewater

- City of Conroe, Texas
- City of Deer Park, Texas
- City of Fate, Texas
- City of Georgetown, Texas
- City of Killeen, Texas (Drainage)
- City of Lubbock, Texas
- City of Odessa, Texas
- City of Rockdale, Texas
- City of Rockport, Texas
- City of Seabrook, Texas
- Ector County Utilities District
- Lake Cities Municipal Utility Authority
- Mustang Special Utility District
- North Collins Special Utility District

Impact Fee Studies

- City of Austin, Texas
- City of Denton, Texas
- City of Frisco, Texas
- City of League City, Texas
- City of McKinney, Texas
- City of Magnolia, Texas

Cost Allocation Studies

- City of Brenham, Texas
- City of Frisco, Texas
- North Texas Municipal Water District

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

Megan Kirkland

Staff Consultant

Litigation Support

- Community Water Company
- Double Diamond Utilities, Texas
- MSEC Enterprises
- Office of Public Utility Council
- Texas RioGrande Legal Aid

Experience Prior to NewGen – Robert Half

During her time at Robert Half, Ms. Kirkland performed the following services:

- Reviewed payees and coding while preparing 1099s at an oil and gas company.
- Assisted in reviewing invoices and maintaining monthly employee expense reports.

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NewGen Strategies & Solutions

Karim Virani
Analyst
kvirani@newgenstrategies.net

Mr. Karim Virani joined NewGen as an analyst in 2019, During his tenure, he has provided financial modeling, financial analyses, and data analytics support, primarily for NewGen's Environmental Practice. Mr. Virani obtained a Bachelor of Business Administration in Finance from the University of Texas at Austin. Prior to joining NewGen, Mr. Virani worked as a Pricing and Strategy Analyst for J.C. Penney, Inc.

EDUCATION

- Bachelor of Business Administration in Finance – University of Texas at Austin

KEY EXPERTISE

- Financial Modeling
- Financial Analysis
- Data Mining
- Rate Design and Strategy
- Cost of Service
- Market Research

RELEVANT EXPERIENCE

Cost of Service and Rate Design – Electric, Water, and Wastewater

Mr. Virani performs cost of service and rate design studies for electric, wholesale and retail water, reclaimed water, wastewater, and drainage utilities to assist clients in understanding the financial and operational impacts of their service offerings. Rates developed as a result of these studies are intended to fully recover operational costs. His clients include:

- City of Anna, Texas
- City of Bastrop, Texas
- City of Boerne, Texas
- City of Eunice, New Mexico
- City of Fair Oaks Ranch, Texas
- City of Irving, Texas
- Johnson County Special Utilities District
- City of Kerrville, Texas
- City of Killeen, Texas
- City of Lewisville, TX
- North Texas Municipal Water District
- City of Seguin, TX
- City of Trophy Club, Texas
- City of Van Alstyne, Texas
- City of Waco, Texas
- City of White Settlement, Texas

Experience Prior to NewGen – J.C. Penney

During his time at J.C. Penney, Inc., Mr. Virani performed the following services:

- Developed tools, forecasted margins, and analyzed large datasets to support corporate strategy,
- Provided key internal reports and detailed analytics to leadership to assist with strategic pricing initiatives,

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LANCE KLEMENT, PE

Lance has spent over 15 years working on water and wastewater projects and identifying solutions to growing communities' treatment concerns. He has worked on every phase of a project from conceptual and preliminary design to bidding and construction. Lance has also reviewed operational constraints and conducted studies to improve facility operations. Additionally, his rate study experience has included work for multiple municipalities, providing the engineering support needed to determine the best course forward in rate adjustments. Lance can develop outlines for achieving master plan goals and identify future scenarios that could present project concerns. He knows how to apply advanced design solutions to address system deficiencies and existing levels of service.

His funding experience has included prioritization and phasing of identified projects to match funding goals, rate studies analysis for existing programs and future implementation, and CIP development for levels of service and efficiency analysis. Lance has assisted clients with regulations and requirements to receive funding for programs and application of funds.

EDUCATION

Master of Science in Environmental Engineering

Bachelor of Science, Biosystems Engineering

PROFESSIONAL REGISTRATIONS

Professional Engineer, TX, 113630

AFFILIATIONS

Water Environment Association of Texas

Texas American Water Works Association

American Water Works Association

Colleyville Water and Wastewater Master Plan, Colleyville, Texas

Project manager responsible for conducting a system-wide master plan and rate study. The project included condition assessments of water and wastewater facilities, modeling of future improvements, development of a capital improvements plan, and incorporation of the City's ongoing projects into the developed plan. Lance also supported the rate study component of the project by applying engineering support for cost estimates and funding projections.

Celina Water and Wastewater Comprehensive Plan, Celina, Texas

Project manager for the completed project, which evaluated the City's water and wastewater infrastructure, identified necessary improvements, and developed buildout, 10- and 5-year capital improvements plan. Garver and Newgen were teaming partners on this, where Garver provided engineering support in developing the capital improvements plan, and Newgen provided the rate study analysis.

Mesquite Master Plan and CMOM Update, Mesquite, Texas

Project manager responsible for leading the coordination with Pipeline Analysis for the City of Mesquite's master plan update for the City's sewer infrastructure. The project incorporated flow monitoring into the City's existing model and updated future flow projections. A capital improvements plan was identified to address the system deficiencies and to assist with planning for future rate study analysis.

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)



MICHELLE LACKS, PE

Michelle has six years of experience specializing in wastewater distribution and treatment system planning and design. She is an expert in modeling and master planning in support of both capital improvements plan development, rate study analysis, and impact fee evaluations.

EDUCATION

Bachelor of Science in Environmental Engineering

Master of Science in Civil Engineering, Environmental Engineering

PROFESSIONAL REGISTRATIONS

Professional Engineer, TX, 131519

AFFILIATIONS

American Water Works Association

Water Environment Association of Texas

*Non-Garver experience

Mesquite Master Plan and CMOM Update, Mesquite, Texas

Project engineer for updates to the City's sanitary sewer master plan. Responsibilities included leading the data collection effort and documentation. Additionally, responsible for building and calibrating the model for new portions of the Mesquite sanitary sewer hydraulic model in InfoWorks ICM. Developed sanitary sewer capital improvements based upon the calibrated model and a projected design storm. Furthermore, developed future model scenarios and sanitary sewer capital improvements projects to accommodate anticipated growth and to support ongoing funding studies.

Celina Water and Wastewater Comprehensive Plan, Celina, Texas

Project engineer for updates to the City of Celina's wastewater master plan. Responsibilities include for leading the process for data collection, documentation, model building, and model calibration of new portions of the Celina sanitary sewer hydraulic model in InfoWorks ICM. Michelle's development of the capital improvements plan and impact fee analysis included development of costs, evaluation of alternatives, and incorporation of ongoing City funded projects.

*Hydraulic Model and CIP, Heath, Texas

Project engineer for creation of a new sanitary sewer hydraulic model for the City of Heath using the InfoSWMM software. Responsible for leading the process for data collection, documentation, model building, and calibration of the new model. Michelle used the calibrated model to outline sanitary sewer capital improvements for the existing system and for the system at 5-year, 10-year, and 20-year planning horizons. She developed cost estimates, evaluated alternatives, and incorporated existing and proposed future developments into the model to be utilized for impact fee analysis.

*Forney Wastewater Master Plan, Forney, Texas

Project engineer for creation of a new sanitary sewer hydraulic model for the City of Forney using the InfoSWMM software. Responsible for leading the process for data collection, documentation, model building, and calibration of the new model. Michelle used the calibrated model to outline sanitary sewer capital improvements for the existing system and for the system at 5-year, 10-year, and 20-year planning horizons. She developed cost estimates, evaluated alternatives, and incorporated existing and proposed future developments into the model to be utilized for impact fee analysis.

Attachment: 2021-057 RES Water and Sewer Rate Study signed (2507 : 2021-057 RES to perform a water and sewer rate study)

City of Texarkana, Texas

Version:

Briefing Sheet

Update Date: 7/9/2021 3:50 PM

Lead Department:	Planning & Zoning Commission	**Action Officer:**	Laura Puckett, Administrative Coordinator
Subject:	Ordinance No. 2021-053 rezoning a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.		

Briefing: 8/9/2021 **Public Hearing:** 8/9/2021 **Council Vote:** 8/9/2021

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 by Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan, agent, to rezone a 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. The property is currently vacant land. The proposed use is a double wide HUD code manufactured home.

The adjacent zoning is Single Family-2 to the north, east, south, and west. The adjacent land use is residences to the south, north, and east and vacant land to the west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There are other manufactured homes located in this area. There is Single Family-3 zoning two lots to the east of this tract. HUD code double wide manufactured housing looks like some of the existing frame pier and beam houses in the area. This type housing could also be a revitalization housing alternative to traditional site-built homes. Therefore, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to

building codes, setbacks, subdivision, fire, parking, 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:

Approve or deny

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request.

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

Attachments

a. 2021-053 ORD rezoning 2617 Findley St (DOCX)
b. 2021-053 EXH 'A' (Legal Description) (PDF)
c. 2021-053 ATTH 01 (Maps) (PDF)
d. 2021-053 Goals & Perspective (DOCX)
e. 2021-053 ORD rezoning 2617 Findley signed (PDF)

Staff Coordination

Planning & Zoning Commission		Laura Puckett	Department Head Review	Completed 07/09/2021 7:05 AM
Building Code Administration		Jennifer Evans	Review	Skipped 07/09/2021 3:50 PM
City Manager	David Orr	Review	Completed	07/09/2021 3:51 PM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

Z-21-11

ORDINANCE NO. 2021-053

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING A 1-ACRE TRACT OF LAND BEING TRACT 110, IN THE J. W. JOHNSON HRS, A-308, LOCATED AT 2617 FINDLEY STREET, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM A SINGLE FAMILY-2 TO SINGLE FAMILY-3; 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 an approximate **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street,** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3**; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend the application for rezoning from Single Family-2 to Single Family-3 on an approximate 1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street** 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 **Single Family-2 to Single Family-3** 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 an approximate **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3.**

Attachment: 2021-053 ORD rezoning 2617 Findley St (2503 : 2021-053 ORD rezoning 2617 Findley)

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 **9th day of August, 2021.**

ATTEST:

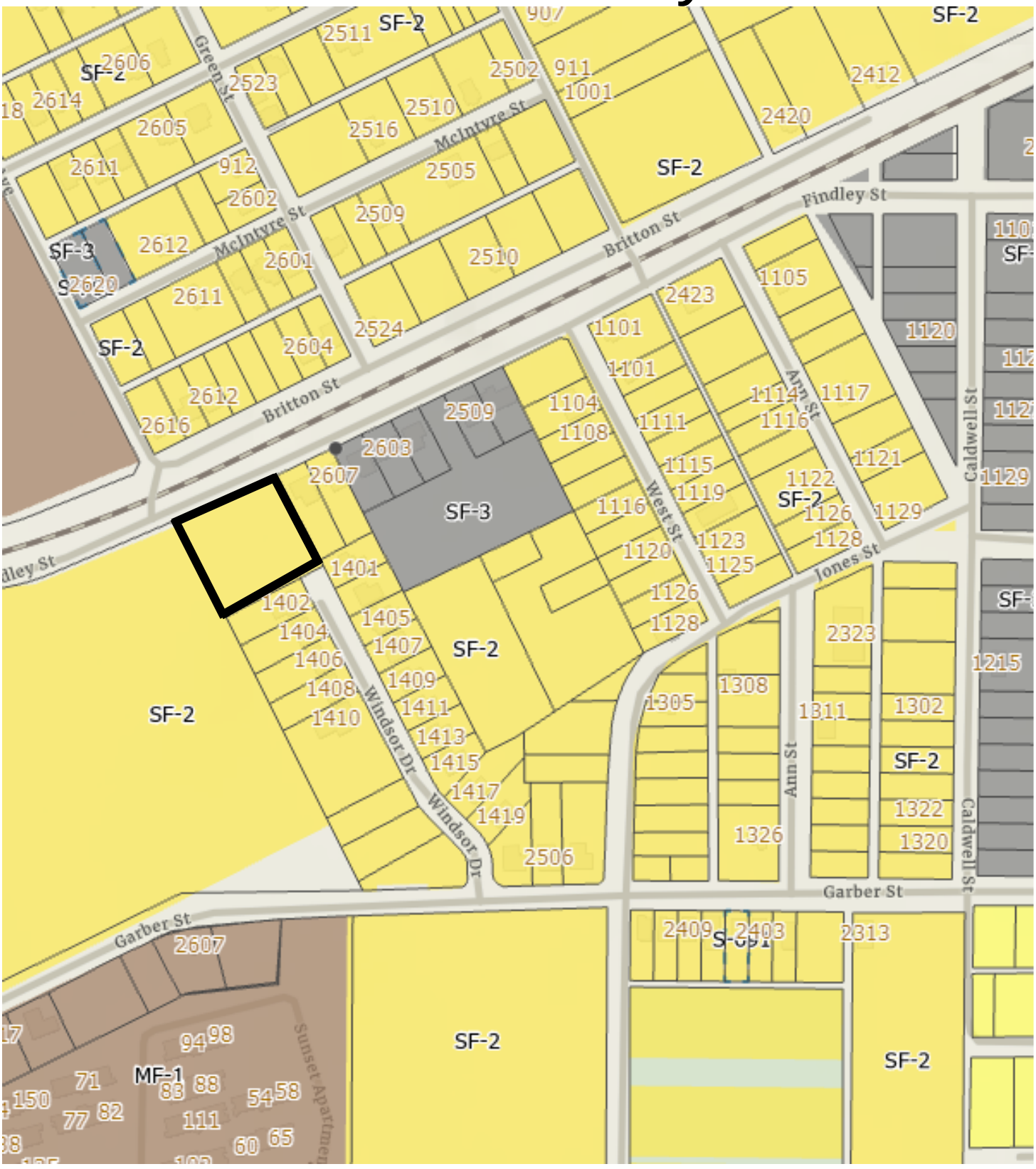
_____	_____
JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

Attachment: 2021-053 ORD rezoning 2617 Findley St (2503 : 2021-053 ORD rezoning 2617 Findley)

All that certain tract or parcel of land being a part of a 10-acre tract formerly owned by J. C. Durham and described in a Deed of Trust of record in Volume 164, Page 535 of the Deed Records of Bowie County, Texas and out of the J. W. JOHNSON HEADRIGHT SURVEY, A-308 in Bowie County, Texas and described as follows:
BEGINNING at a point in the N. boundary line of said 10 acre tract, 125 feet from the NE corner of the same 10 acre tract for the point of beginning;
THENCE extending South, parallel to the East boundary line, 210 feet to a stake for corner;
THENCE Westerly 210 feet parallel to the North boundary line of same to a stake for corner;
THENCE Northward 210 feet parallel to the East boundary line;
THENCE East along the North boundary line 210 feet to the Place of Beginning and Containing 1 acre of land.

Attachment: 2021-053 EXH 'A' (Legal Description) (2503 : 2021-053 ORD rezoning 2617 Findley)

2617 Findley



Attachment: 2021-053 ATTH 01 (Maps) (2503 : 2021-053 ORD rezoning 2617 Findley)

2617 Findley



Attachment: 2021-053 ATTH 01 (Maps) (2503 : 2021-053 ORD rezoning 2617 Findley)

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:

Attachment: 2021-053 Goals & Perspective (2503 : 2021-053 ORD rezoning 2617 Findley)

Z-21-11

ORDINANCE NO. 2021-053

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING A 1-ACRE TRACT OF LAND BEING TRACT 110, IN THE J. W. JOHNSON HRS, A-308, LOCATED AT 2617 FINDLEY STREET, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM A SINGLE FAMILY-2 TO SINGLE FAMILY-3; 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 an approximate **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street,** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3**; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend the application for rezoning from Single Family-2 to Single Family-3 on an approximate 1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street** 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 **Single Family-2 to Single Family-3** 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 an approximate **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3.**

Attachment: 2021-053 ORD rezoning 2617 Findley signed (2503 : 2021-053 ORD rezoning 2617 Findley)

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 **9th day of August, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

7:11 p.m.

Attachment: 2021-053 ORD rezoning 2617 Findley signed (2503 : 2021-053 ORD rezoning 2617 Findley)

2021-053 EXH 'A'
Z-21-11

All that certain tract or parcel of land being a part of a 10-acre tract formerly owned by J. C. Durham and described in a Deed of Trust of record in Volume 164, Page 535 of the Deed Records of Bowie County, Texas and out of the J. W. JOHNSON HEADRIGHT SURVEY, A-308 in Bowie County, Texas and described as follows:
BEGINNING at a point in the N. boundary line of said 10 acre tract, 125 feet from the NE corner of the same 10 acre tract for the point of beginning;
THENCE extending South, parallel to the East boundary line, 210 feet to a stake for corner;
THENCE Westerly 210 feet parallel to the North boundary line of same to a stake for corner;
THENCE Northward 210 feet parallel to the East boundary line;
THENCE East along the North boundary line 210 feet to the Place of Beginning and Containing 1 acre of land.

Attachment: 2021-053 ORD rezoning 2617 Findley signed (2503 : 2021-053 ORD rezoning 2617 Findley)

City of Texarkana, Texas

Version:

Briefing Sheet

Update Date: 7/9/2021 3:51 PM

Lead Department:	Planning & Zoning Commission	**Action Officer:**	Laura Puckett, Administrative Coordinator
Subject:	Ordinance No. 2021-054 granting a Specific Use Permit to allow the location of a HUD code manufactured home on a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.		

Briefing: 8/9/2021 **Public Hearing:** 8/9/2021 **Council Vote:** 8/9/2021

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 by Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan, agent, for a Specific Use Permit to allow the location of a double wide HUD code manufactured home as a residence on a 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308, located at 2617 Findley Street. The property is currently vacant land. The proposed use is a double wide HUD code manufactured home.

The adjacent zoning is Single Family-2 to the north, east, south, and west. The adjacent land use is residences to the south, north, and east and vacant land to the west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

Staff recommends for approval of this request with the following stipulations:

1. That one new 2020 or newer 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.

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

Potential Options:

Approve or deny

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of this request with stipulations

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

Attachments

a. 2021-054 ORD SUP at 2617 Findley St (DOCX)
b. 2021-054 EXH 'A' (Legal Description) (PDF)
c. 2021-054 ATTH 01 (Maps) (PDF)
d. 2021-054 ATTH 02 (Photos) (PDF)
e. 2021-054 ATTH 03 (Floorplans) (PDF)
f. 2021-054 Goals & Perspective (DOCX)
g. 2021-054 ORD SUP MFH 2617 Findley signed (PDF)

Staff Coordination

Planning & Zoning Commission	Laura Puckett	Department Head Review	
Completed	07/09/2021 7:05 AM		
Building Code Administration	Jennifer Evans	Review	Skipped
07/09/2021 3:51 PM			

City Manager 3:52 PM	David Orr	Review	Completed	07/09/2021
City Council 6:00 PM	Jennifer Evans	Meeting	Completed	07/12/2021

Meeting History

ORDINANCE NO. 2021-054 S-740

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY, AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-740 TO ALLOW THE LOCATION OF A DOUBLE-WIDE HUD CODE MANUFACTURED HOME ON A 1-ACRE TRACT OF LAND BEING TRACT 110, J.W. JOHNSON HRS, A-308, LOCATED AT 2617 FINDLEY STREET, TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a double-wide HUD Code manufactured home on a **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street**, in the City of Texarkana, Bowie County, Texas; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a double-wide HUD Code manufactured home** on said property; 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 granting the **Specific Use Permit** 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 further amended to grant **Specific Use Permit Numbered S-740** for the location of a double-wide HUD Code manufactured home on 1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street, in the City of Texarkana, Bowie County, Texas.

Attachment: 2021-054 ORD SUP at 2617 Findley St (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

SECTION 2: That the following stipulations are hereby imposed and made a part of this ordinance:

1. That one 2021 or newer 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.

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

SECTION 4: 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 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 **9th day of August, 2021.**

ATTEST:

_____ _____

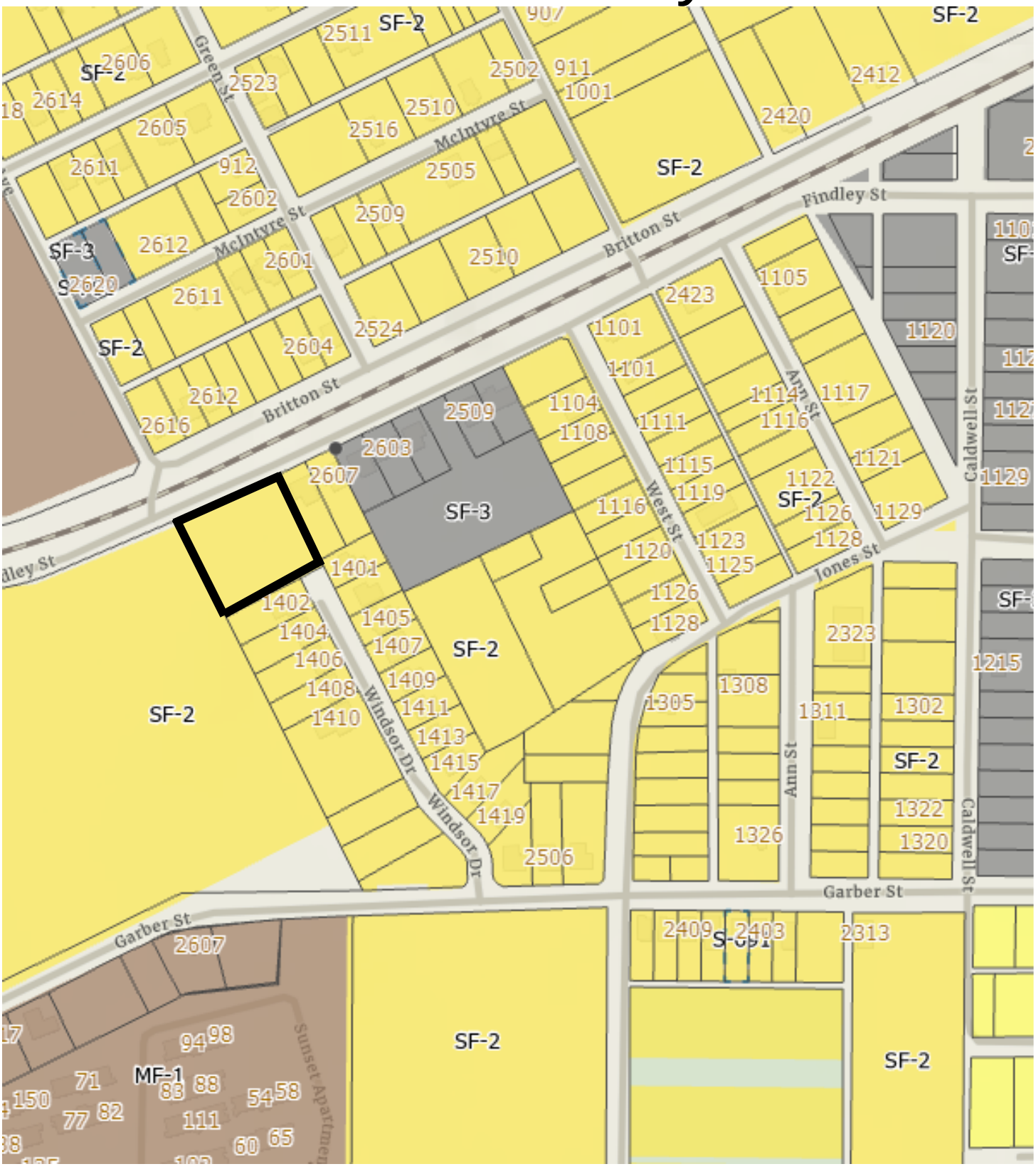
JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: 2021-054 ORD SUP at 2617 Findley St (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

All that certain tract or parcel of land being a part of a 10-acre tract formerly owned by J. C. Durham and described in a Deed of Trust of record in Volume 164, Page 535 of the Deed Records of Bowie County, Texas and out of the J. W. JOHNSON HEADRIGHT SURVEY, A-308 in Bowie County, Texas and described as follows:
BEGINNING at a point in the N. boundary line of said 10 acre tract, 125 feet from the NE corner of the same 10 acre tract for the point of beginning;
THENCE extending South, parallel to the East boundary line, 210 feet to a stake for corner;
THENCE Westerly 210 feet parallel to the North boundary line of same to a stake for corner;
THENCE Northward 210 feet parallel to the East boundary line;
THENCE East along the North boundary line 210 feet to the Place of Beginning and Containing 1 acre of land.

Attachment: 2021-054 EXH 'A' (Legal Description) (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

2617 Findley



Attachment: 2021-054 ATTH 01 (Maps) (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

2021-054 ATTH 01
S-740

2617 Findley

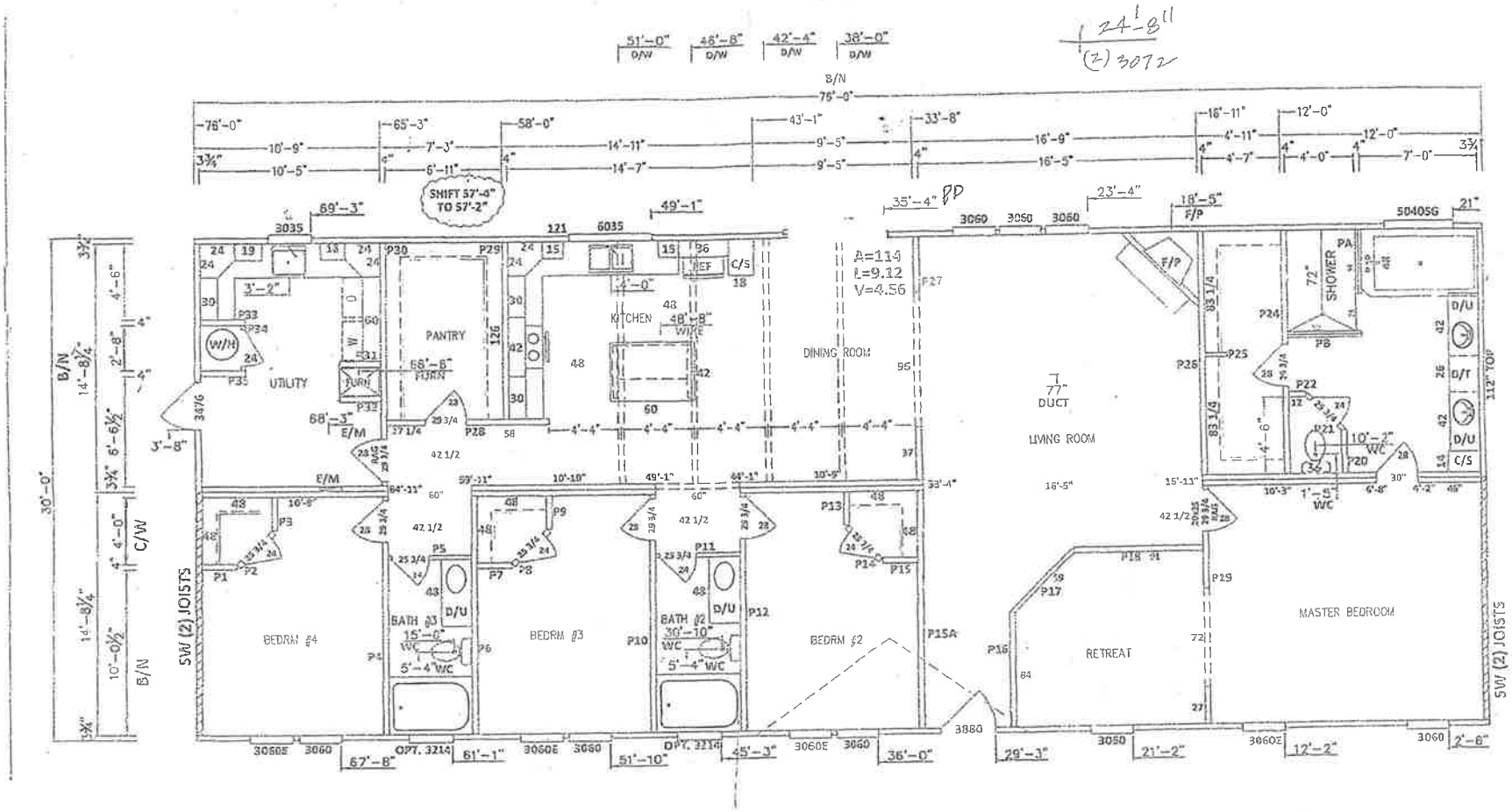


Attachment: 2021-054 ATTH 01 (Maps) (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)





Attachment: 2021-054 ATTH 02 (Photos) (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)



160 S.
Kabco
32x80.

MD-43-32.

HOBBS Manufactured Homes
1800 Piney Rd.
Texarkana, TX 75501
Ph: 903-735-9921
Fax: 903-735-9963

Attachment: 2021-054 ATTH 03 (Floorplans) (2504 : 2021-054 ORD SUP for HUD code manufactured home

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:

Attachment: 2021-054 Goals & Perspective (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

ORDINANCE NO. 2021-054 S-740

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY, AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-740 TO ALLOW THE LOCATION OF A DOUBLE-WIDE HUD CODE MANUFACTURED HOME ON A 1-ACRE TRACT OF LAND BEING TRACT 110, J.W. JOHNSON HRS, A-308, LOCATED AT 2617 FINDLEY STREET, TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a double-wide HUD Code manufactured home on a **1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street**, in the City of Texarkana, Bowie County, Texas; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a double-wide HUD Code manufactured home** on said property; 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 granting the **Specific Use Permit** 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 further amended to grant **Specific Use Permit Numbered S-740 for the location of a double-wide HUD Code manufactured home on 1-acre tract of land being Tract 110, in the J. W. Johnson HRS, A-308, (Exhibit 'A') located at 2617 Findley Street**, in the City of Texarkana, Bowie County, Texas.

Attachment: 2021-054 ORD SUP MFH 2617 Findley signed (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

SECTION 2: That the following stipulations are hereby imposed and made a part of this ordinance:

1. That one 2021 or newer 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.

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

SECTION 4: 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 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 **9th day of August, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

7:13 p.m.

Attachment: 2021-054 ORD SUP MFH 2617 Findley signed (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

2021-054 EXH 'A'
S740

All that certain tract or parcel of land being a part of a 10-acre tract formerly owned by J. C. Durham and described in a Deed of Trust of record in Volume 164, Page 535 of the Deed Records of Bowie County, Texas and out of the J. W. JOHNSON HEADRIGHT SURVEY, A-308 in Bowie County, Texas and described as follows:
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Attachment: 2021-054 ORD SUP MFH 2617 Findley signed (2504 : 2021-054 ORD SUP for HUD code manufactured home at 2617 Findley)

City of Texarkana, Texas

Version: B

Briefing Sheet

Update Date: 7/9/2021 3:52 PM

Lead Department:	Planning & Zoning Commission	**Action Officer:**	Laura Puckett, Administrative Coordinator
Subject:	Ordinance No. 2021-055 rezoning Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard from Planned Development-Office (PD-97-3) to Single Family-1. Ron Dawson, owner.		

Briefing: 8/9/2021 **Public Hearing:** 8/9/2021 **Council Vote:** 8/9/2021

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 by Ron Dawson, owner to rezone Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard from Planned Development-Office (PD-97-3) to Single Family-1. This property is currently vacant land.

The adjacent zoning is Agriculture to the north, Two Family-2 and Single Family-2 to the east, Single Family-2 to the south and Multiple Family-1 to the west. The adjacent land uses are residences to the north, south, and east, and multi-family housing to the west.

This property was recently replated to split Lot 1 into two large lots (Lot 1A and Lot 1B). That plat has not been recorded as of this date. The applicant is planning to build one single family home on each lot. The applicant is requesting rezoning to Single Family-1 to be consistent with existing single-family housing in the area. The applicant has submitted sample floor plans (see attached) that shows homes with approximately 2,200 square feet of heated living space.

Since this request to rezone the property to Single Family-1 is more consistent with existing zoning in this area than the current PD-Office zoning, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, 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:

Approve or deny

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request.

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

Attachments

a. 2021-055 ORD SW corner of Clear Creek and Cooks Ln (DOCX)
b. 2021-055 EXH 'A' (Legal Description) (PDF)
c. 2021-055 ATTH 01 (Maps) (PDF)
d. 2021-055 ATTH 02 (Floorplans Skyline Blvd Lot 1A) (PDF)
e. 2021-055 ATTH 03 (Elevations Skyline Blvd Lot 1A) (PDF)
f. 2021-055 ATTH 04 (Photo Skyline Blvd Lot 1A) (PDF)
g. 2021-055 ATTH 05 (Floorplans Cooks Lane Lot 1B) (PDF)
h. 2021-055 ATTH 06 (Elevation Cooks Lane Lot 1B) (PDF)
i. 2021-055 Goals & Perspective (DOCX)
j. 2021-055 ORD Rez. SW corner Cooks & Clear Creek signed (PDF)

Staff Coordination

Planning & Zoning Commission		Laura Puckett	Department Head Review	Completed 07/09/2021 7:06 AM
Building Code Administration		Jennifer Evans	Review	Skipped 07/09/2021 3:52 PM
City Manager	David Orr	Review	Completed	07/09/2021 3:53 PM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

Z-21-12

ORDINANCE NO. 2021-055

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 1 (PROPOSED LOTS 1A AND 1B), BLOCK 6, CLEAR CREEK ESTATES FIRST ADDITION, LOCATED AT THE SOUTHWEST CORNER OF COOKS LANE, CLEAR CREEK DRIVE, AND SKYLINE BOULEVARD, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM PLANNED DEVELOPMENT-OFFICE (PD-97-3) TO SINGLE FAMILY-1; 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 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard,** in the City of Texarkana, Bowie County, Texas, from **Planned Development-Office to Single Family-1**; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend the application for rezoning from Planned Development-Office (PD-97-3) to Single Family-1 on Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard** 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 (PD-97-3) to Single Family-1** 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 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard** in

Attachment: 2021-055 ORD SW corner of Clear Creek and Cooks Ln (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks

the City of Texarkana, Bowie County, Texas, from **Planned Development-Office (PD-97-3) to Single Family-1.**

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 **9th day of August, 2021.**

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

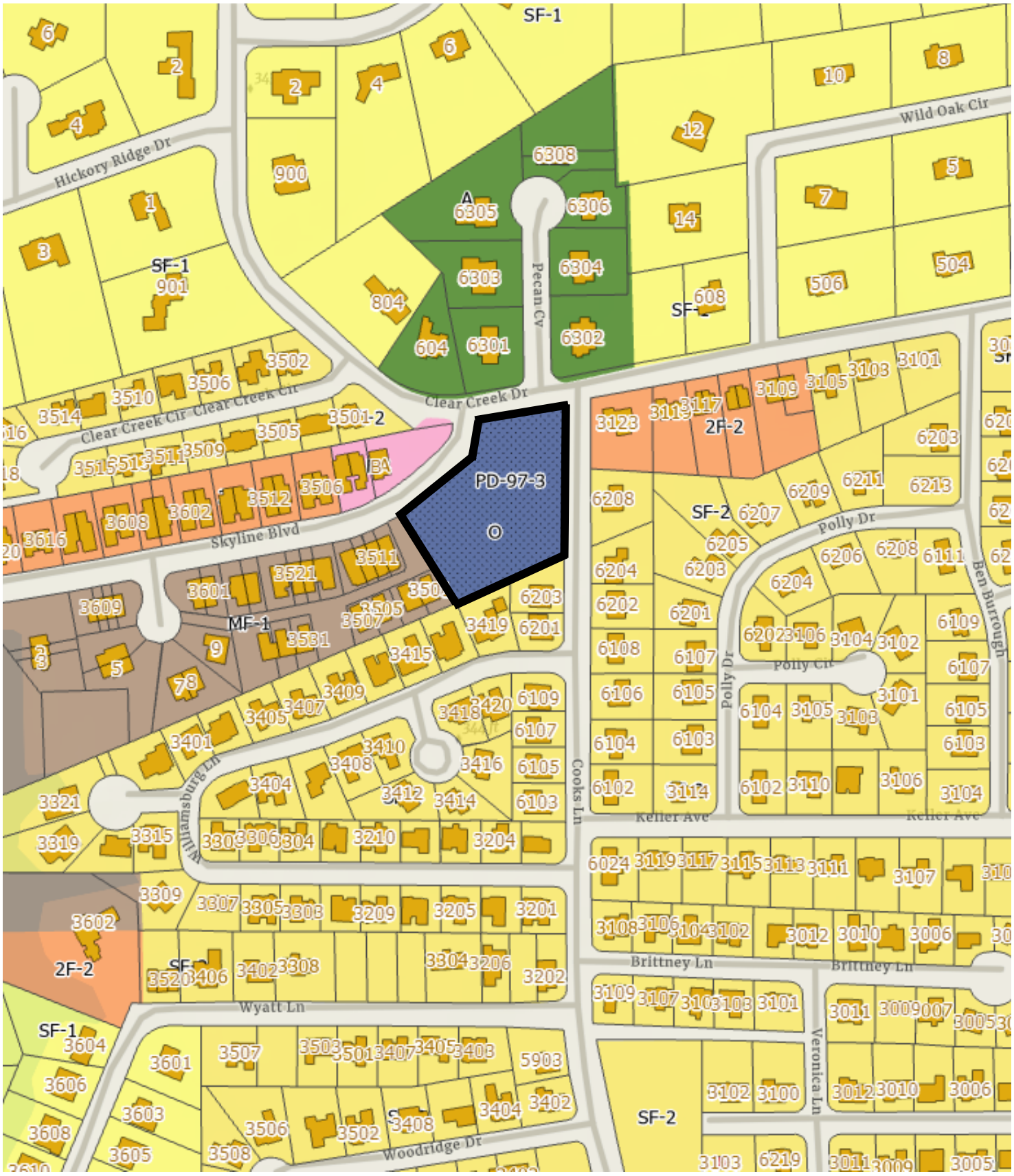
Attachment: 2021-055 ORD SW corner of Clear Creek and Cooks Ln (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks

PROPERTY DESCRIPTION

ALL OF LOT NUMBERED ONE (1) IN BLOCK NUMBERED SIX (6) OF CLEAR CREEK ESTATES FIRST ADDITION, AN ADDITION TO THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT OF RECORD IN VOLUME 608, PAGE 405 AND IN PLAT CABINET A, SLEEVE 22, PLAT RECORDS OF BOWIE COUNTY, TEXAS.

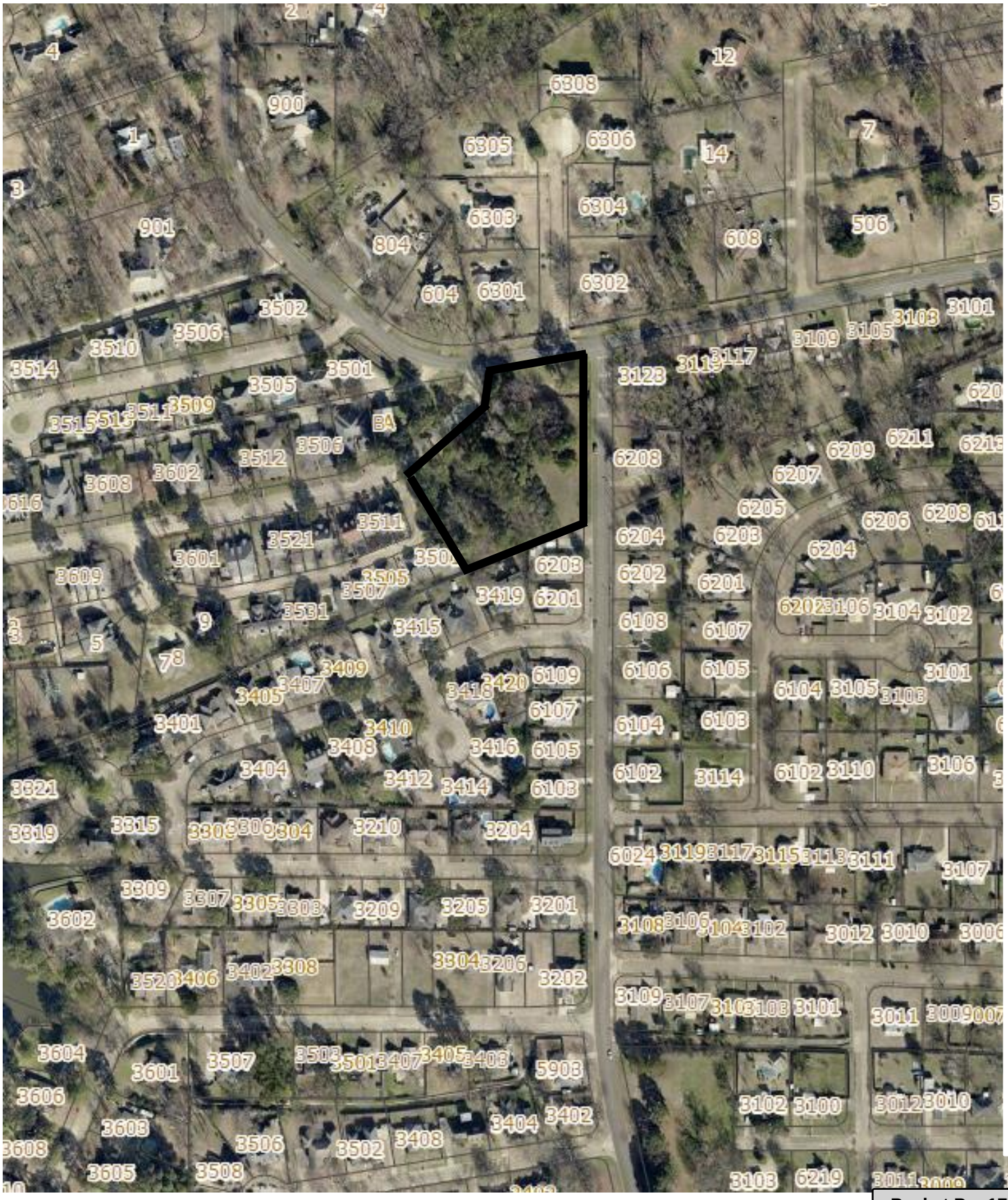
Attachment: 2021-055 EXH 'A' (Legal Description) (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks Ln, PD-O to SF-1)

Southwest corner of Clear Creek Drive and Cooks Lane Lot 1A & 1B



Attachment: 2021-055 ATTH 01 (Maps) (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks Ln, PD-O to SF-1)

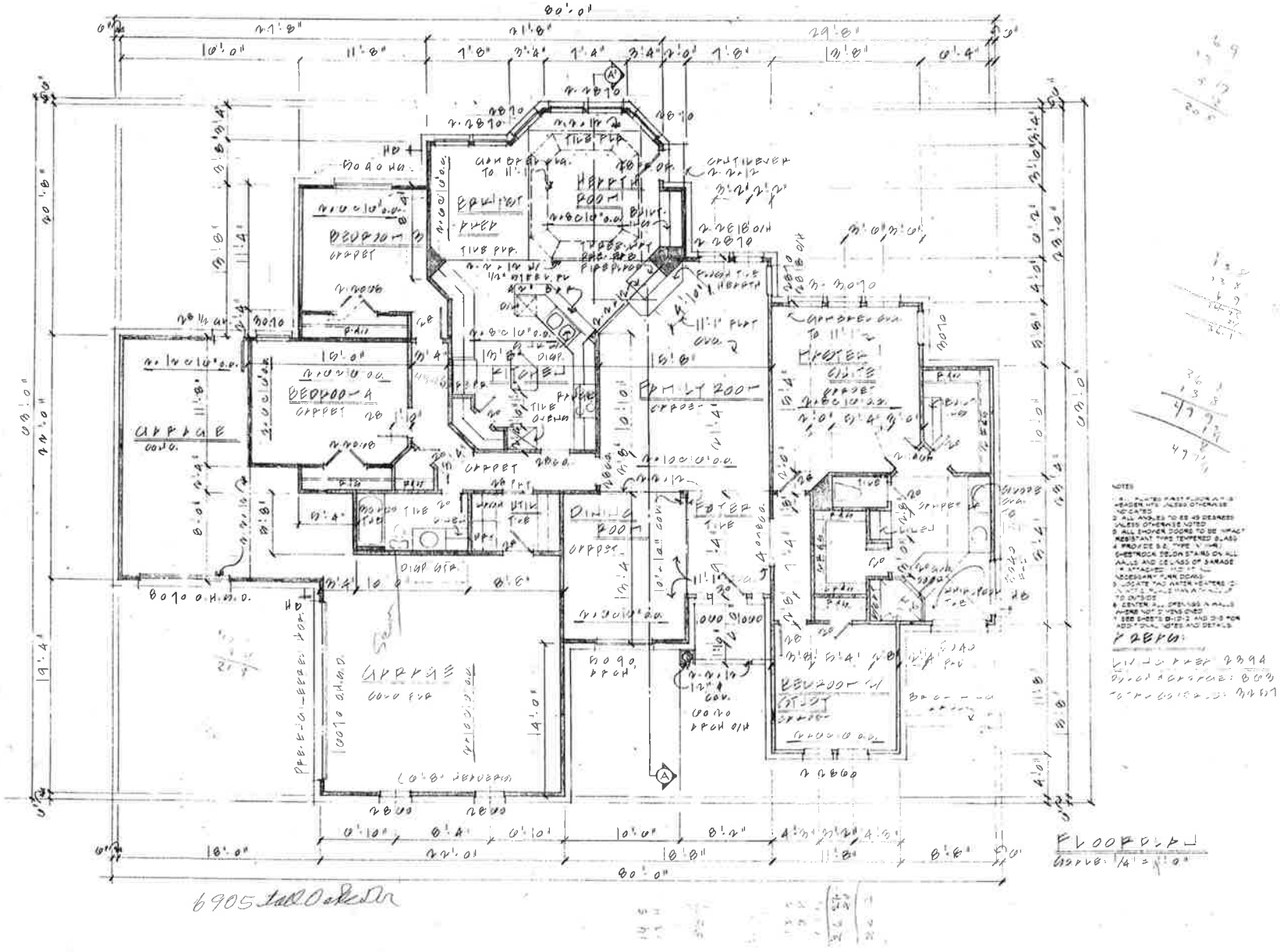
Southwest corner of Clear Creek Drive and Cooks Lane Lot 1A & 1B



Attachment: 2021-055 ATTH 01 (Maps) (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks Ln, PD-O to SF-1)

2021-055 ATTH 02

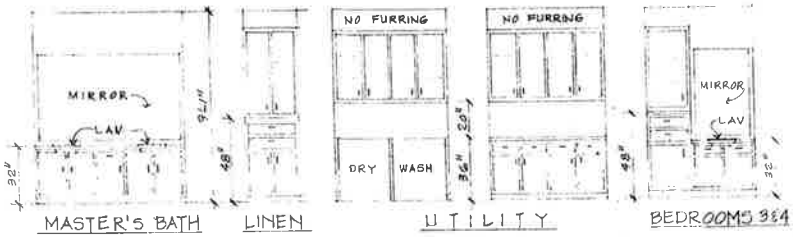
Z-21-12

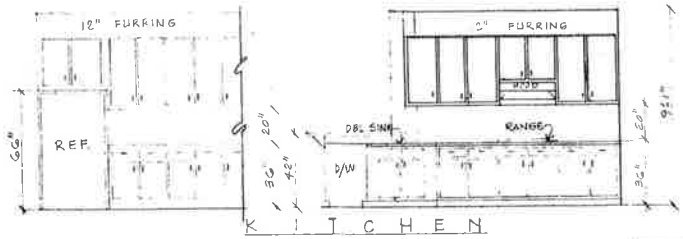


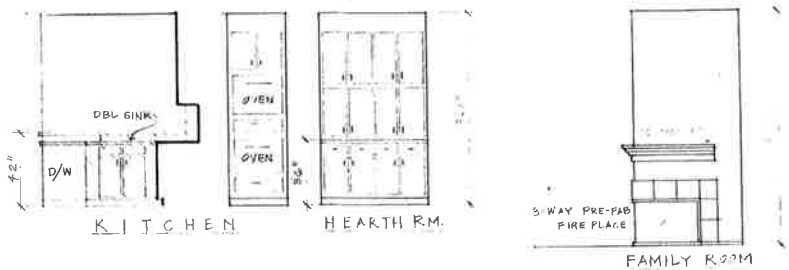
Attachment: 2021-055 ATTH 02 (Floorplans Skyline Blvd Lot 1A) (2505 : 2021-055 ORD rezoning Lot 1

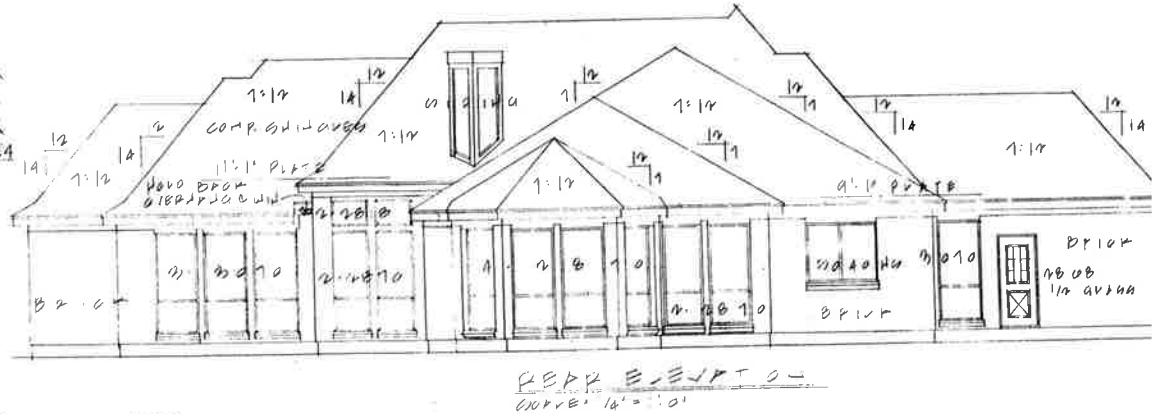
2021-055 ATTH 03

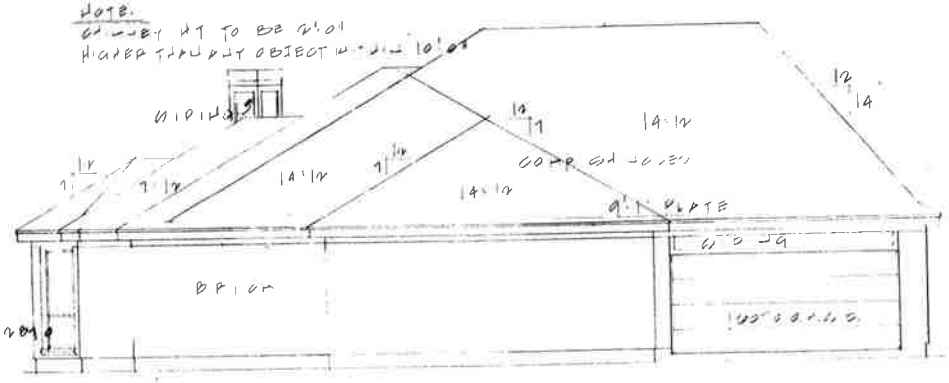
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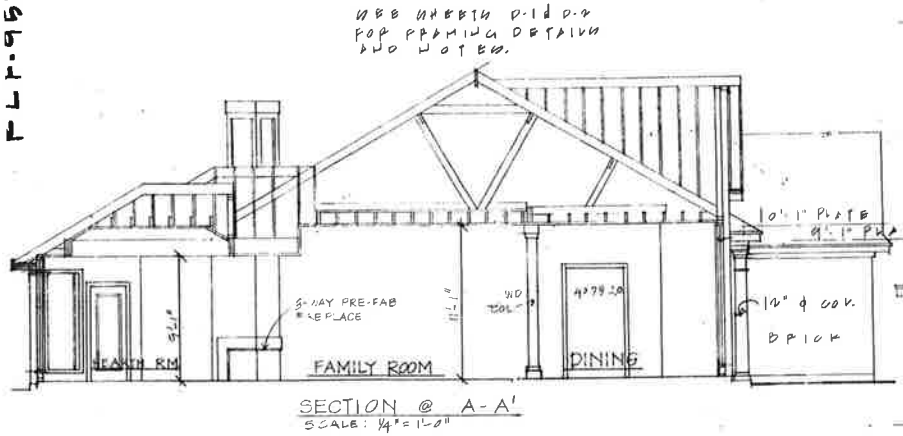


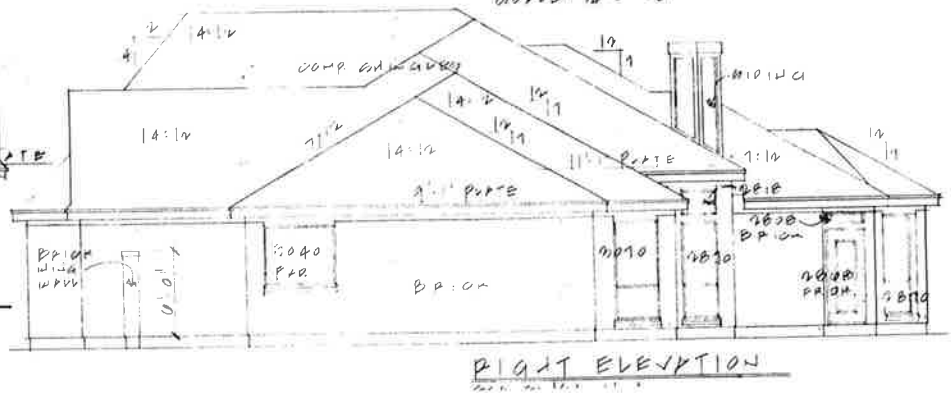












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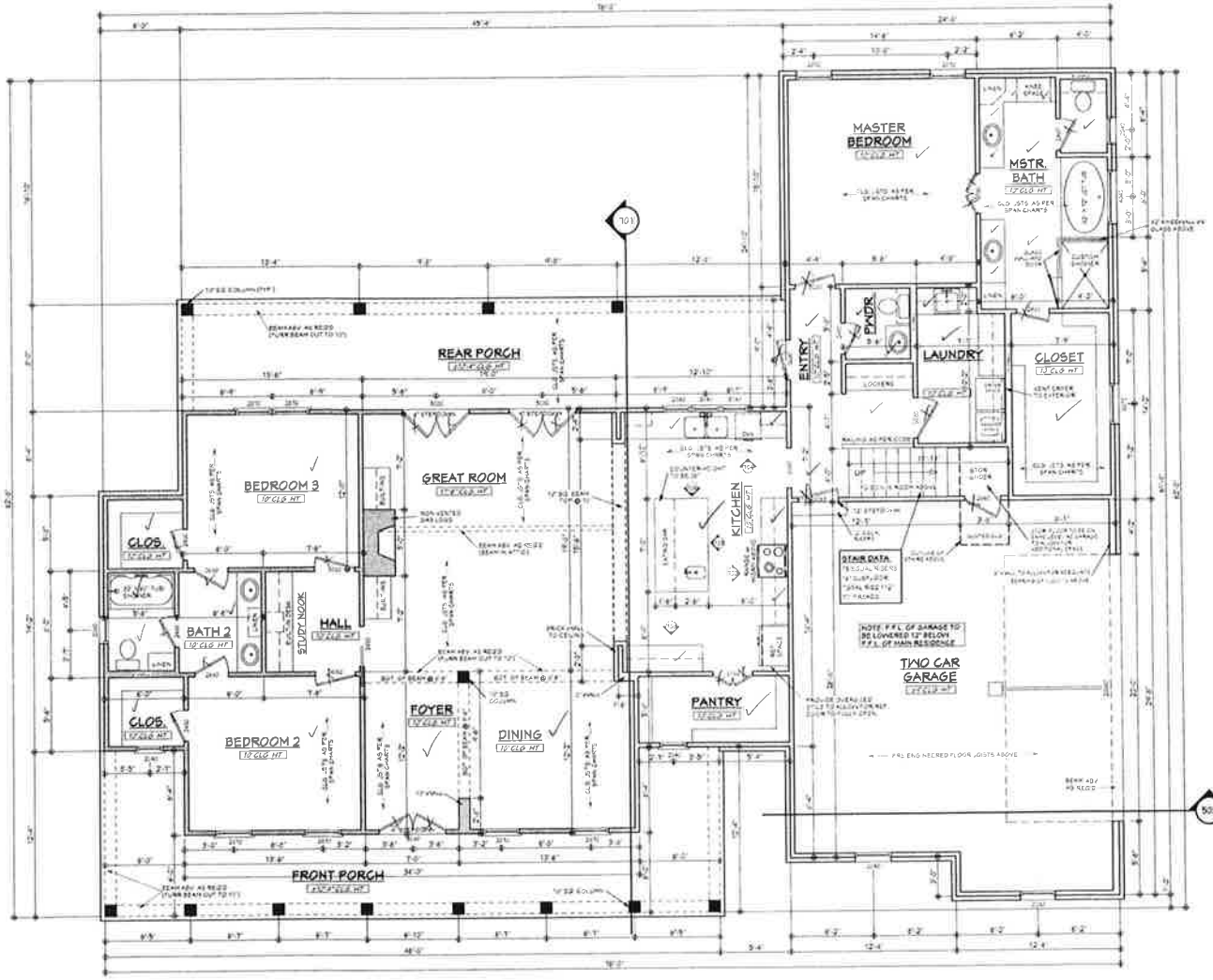
Attachment: 2021-055 ATTH 03 (Elevations Skyline Blvd Lot 1A) (2505 : 2021-055 ORD rezoning Lot 1

2021-055 ATTH 04



KI F-955

Attachment: 2021-055 ATTH 04 (Photo Skyline Blvd Lot 1A) (2505 : 2021-055 ORD rezoning Lot 1 Block 6



NOTES:

1. ALL DIMENSIONS & SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION
2. ALL FINISHES (INTERIOR & EXTERIOR) TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION
3. VERIFY ALL DOOR AND WINDOW STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION. MANUFACTURER TO SUPPLY ALL ROUGH OPENING SIZES.
4. CONTRACTOR TO VERIFY ALL CLEARANCES OF ALL DOORS, WINDOWS AND OTHER ITEMS THAT ARE CRITICAL PRIOR TO CONSTRUCTION
5. CONTRACTOR TO ADAPT PLANS AS REQUIRED TO MEET ALL APPLICABLE CODES AT SITE
6. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER
7. PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THEN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW AT ANY POINT WITHIN 36 INCHES HORIZONTALLY SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34 INCHES IN HEIGHT MEASURED VERTICALLY FROM THE NOSING OF THE TREADS. INSECT SCREENING SHALL NOT BE CONSIDERED AS A GUARD IRC 2015, R312.1.1 & R312.1.2
8. M1305.1.3 APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR AND UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 20 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 5 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES, AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE.
EXCEPTIONS:
a. THE PASSAGEWAY AND LEVEL SERVICE SPACE ARE NOT REQUIRED WHERE THE APPLIANCE CAN BE SERVICED AND REMOVED THROUGH THE REQUIRED OPENING
b. WHERE THE PASSAGEWAY IS UNOBSTRUCTED AND NOT LESS THAN 6 FEET HIGH AND 22 INCHES WIDE FOR ITS ENTIRE LENGTH, THE PASSAGEWAY SHALL BE NOT MORE THAN 50 FEET LONG
9. APPLIANCE ACCESS FOR INSPECTION, SERVICE, REPAIR AND REPLACEMENT. APPLIANCES SHALL BE ACCESSIBLE FOR INSPECTION, SERVICE, REPAIR AND REPLACEMENT WITHOUT REMOVING PERMANENT CONSTRUCTION, OTHER APPLIANCES, OR ANY OTHER PIPING OR DUCTS NOT CONNECTED TO THE APPLIANCE BEING INSPECTED, SERVICED, REPAIRED OR REPLACED A LEVEL WORKING SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PROVIDED IN FRONT OF THE CONTROL SIDE TO SERVICE AN APPLIANCE. INSTALLATION OF ROOM HEATERS SHALL BE PERMITTED WITH AT LEAST AN 18-INCH WORKING SPACE. A PLATFORM SHALL NOT BE REQUIRED FOR ROOM HEATERS
M1305.1.1 FURNACES AND AIR HANDLERS. FURNACES AND AIR HANDLERS WITHIN COMPARTMENTS OR ALCOVES SHALL HAVE A MINIMUM WORKING SPACE CLEARANCE OF 3 INCHES ALONG THE SIDES, BACK AND TOP WITH A TOTAL WIDTH OF THE ENCLOSING SPACE BEING AT LEAST 12 INCHES WIDER THAN THE FURNACE OR AIR HANDLER. FURNACES HAVING A FIREBOX OPEN TO THE ATMOSPHERE SHALL HAVE AT LEAST A 6-INCH WORKING SPACE ALONG THE FRONT COMBUSTION CHAMBER SIDE. COMBUSTION AIR OPENINGS AT THE REAR OR SIDE OF THE COMPARTMENT SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 17
EXCEPTION: THIS SECTION SHALL NOT APPLY TO REPLACEMENT APPLIANCES INSTALLED IN EXISTING COMPARTMENTS AND ALCOVES WHERE THE WORKING SPACE CLEARANCES ARE IN ACCORDANCE WITH THE EQUIPMENT OR APPLIANCE MANUFACTURER'S INSTALLATION INSTRUCTIONS
10. EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL BE OPERATIONAL FROM THE INSIDE OF THE ROOM WITHOUT THE USE OF KEYS, TOOLS OR SPECIAL KNOWLEDGE. WINDOW OPENING CONTROL DEVICES COMPLYING WITH ASTM F 2090 SHALL BE PERMITTED FOR USE ON WINDOWS SERVING AS A REQUIRED EMERGENCY ESCAPE AND RESCUE OPENING. ALL SLEEPING ROOMS TO HAVE AN EXTERIOR ACCESS THROUGH A DOOR OR WINDOW WITH A MINIMUM OF 5.7 SQUARE FEET NET CLEAR OPENING AS PER IRC 2015, R312.2.1 EXCEPTION: GRADE FLOOR OR BELOW GRADE OPENINGS SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5 SQUARE FEET. MAXIMUM SILL HEIGHT TO BE 44 INCHES. MINIMUM NET CLEAR OPENING HEIGHT TO BE 24 INCHES. MINIMUM NET CLEAR OPENING WIDTH TO BE 20 INCHES.
11. ALL RETURN AIR GRILLS ARE TO BE LOCATED TO COMPLY WITH SECTION M1602 OF THE IRC 2015
12. ALL SQUARE FOOTAGE MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM ACTUAL CONSTRUCTED RESIDENCE OR BUILDING
13. FIRE SPRINKLER SYSTEM TO BE DESIGNED AND INSTALLED (IF REQUIRED BY LOCAL CODES) AS PER THE IRC 2015 AND BY A LICENSED PROFESSIONAL IN THE AREA OF CONSTRUCTION
14. ALL BATHROOM EXHAUST VENTS SHALL BE VENTED DIRECTLY TO THE EXTERIOR OF THE HOME AND NOT INTO THE ATTIC. IRC 2015, M1507.2

NOTE: CONTRACTOR TO LOCATE HVAC UNITS AND WATER HEATER AT SITE.

FIRST FLOOR PLAN

SCALE: 1/4" ========== 1'-0"

AREA	
2282	S.F. HEATED - FIRST FLOOR
442	S.F. UNHEATED - BONUS ROOM
363	S.F. UNHEATED - REAR PORCH
694	S.F. UNHEATED - GARAGE
352	S.F. UNHEATED - FRONT PORCH
1496	S.F. UNHEATED - TOTAL
4178	S.F. TOTAL UNDER ROOF

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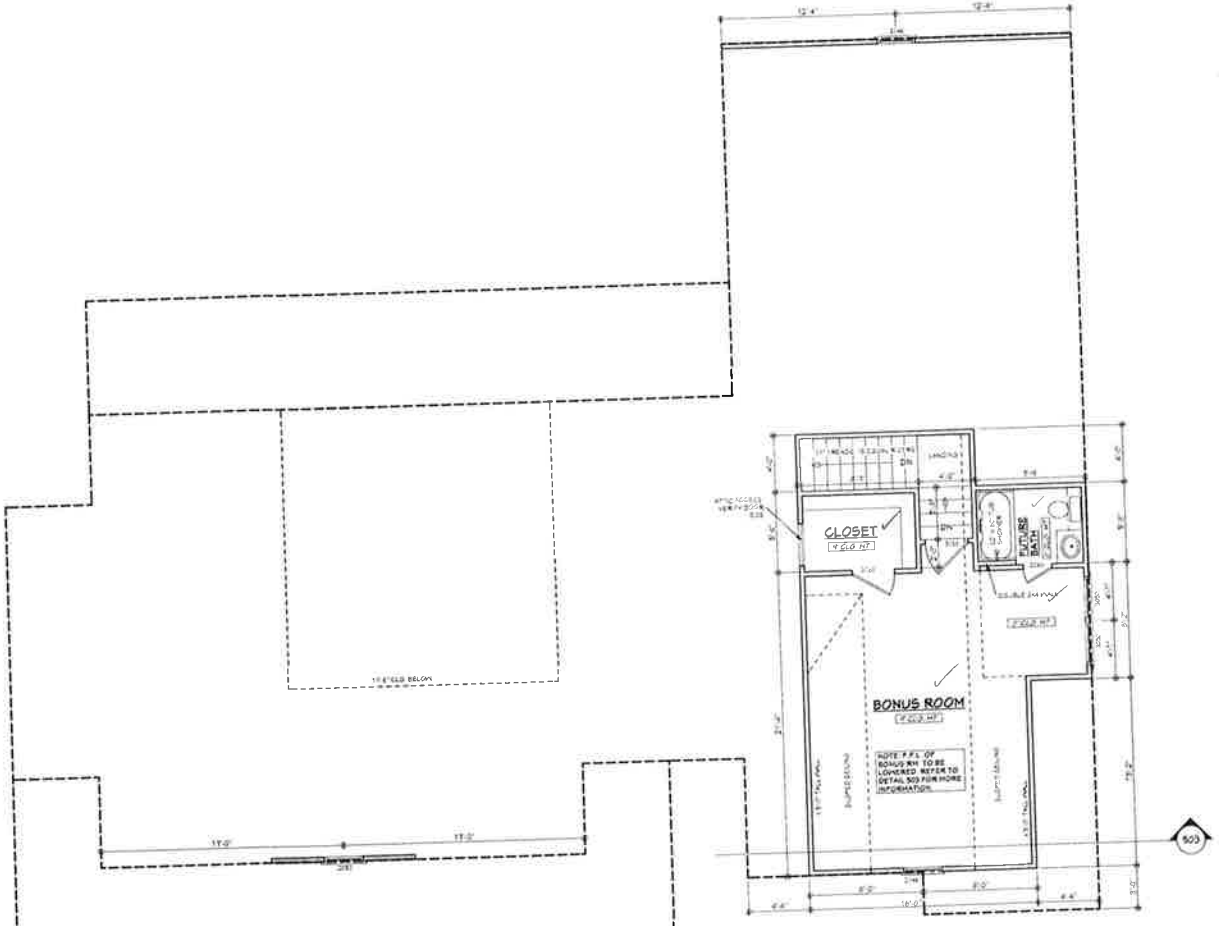
Pre-Drawn Plan ID: BB-2282

Date: 12.22.16
Drawn By: J.A.B.
Project Name:

SHEET NUMBER 3

Attachment: 2021-055 ATTH 05 (Floorplans Cooks Lane Lot 1B) (2505 : 2021-055 ORD rezoning Lot 1

2021-055 ATTH 05



BONUS FLOOR PLAN

SCALE: 1/4" ========== 1'-0"

NOTES:

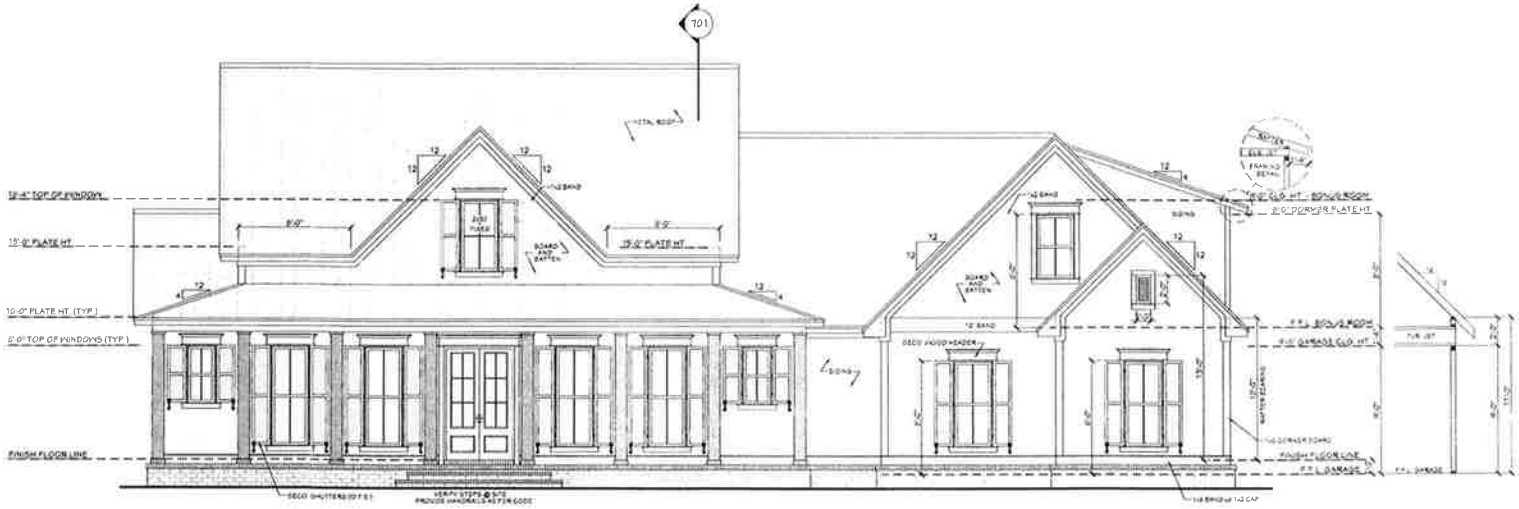
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3. VERIFY ALL DOOR AND WINDOW STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION. MANUFACTURER TO SUPPLY ALL ROUGH OPENING SIZES.
4. CONTRACTOR TO VERIFY ALL CLEARANCES OF ALL DOORS, WINDOWS AND OTHER ITEMS THAT ARE CRITICAL, PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO ADAPT PLANS AS REQUIRED TO MEET ALL APPLICABLE CODES AT SITE.
6. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER.
7. PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THEN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW AT ANY POINT WITHIN 36 INCHES HORIZONTALLY SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34 INCHES IN HEIGHT MEASURED VERTICALLY FROM THE NOSING OF THE TREADS. INSECT SCREENING SHALL NOT BE CONSIDERED AS A GUARD IRC 2015, R312.1.1 & R312.1.2
8. M1305.1.3 APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR AND UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 20 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 9 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES, AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE.
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EXCEPTION: THIS SECTION SHALL NOT APPLY TO REPLACEMENT APPLIANCES INSTALLED IN EXISTING COMPARTMENTS AND ALCOVES WHERE THE WORKING SPACE CLEARANCES ARE IN ACCORDANCE WITH THE EQUIPMENT OR APPLIANCE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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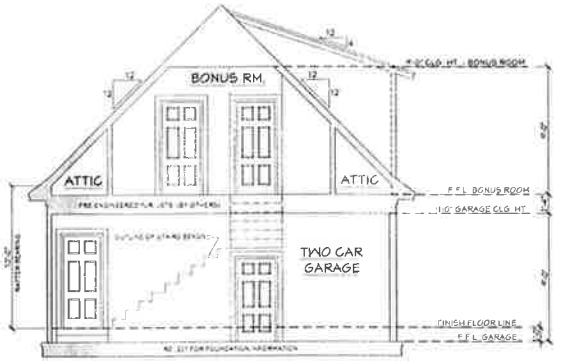
Date: 12.22.16
Drawn By: J.A.B.
Project Name:
SHEET NUMBER: 4

Attachment: 2021-055 ATTH 05 (Floorplans Cooks Lane Lot 1B) (2505 : 2021-055 ORD rezoning Lot 1



501 BB-2282 FRONT VIEW
SCALE 1/4" = 1'-0"

EXTERIOR ELEVATION NOTES:
1. CONTRACTOR TO VERIFY ALL WINDOW AND DOOR STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION.
2. PROVIDE STEPS AND GUARD RAILS AS PER CODE BASED ON SITE CONDITIONS.
3. GROUND LINES SHOWN FOR REFERENCE ONLY AND VARY DEPENDING ON SITE CONDITIONS.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
5. REFER TO TYPICAL WALL DETAIL FOR FRAMING METHODS AND OTHER MISC. INFORMATION.
6. CONTRACTOR TO PROVIDE ADEQUATE ROOF VENTILATION AS REQ'D BY CURRENT CODES.



503 GARAGE SECTION
SCALE 1/4"=1'-0"



502 REAR VIEW
SCALE 1/4" = 1'-0"

HOUSE PLAN ZONE
Designing Homes Building Relationships

Website: www.HPZplans.com
Email: sales@hpzplans.com
Phone: 601.336.3254
Fax: 1.800.574.1387

N·C·B·D·C

Pre-Drawn Plan ID: BB-2282

Date 12.22.16
Drawn By J.A.B.

SHEET NUMBER 5

Attachment: 2021-055 ATTH 06 (Elevation Cooks Lane Lot 1B) (2505 : 2021-055 ORD rezoning Lot 1 Block

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:

Attachment: 2021-055 Goals & Perspective (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks Ln, PD-O to SF-1)

Z-21-12

ORDINANCE NO. 2021-055

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 1 (PROPOSED LOTS 1A AND 1B), BLOCK 6, CLEAR CREEK ESTATES FIRST ADDITION, LOCATED AT THE SOUTHWEST CORNER OF COOKS LANE, CLEAR CREEK DRIVE, AND SKYLINE BOULEVARD, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM PLANNED DEVELOPMENT-OFFICE (PD-97-3) TO SINGLE FAMILY-1; 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 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard,** in the City of Texarkana, Bowie County, Texas, from **Planned Development-Office to Single Family-1**; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend the application for rezoning from Planned Development-Office (PD-97-3) to Single Family-1 on Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard** 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 (PD-97-3) to Single Family-1** 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 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, (Exhibit 'A') located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard** in

Attachment: 2021-055 ORD Rez. SW corner Cooks & Clear Creek signed (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek,

the City of Texarkana, Bowie County, Texas, from **Planned Development-Office (PD-97-3) to Single Family-1.**

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 **9th day of August, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

7:17 p.m.

Attachment: 2021-055 ORD Rez. SW corner Cooks & Clear Creek signed (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek,

2021-055 EXH 'A'

Z-21-12

PROPERTY DESCRIPTION

ALL OF LOT NUMBERED ONE (1) IN BLOCK NUMBERED SIX (6) OF CLEAR CREEK ESTATES FIRST ADDITION, AN ADDITION TO THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT OF RECORD IN VOLUME 608, PAGE 405 AND IN PLAT CABINET A, SLEEVE 22, PLAT RECORDS OF BOWIE COUNTY, TEXAS.

Attachment: 2021-055 ORD Rez. SW corner Cooks & Clear Creek signed (2505 : 2021-055 ORD rezoning Lot 1 Block 6 Skyline, Clear Creek,

City of Texarkana, Texas

Version: A

Briefing Sheet

Update Date: 7/9/2021 3:55 PM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator

Subject: Ordinance No. 2021-056 granting a Specific Use Permit to allow a tattoo studio on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. Joaquin Hernandez, owner.

Briefing: 8/9/2021 **Public Hearing:** 8/9/2021 **Council Vote:** 8/9/2021

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 by Joaquin Hernandez, owner, for a Specific Use Permit to allow a tattoo studio and art gallery on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. This request for a Specific Use Permit is to allow the one additional use of a tattoo studio. Mr. Hernandez has indicated that he plans to utilize this space as an art studio and gallery which will be the primary use of the property. He also plans to do tattooing as a secondary use.

The adjacent zoning is General Retail to the north, south and west, and Single Family-2 to the east. The adjacent land usage is businesses to the north and west, townhomes to the south and a residence to the east.

This property is zoned General Retail. A Specific Use Permit is required to allow the one additional use of a tattoo studio in this zoning district. The application of permanent cosmetics is also considered a tattoo as well as any inked body art. The State of Texas will regulate this business as to licensing and other health related issues. This request meets all city requirements to allow the one additional use of a tattoo studio on this property. It appears that there is adequate parking for this business.

Staff recommends for approval of this request with the following stipulations:

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.
3. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
4. That the sale of tobacco products or drug paraphernalia is prohibited.
5. That the hours of operation are by appointment only during normal business hours, 8:00 a.m. to 9:00p.m.

6. That any remodeling of the current building must meet all city codes and requires licensed contractors.
7. That no painting of the windows or the building with advertisement or graphic art.

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

Potential Options:

Approve or deny

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends approval of this request with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

Attachments

a. 2021-056 ORD granting SUP for 803 College Drive (DOCX)
b. 2021-056 EXH 'A' (Legal Description) (PDF)
c. 2021-056 ATTH 01 (Maps) (PDF)
d. 2021-056 Goals & Perspective (DOCX)
e. 2021-056 ORD SUP tattooing 803 College signed (PDF)

Staff Coordination

Planning & Zoning Commission	Laura Puckett	Department Head Review	Completed	07/09/2021 7:06 AM
Building Code Administration	Jennifer Evans	Review	Skipped	07/09/2021 3:55 PM
City Manager	David Orr	Review	Completed	07/09/2021 3:56 PM
City Council	Jennifer Evans	Meeting	Completed	07/12/2021 6:00 PM

Meeting History

City of Texarkana, Texas

Attachment: 2021-056 ORD granting SUP for 803 College Drive (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803

ORDINANCE NO. 2021-056 S-741

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-741 TO ALLOW THE LOCATION OF A TATTOO STUDIO ON THE NORTH 100' OF LOT 3, BLOCK 29, GHIO-FISH BOULEVARD ADDITION, LOCATED AT 803 COLLEGE DRIVE, 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 with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a **tattoo studio on the north 100' of Lot 3, Block 29, (Exhibit 'A') Ghio-Fish Boulevard Addition, located at 803 College Drive**, in the City of Texarkana, Bowie County, Texas; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a tattoo studio** on said property; 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 granting the **Specific Use Permit** 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 further amended to grant **Specific Use Permit Numbered S-741** for the location of a **tattoo studio on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, (Exhibit 'A') located at 803 College Drive**, in the City of Texarkana, Bowie County, Texas.

SECTION 2: That the following stipulations are hereby imposed and made a part of this ordinance:

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.
3. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
4. That the sale of tobacco products or drug paraphernalia is prohibited.
5. That the hours of operation are by appointment only during normal business hours, 8:00 a.m. to 9:00p.m.
6. That any remodeling of the current building must meet all city codes and requires licensed contractors.
7. That no painting of the windows or the building with advertisement or graphic art is allowed.

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

SECTION 4: 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 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 **9th day of August, 2021.**

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: 2021-056 ORD granting SUP for 803 College Drive (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803

2021-056 EXH 'A'
S-741

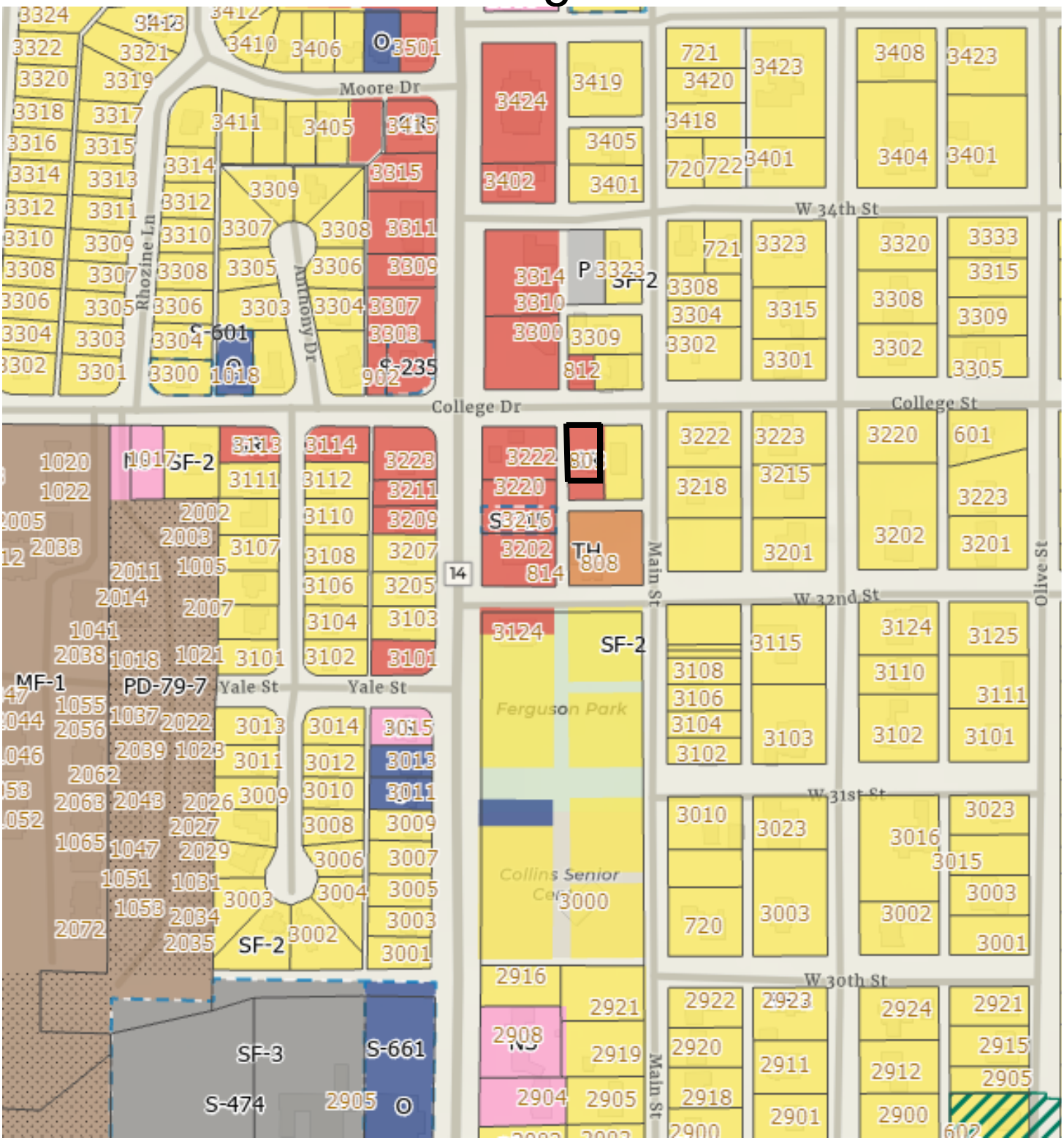
EXHIBIT "A"
LEGAL DESCRIPTION

File No.: 1176845

The North One hundred feet (N 100 ft.) of Lot Numbered Three (3) in Block Numbered Twenty-nine (29) of GHIO-FISH BOULEVARD ADDITION, an Addition to the City of Texarkana, Bowie County, Texas, according to the map or plat of record in Volume 40, Page 178, Plat Records of Bowie County, Texas.

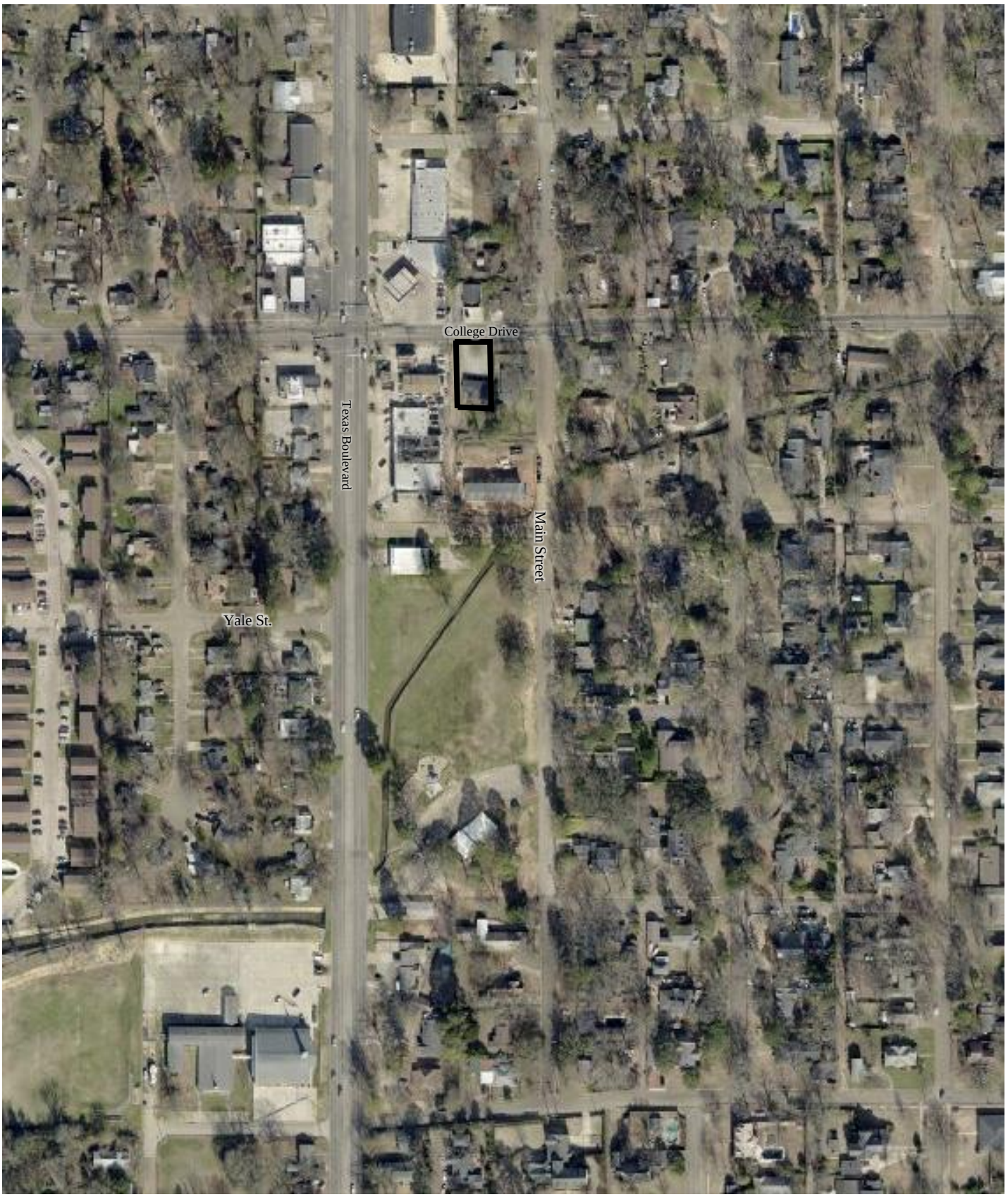
Attachment: 2021-056 EXH 'A' (Legal Description) (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803 College Drive)

803 College Drive



Attachment: 2021-056 ATTH 01 (Maps) (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803 College Drive)

803 College Drive



Attachment: 2021-056 ATTH 01 (Maps) (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803 College Drive)

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:

Attachment: 2021-056 Goals & Perspective (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803 College Drive)

ORDINANCE NO. 2021-056 S-741

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-741 TO ALLOW THE LOCATION OF A TATTOO STUDIO ON THE NORTH 100' OF LOT 3, BLOCK 29, GHIO-FISH BOULEVARD ADDITION, LOCATED AT 803 COLLEGE DRIVE, 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 with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a **tattoo studio on the north 100' of Lot 3, Block 29, (Exhibit 'A') Ghio-Fish Boulevard Addition, located at 803 College Drive**, in the City of Texarkana, Bowie County, Texas; 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 have afforded and held full and fair hearings 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 five (5) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a tattoo studio** on said property; 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 granting the **Specific Use Permit** 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 further amended to grant **Specific Use Permit Numbered S-741** for the location of a **tattoo studio on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, (Exhibit 'A') located at 803 College Drive**, in the City of Texarkana, Bowie County, Texas.

Attachment: 2021-056 ORD SUP tattooing 803 College signed (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803

SECTION 2: That the following stipulations are hereby imposed and made a part of this ordinance:

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.
3. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
4. That the sale of tobacco products or drug paraphernalia is prohibited.
5. That the hours of operation are by appointment only during normal business hours, 8:00 a.m. to 9:00p.m.
6. That any remodeling of the current building must meet all city codes and requires licensed contractors.
7. That no painting of the windows or the building with advertisement or graphic art is allowed.

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

SECTION 4: 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 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 **9th day of August, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

7:18p.m.

Attachment: 2021-056 ORD SUP tattooing 803 College signed (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803

2021-056 EXH 'A'
S-741

EXHIBIT "A"
LEGAL DESCRIPTION

File No.: 1176845

The North One hundred feet (N 100 ft.) of Lot Numbered Three (3) in Block Numbered Twenty-nine (29) of GHIO-FISH BOULEVARD ADDITION, an Addition to the City of Texarkana, Bowie County, Texas, according to the map or plat of record in Volume 40, Page 178, Plat Records of Bowie County, Texas.

Attachment: 2021-056 ORD SUP tattooing 803 College signed (2506 : 2021-056 ORD granting Specific Use Permit to allow tattooing at 803

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/10/2021 3:28 PM

Lead Department: Planning and Community Development **Action Officer:** Vashil Fernandez, PCD Director

Subject: Resolution No. 2021-049 amending the PY2020/FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect additional revenue and expenditures of $293,243 for grant funding received from the Community Development Block Grant (CDBG-CV) Cares Act Round 3.

Briefing: 7/12/2021 **Public Hearing:** 7/12/2021 **Council Vote:** 7/12/2021

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

The City was awarded additional Community Development Block Grant (CDBG-CV) CARES Act round 3 funding in the amount of $293,243. This funding was not included in the original budget for the fiscal year ending September 30, 2020. Staff is requesting that these funds be added to the Community Development Block Grant Fund (Fund 204) budget for the fiscal year ending September 30, 2022.

Public review of the draft 2020 Amended Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021 and July 12, 2021 to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021.

Potential Options:

- Approve
- Deny

Fiscal Implications:

Staff Recommendation:

Staff recommends for approval

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. 2021-049 RES Amending FY21 CDBG Budget (DOC)
b. 2021-049 ATTH 01 HUD PY19 Amended Action Plan (DOCX)
c. 2021- 049 ATTH 02 Summary Budget (PDF)
d. 2020-049 Goals & Perspectives (DOCX)
e. 2021-049 RES Amend. PY19FY21 CDBG budget signed (PDF)

Staff Coordination

Planning and Community Development	Vashil Fernandez Completed	Department Head Review	06/09/2021 3:03 PM	
Finance Department	Vashil Fernandez	Finance Review	Skipped	06/09/2021 2:41 PM
City Manager	David Orr	City Manager Review	Completed	06/09/2021 3:39 PM
City Council	Jennifer Evans	Meeting	Completed	06/14/2021 6:00 PM

Meeting History

06/14/21	City Council	MOVED FORWARD	Next: 07/12/21

RESOLUTION NO. 2021-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE FY2021 BUDGET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND (FUND 204) TO REFLECT ADDITIONAL REVENUE AND EXPENDITURES OF $293,243 FOR GRANT FUNDING RECEIVED FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV) CARES ACT ROUND 3; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City was awarded **TWO HUNDRED NINETY-THREE THOUSAND TWO HUNDRED FORTY-THREE DOLLARS ($293,243)** in Community Development Block Grant (CDBG-CV) CARES Act funding round 3 of the HUD PY2019; and

WHEREAS, Public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021; and

WHEREAS, these funds are not currently included in the budget for the Community Development Block Grant (CDBG) Fund (Fund 204) for the fiscal year ending September 30, 2021; and

WHEREAS, City staff recommends amending the budget estimate of the City's revenues and expenditures for the fiscal year beginning October 1, 2020, and ending September 30, 2021, to include the additional funding in the Community Development Block Grant (CDBG) Fund (Fund 204).

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

SECTION 1: That the budget estimate of the revenue and expenditures of the City of Texarkana, Texas, as prepared by the City Manager and appropriated by the City Council for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be amended to reflect additional revenue and expenditures appropriated of **TWO HUNDRED NINETY-THREE THOUSAND TWO HUNDRED FORTY-THREE DOLLARS ($293,243))** added to the Community Development Block Grant (CDBG) Fund (Fund 204).

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 **12th day of July, 2021**.

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: 2021-049 RES Amending FY21 CDBG Budget [Revision 1] (2498 : 2021-049 RES Amending CDBG Budget)



City of Texarkana, Texas
2019 Amended Annual Action Plan

The Amended Annual Action Plan for the City of Texarkana, Texas
Community Development Block Grant Program
Prepared in Accordance with the
United States Department of Housing & Urban
Development's Planning Requirements
For the Period of
October 1, 2019 through September 30, 2020
Program Year 2019

DRAFT

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

Amended on May 18, 2020 to add CDBG CARES Act Funds #1 to the PY2019 Annual Action Plan
Amended on May 27, 2021 to add CDBG CARES Act Funds #3 to the PY2019 Annual Action Plan

Executive Summary

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

1. Introduction

The City of Texarkana, TX became a federal entitlement program grantee in 1987. As an entitlement grantee, the City receives an annual share of federal Community Development Block Grant (CDBG) funds authorized under Title I of the Housing & Community Development Act of 1974, as amended. The Planning & Community Development department is responsible for administering CDBG grants for areas within the city limits of Texarkana.

The purpose of this Action Plan is to identify housing & community development needs & to develop specific goals & objectives to address those needs over a one-year period. This Plan for Texarkana covers the period October 1, 2019, to September 30, 2020. The Plan enables the City to continue to receive federal housing & community development funds & according to regulations CFR 91.200(a), must be submitted to the U.S. Department of Housing & Urban Development (HUD) no less than 45 days prior to the start of the grantee's program year.

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.

Based on a detailed analysis of data describing community characteristics & housing market conditions, a survey of available community resources, & an extensive community participation process, the following were identified as priority needs for Texarkana:

- Rehabilitation of existing affordable owner-occupied housing units
- Public improvements & infrastructure
- Homeless/Continuum of Care (CoC) services that benefit adults, families with children, & other special needs homeless populations
- Homeownership assistance
- Collaboration with community partners to coordinate development activities
- Renovation of the Grim Hotel
- Public services
- Public Facilities & Parks

DRAFT

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In partnership with other public, private, & non-profit housing providers & service agencies, Texarkana has worked to increase & preserve the available stock of affordable, safe & decent housing; helped ensure a suitable living environment for city residents; & contributed to expanding economic opportunities. The City has affected change in the Rose Hill Neighborhood, Downtown Texarkana & the Beverly Neighborhood, addressing concentrations of poverty & proliferation of Brownfields. The 2019 Action Plan will continue to guide the City in addressing these neighborhoods as well as other low mod areas of the city.

Texarkana has consistently allocated funds to address the highest strategic plan priorities. The City has met all requirements as an entitlement grantee including administrative & public services caps. City policies & procedures comply with federal requirements to ensure that programs & activities benefit low- to moderate-income individuals & families & that community development projects are developed to provide the maximum benefit to low-moderate income residents.

The Consolidated Annual Performance Evaluation Review (CAPER) will provide an assessment of progress towards meeting the five-year goals of the Consolidated Plan & one-year goals of the Action Plan adopted. The CAPER is due annually to HUD on December 30.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Texarkana actively promotes collaboration & coordination among public, private, & non-profit organizations providing housing & non-housing community development services in the city. The City strives to maintain open communication with partner agencies & organizations as well as Texarkana residents.

Citizen & stakeholder input was crucial to the identification of community development needs & priorities for this Action Plan. The City solicited public & stakeholder input through public meetings, stakeholder focus groups, meetings with a neighborhood associations & a booth at a neighborhood event. These meetings/events were advertised on the city website, social media accounts, &/or in the Texarkana Gazette & Amigo News.

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Surveys were requested at all meetings & events. Fourteen residents responded to an electronic survey. The survey provides direct feedback from residents on housing needs, factors that affect housing choice, & non-housing community development needs.

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.

Public input has shaped the priorities & goals adopted in this Action Plan. City residents had numerous opportunities to provide input on their community development priorities. All comments received as well as survey results are provided in the Attachments.

6. Summary of comments or views not accepted and the reasons for not accepting them

All survey, public hearings, focus groups, stakeholder & community meeting responses have been accepted & appended to the Action Plan.

7. Summary

This Action Plan was developed based on input from Texarkana residents, community partners, & stakeholders as well as a thorough analysis of data available from reliable sources. Significant sources of data for this report include the 2011-2015 American Community Survey (ACS) estimates, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) data, the U.S. Bureau of Labor Statistics, the 2010 Census, the Homeless Management Information System (HMIS) & local data sources.

The 2019 Action Plan will guide the community development efforts of Texarkana over the year concluding on September 30, 2020. The strategy outlined in the plan is focused on decent, safe, & affordable housing, a suitable living environment, & economic opportunity. Adhering to this fundamental community development strategy will lay a secure foundation for growth & prosperity for all Texarkana residents.

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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		Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Texarkana Department of Planning & Community Development is the Lead Agency in the preparation & implementation of this 2019 Action Plan which describes the strategy for the City of Texarkana, Texas in PY2019 & is prepared in accordance with the U.S. Department of Housing & Urban Development's Action Plan requirements. The City would like to express our appreciation to the individuals, agencies, departments & committees who participated in developing the City of Texarkana 2019 Action Plan.

Consolidated Plan Public Contact Information

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City Council
Jean H. Matlock – Ward 1
Mary Hart – Ward 2
Betty Williams – Ward 3
Christine Alcorn – Ward 4
Bill Harp – Ward 5
Josh Davis – Ward 6

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan.

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(l))

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan. The City will continue to build its relationship with local housing/service providers & the Housing Authority to ensure that the current limited housing resources are utilized in the most efficient manner possible & to meet the housing needs of extremely low, very low, & low-income renters & homeowners.

Texarkana Government Access Television provides public service & local government programming through Cable One. City Council meetings & other committee meetings are streamed on-line & archived. There is a municipal access channel (government access channel) that serves both Texas & Arkansas. Texarkana, AR manages the channel with Texarkana, TX paying a management fee. The channel divides the time equally for both cities showing meetings, general information, links to resources & documents, PSAs &any other relevant information. The Planning & Community Development department oversees the CDBG grant. The Grant Administrator is responsible for the day-to-day operation of the program. The department works in conjunction with the City's Finance, Inspection, Public Works, Street, & Parks & Recreation Departments to oversee the development of the Action Plan & administer the programs & activities incorporated in the Plan.

Interviews with key stakeholders included CDBG & other City staff, Texarkana Housing Authority staff, Area Office on Aging staff, homeless providers, services providers, Bowie County Veterans Service Officer & banking providers provided the basis for much of the information in the Action Plan.

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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.

Texarkana participates in the Texas Balance of State Continuum of Care that is managed by the Texas Homeless Network. The Texarkana Homeless Coalition holds monthly meetings to discuss & strategize on ways to meet the needs of those experiencing homelessness. The Coalition has developed a Coordinated Entry system that streamlines the process for people experiencing homelessness to access resources. CDBG funding provides for a public service Vista person to work with the coordinated entry process assisting persons experiencing homelessness to attain the services needed.

The Texas Homeless Network provides data from the Homeless Management Information System (HMIS), Point-In-Time Count (PIT), the Housing Inventory Count & the Annual Homeless Assessment Report (AHAR). This information is utilized to assist in determining the nature & extent of homelessness in Texarkana & identifying potential projects that will eliminate gaps in housing & services.

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 of Texarkana is an integral part of the Continuum of Care. The Randy Sams' Outreach [TB1] Shelter is currently the only emergency homeless shelter for homeless persons in Texarkana, Texas. Randy Sams receives Emergency Solutions Program funds through the Texas Department of Housing & Community Affairs. The Coalition worked with the City to develop the Doorways Home project that assists homeless families &individuals to receive supportive housing through the Continuum of Care grant award.

HMIS responsibilities are shared among homeless assistance providers & City staff in the city. HMIS is administered by the Texas Homeless Network (THN) & serves the Texarkana, Texas population. THN has developed policies & procedures for the administration of HMIS. THN provides training & technical support to agencies participating in HMIS.

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

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Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Randy Sams Outreach Shelter
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understanding of the needs of people experiencing homelessness for future planning & projects.
2	**Agency/Group/Organization**	Habitat for Humanity Texarkana
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of first-time homebuyers, the need for additional affordable housing & housing rehabilitation.

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3	**Agency/Group/Organization**	Mission Texarkana
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons 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 Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understand of the needs of people experiencing homelessness & at-risk of homelessness.
4	**Agency/Group/Organization**	Community Advisory Committee
	Agency/Group/Organization Type	Business and Civic Leaders Advisory
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly meetings attended by city staff to discuss housing needs & services needed for LMI households. Networking with service agencies to meet needs.

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5	**Agency/Group/Organization**	SALVATION ARMY-TEXARKANA
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment Emergency Shelter
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing poverty & homelessness in the City
6	**Agency/Group/Organization**	Ark-Tex Council of Governments
	Agency/Group/Organization Type	Services-Elderly Persons Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of the senior population for planning future projects.
7	**Agency/Group/Organization**	Amigo News
	Agency/Group/Organization Type	Spanish Newspaper
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy Needs of Spanish speaking residents
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Publication of public meetings translated into Spanish to publicize to Latino community.
8	**Agency/Group/Organization**	Bowie County Veterans Service Office
	Agency/Group/Organization Type	Housing Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Information provided on the needs of veterans in Texarkana will assist the City in future planning activities & projects.
9	**Agency/Group/Organization**	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing PHA

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs 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?	Focus groups at housing properties. Better understanding of the improvements at the HA properties & future needs of residents
10	**Agency/Group/Organization**	Texarkana Homeless Coalition
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing homelessness. Information on how the Coalition & the Texas Homeless Network are collaborating with publicly funded institutions to develop plans so people are not discharged into homelessness.

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11	**Agency/Group/Organization**	Community Resource Council - Helping Hands
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on service needs of low-moderate income residents.
12	**Agency/Group/Organization**	Texas Homeless Network
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided PIT & HMIS data analysis. Better understand the needs of people experiencing homelessness will help focus funding where most needed.
13	**Agency/Group/Organization**	Believe In Beverly
	Agency/Group/Organization Type	Housing Neighborhood Improvement Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis 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?	Consultation through focus group; better understanding of the needs of the Beverly Neighborhood. The City has recognized the Beverly neighborhood as a targeted area for CDBG funded projects.
14	**Agency/Group/Organization**	City of Texarkana, Texas
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Business needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on business needs, education & training for workforce; general economic outlook for the City.
15	**Agency/Group/Organization**	TEXAS DEPARTMENT OF STATE HEALTH SERVICES
	Agency/Group/Organization Type	Services-Health Other government - State

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	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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?	Reviewed Lead-Based Paint statistics for Bowie County; website provided information on the number of children tested & identified with elevated lead blood levels
16	**Agency/Group/Organization**	COMMUNITY HEALTHCORE (FORMERLY SABINE VALLEY)
	Agency/Group/Organization Type	Services-Health Health Agency Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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?	Discussed medical & mental health needs of low-moderate income residents & prevalence of children with elevated blood lead levels.

Identify any Agency Types not consulted and provide rationale for not consulting

No agencies were excluded in the development of the plan. Domestic Violence, Inc. opted not to participate in the planning process for the Plan.

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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	Texarkana Homeless Coalition	Both plans analyze homeless needs & solutions.
PHA Consolidated 5 Year Plan	Housing Authority of Texarkana, TX	Both plans address public housing needs
MPO Texarkana Regional Transportation Plan	Metropolitan Planning Organization	Transportation planning for the region & city is essential in meeting the needs of low-moderate income residents

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Texarkana, Texas enjoys a unique & challenging 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, & 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) & other non-profit agencies (Randy Sams Outreach Shelter, Salvation Army, Harvest Texarkana, Volunteer Center, Literacy Council, unique bi-state Workforce Development efforts). Consequently, collaborative planning is a necessity for the City & common practice. These agencies provide continual collaboration with the City in all aspects of community planning, including this Action Plan. Additionally, the City works closely with the Texarkana Housing Authority & has collaborated &provided funding for the renovation of existing public housing units.

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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	Internet Survey	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	14 surveys completed online	surveys attached	all comments accepted	
2	Public Meeting	Non-targeted/broad community	No comments received at City Council/Public meeting held on August 12, 2019	No comments received	N/A	
3	Rose Hill Celebration	Non-targeted/broad community	approximately 100 in attendance. City provided information on CDBG programs & encouraged participation in surveys	surveys attached	all comments accepted	

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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	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Public notices for meetings, comment period & availability of draft Annual Action Plan were placed in Amigo News, a local Spanish newspaper.	None received	N/A	
5	Newspaper Ad	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed in the Texarkana Gazette & on City's website.	No comments were received	N/A	

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Texarkana will receive a CDBG allocation of $360,642 for PY 2019; $230,000 from Section 108 loan; $100,000 from Revolving Loan Fund; $2,500 Program Income with the reallocated funds from previous years $75,000 for a total of $538,142 to be used for eligible CDBG activities & $230,000 for loan repayment. Amended on May 18, 2020 to add CARES Act funds #1 to the PY2019 AAP. Amended on May 27, 2021 to add CARES Act funds #3 to the PY2019 AAP.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	360,642	2,500	175,000	538,142	1,021,825	Expected Amount Available based on yearly allocation plus program income. Included funds for economic development revolving loan fund for downtown area
Section 108	public - federal	Housing	230,000	0	0	230,000	690,000	City will make second of four annual payments of $230,000 to pay off Section 108 loan

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
Other	public - federal	Other	218,921	0	0	218,921	0	CDBG-CV funds #1 to be used to prevent, prepare for and respond to the coronavirus
Other	public - federal	Other	293,243	0	0	293,243	0	CDBG-CV funds #3 to be used to prevent, prepare for and respond to the coronavirus

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. Matching requirements will be met by in-kind donations of labor &/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 & 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, & scattered properties may be used to promote economic development, provide support for homeless programs &/or affordable housing in Texarkana. Additionally, publicly owned land may also be used to support public health activities, infrastructure & public services.

Discussion

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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	Owner-Occupied Housing Rehabilitation	2018	2022	Affordable Housing	Downtown Area Beverly Community Revitalization City-Wide	Owner-Occupied Housing Rehabilitation	CDBG: $100,000	Homeowner Housing Rehabilitated: 4 Household Housing Unit
2	Home Ownership Assistance	2018	2022	Affordable Housing	City-Wide	Homeownership Assistance	CDBG: $10,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
5	Public Facilities Improvements	2018	2022	Non-Housing Community Development	City-Wide	Public Facilities Improvements	CDBG: $112,151	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
6	Public Improvements and Infrastructure	2018	2022	Non-Housing Community Development	Downtown Area Beverly Community Revitalization City-Wide	Public Improvements & Infrastructure	CDBG: $123,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Public Services	2018	2022	Homeless Non-Homeless Special Needs Non-Housing Community Development	Downtown Area Beverly Community Revitalization City-Wide	Public Services	CDBG: $54,125	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
8	Revolving Loan Fund	2018	2022	Non-Housing Community Development	Downtown Area	Revolving Loan Fund	CDBG: $66,738	Businesses assisted: 2 Businesses Assisted
9	Section 108 Loan - Repayment	2018	2022	Affordable Housing	Downtown Area	Section 108 Loan - Repayment	Section 108: $230,000	Rental units constructed: 20 Household Housing Unit
10	Program Administration & Fair Housing Activities	2018	2022	Administration	City-Wide	Program Administration	CDBG: $72,128	Other: 1 Other
11	Public Services	2018	2022	Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Public Services	CDBG CV: $429,595	

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Program Administration	2018	2022	Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Program Administration	CDBG CV: $82,521	

Table 6 – Goals Summary

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Goal Descriptions

1	**Goal Name**	Owner-Occupied Housing Rehabilitation
	Goal Description	Repairs & accessibility improvements for LMI homeowners
2	**Goal Name**	Home Ownership Assistance
	Goal Description	Down payment & closing cost assistance for LMI homebuyers.
5	**Goal Name**	Public Facilities Improvements
	Goal Description	CDBG funds will be used for community center, community gardens & park improvements in LMI areas
6	**Goal Name**	Public Improvements and Infrastructure
	Goal Description	Repair &/or installation of sidewalks, ADA accessibility, curb ramps & tree planting in the Beverly, Rosehill & downtown neighborhoods. Other low mod areas possible.
7	**Goal Name**	Public Services
	Goal Description	Assistance will be provided to public service agencies that provide services to LMI families & those experiencing homelessness. Agencies providing services may include Ash+Lime, Texas Homeless Network, Texarkana Homeless Coalition, Randy Sams' Outreach Shelter, Amachi Vision Corps and Boys & Girls Club.
8	**Goal Name**	Revolving Loan Fund
	Goal Description	Revolving Loan Fund will be used to provide loans for economic development in the downtown area.

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9	**Goal Name**	Section 108 Loan - Repayment
	Goal Description	Grim Lofts construction & repayment of Section 108 loan
10	**Goal Name**	Program Administration & Fair Housing Activities
	Goal Description	Management & oversight of CDBG program. Fair Housing activities to be conducted or attended during Fair Housing month of April 2020 to distribute information. Lead based paint & Fair Housing information will be distributed at all events attended by City staff.
11	**Goal Name**	Public Services-CV
	Goal Description	Assistance will be provided to public service agencies that provide services related to Cares Act Funding (CV) to prepare for, prevent & respond to Covid-19 to LMI families & those experiencing homelessness. Agencies providing services may include Ash+Lime, Randy Sams' Outreach Shelter, EOC Health Department, Salvation Army, Texarkana Homeless Coalition, Mission Texarkana & various other agencies as needed.
12	**Goal Name**	Program Administration-CV
	Goal Description	Management & oversight of CDBG-CV (CARES Act Funding) program

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Texarkana will undertake activities that the meet the needs & objectives established by its Consolidated Plan & approved by City Council. As shown below, the City will owner-occupied rehabilitation, down payment & closing costs assistance, sidewalk & tree planting; improvements to parks in low-moderate areas, Section 108 loan repayment & public services.

Projects

#	Project Name
1	Owner-Occupied Housing Rehabilitation
2	Down Payment & Closing Cost Assistance
3	Public Improvements & Infrastructure
4	Public Services
5	Section 108 Loan - Repayment
6	Administration
7	Revolving Loan Fund
8	Public Facilities & Parks
9	CV-Public Services-Mission Texarkana
10	CV-Public Services-RSOS
11	CV-Public Services-Salvation Army
12	CV-Public Services-Txk Homeless Coalition
13	CV-Public Services-Txk Covid-19 Emergency Operations Ctr-Health Dept
14	CV-Public Services-Covid Rebound Study and Implementation
15	CV-Public Services-Outdoor water stations/Downtown Curb Ramps
16	CV-Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Texarkana responds to the needs expressed in public hearings & stakeholder meetings. Affordable housing (rental & homeownership) & public improvements were listed as high priorities. To improve the quality of life of all citizens in Texarkana, the City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. The geographic areas of Beverly & Downtown were chosen because they have the greatest potential & greatest need. The lack of additional funding is the major obstacle faced by the City when meeting underserved needs. The City will continue to investigate funding opportunities as they are identified.

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AP-38 Project Summary

Project Summary Information

1	**Project Name**	Owner-Occupied Housing Rehabilitation
	Target Area	City-Wide
	Goals Supported	Owner-Occupied Housing Rehabilitation
	Needs Addressed	Owner-Occupied Housing Rehabilitation
	Funding	CDBG: $100,000
	Description	Repairs & accessibility improvements for low-moderate income homeowners.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Four LMI households will be assisted during the program year.
	Location Description	Program will be offered to income eligible homeowners city-wide.
	Planned Activities	Rehabilitation & accessibility improvements for LMI homeowners.

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2	**Project Name**	Down Payment & Closing Cost Assistance
	Target Area	City-Wide
	Goals Supported	Home Ownership Assistance
	Needs Addressed	Homeownership Assistance
	Funding	CDBG: $10,000
	Description	Down payment & closing cost assistance to LMI homebuyers.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Two LMI homebuyers will be assisted with down payment & closing costs.
	Location Description	The program will be offered city-wide to income eligible homebuyers.
	Planned Activities	Two LMI homebuyers will be assisted with down payment & closing costs during the program year.

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3	**Project Name**	Public Improvements & Infrastructure
	Target Area	Downtown Area Beverly Community Revitalization City-Wide
	Goals Supported	Public Improvements and Infrastructure
	Needs Addressed	Public Improvements & Infrastructure
	Funding	CDBG: $123,000
	Description	Improvements including replacement of deteriorating sidewalks, installation of new ADA compliant sidewalks & tree planting in the Beverly, Rosehill, downtown & possible other LMI areas
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 100 residents who reside in the targeted neighborhoods will benefit from this project
	Location Description	Beverly, Rosehill, downtown & possible other LMI areas
	Planned Activities	Improvements including replacement of deteriorating sidewalks, installation of new ADA compliant sidewalks & tree planting in the Beverly, Rosehill, downtown & possible other LMI areas

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4	**Project Name**	Public Services
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $54,125
	Description	CDBG: Funding to non-profit agencies that provide services to LMI individuals & families. CDBG-CV: Assistance will be provided to public services agencies that provides services to low-income families & those experiencing homelessness related to Covid-19 related issues. Agencies providing services may include but not limited to Mission Texarkana, Texarkana Homeless Coalition, Randy Sams Outreach Shelter, Salvation Army, & Texarkana Emergency Operations Center/Health Dept.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 individuals will benefit from the services offered by local non-profit agencies.
	Location Description	The programs are offered city-wide to income eligible clients.
	Planned Activities	Supportive services including but not limited to persons experiencing homelessness, youth & LMI individuals & families. Services such as coordinated entry, HMIS & Vista programs; life skills & job skills/prep; youth tutoring, testing prep, robotics classes & other youth activities.

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5	**Project Name**	Section 108 Loan - Repayment
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan - Repayment
	Needs Addressed	Section 108 Loan - Repayment
	Funding	Section 108: $230,000
	Description	Repayment of Section 108 loan for Grim Lofts project.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 20 households will be provided with new affordable rental units
	Location Description	The Grim Lofts is located in downtown Texarkana, but income eligible tenants can come from other areas of the City.
	Planned Activities	Upon completion, the project will provide 20 new units of affordable housing.

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6	**Project Name**	Administration
	Target Area	City-Wide
	Goals Supported	Program Administration & Fair Housing Activities
	Needs Addressed	Program Administration
	Funding	CDBG: $72,128
	Description	Management & oversight of CDBG and Section 108 loan programs.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City wide
	Planned Activities	Administration of CDBG program, fair housing information, lead based paint information

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7	**Project Name**	Revolving Loan Fund
	Target Area	Downtown Area
	Goals Supported	Revolving Loan Fund
	Needs Addressed	Revolving Loan Fund
	Funding	CDBG: $66,738
	Description	Revolving Loan Fund provides financial assistance for economic development of businesses in the downtown area.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that two businesses will receive assistance through this program.
	Location Description	In order to facilitate the revitalization of the downtown area, eligible applicants must have projects that are located in the downtown area.
	Planned Activities	Business loans to qualified applicants.

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8	**Project Name**	Public Facilities & Parks
	Target Area	Downtown Area Beverly Community Revitalization City-Wide
	Goals Supported	Public Facilities Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	CDBG: $112,151
	Description	Parks in LMI areas will be improved during the program year. Installation/improvement of community gardens in Beverly, Rosehill & Liberty-Eylau communities as well as assisting with Beverly community center improvements. Improvements to parks in LMI areas.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 LMI individuals/families will benefit.
	Location Description	Beverly, Rosehill, Liberty-Eylau & possible other LMI parks/communities.
	Planned Activities	Installation/improvement of community gardens in Beverly, Rosehill & Liberty-Eylau communities as well as assisting with Beverly community center improvements. Improvements to parks in LMI areas.

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9	**Project Name**	CV-Public Services-Mission Texarkana
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $80,000
	Description	Services including but not limited to food, supplies, personal protection equipment, testing, job training & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.

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10	**Project Name**	CV-Public Services-RSOS
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $80,000
	Description	Services including but not limited to food, supplies, personal protection equipment, air purification unit, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Services including but not limited to food, supplies, personal protection equipment, air purification unit, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.

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11	**Project Name**	CV-Public Services-Salvation Army
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $30,000
	Description	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.

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12	**Project Name**	CV-Public Services-Txk Homeless Coalition
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $10,000
	Description	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.

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13	**Project Name**	CV-Public Services-Txk Covid-19 Emergency Operations Ctr-Health Dept
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $65,000
	Description	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Services including but not limited to food, supplies, personal protection equipment, testing & supplies as well as homeless shelter assistance and assistance with the displacement of homeless individuals due to COVID-19 to persons experiencing homelessness, youth & low-moderate income individuals & families.

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14	**Project Name**	CV-Public Services- Covid Rebound Study and Implementation Plan
	Target Area	City Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG-CV: $75,000
	Description	Services include bot not limited to Covid Recovery & Resilience Plan tailoring advice to local businesses recovering from COVID, consultation to businesses with primary focus on New Boston Road corridor, update Covid resilience contact list of Minority & Women owned businesses & HUD Section 3 businesses for the City , produce a Guide for Small Businesses with where to start ideas.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	LMI businesses/Covid affected businesses will benefit from this activity. Approximately 10-20 businesses.
	Location Description	Emphasis on New Boston Road corridor but will benefit city wide businesses.
	Planned Activities	Services include but not limited Covid Recovery & Resilience Plan tailoring advice to local businesses recovering from COVID, consultation to businesses with primary focus on New Boston Road corridor, update Covid resilience contact list of Minority & Women owned businesses & HUD Section 3 businesses for the City , produce a Guide for Small Businesses with where to start ideas.

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15	**Project Name**	CV-Outdoor Water Fill Stations, Curb Ramp/ Sidewalk improvements
	Target Area	City-Wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG-CV: $120,000
	Description	Installation of outdoor water fill stations to provide clean water to LMI areas in response to Covid-19.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 LMI individuals will benefit
	Location Description	
	Planned Activities	Activity includes but not limited to installation of outdoor water fill stations to provide clean water to LMI areas in response to Covid-19.
16	**Project Name**	CV-Administration
	Target Area	
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	CDBG-CV: $82,164
	Description	Administration of CARES Act Funds
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration of CARES Act Funds

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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

CDBG funds area allocated city-wide to projects & activities that benefit low-moderate income persons & households or provide services to residents in a low-moderate income area. The Beverly, Rosehill, Liberty-Eylau neighborhoods & the Downtown area are the target areas that are selected for projects during PY19. The City has also elected to provide Owner-Occupied Housing Rehabilitation & Down Payment Assistance city-wide for income eligible applicants.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	
Beverly Community Revitalization	
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Texarkana responds to the needs expressed in public hearings, focus groups, surveys & stakeholder meetings. The Downtown area, Beverly community, Rosehill community & Liberty-Eylau community have been identified as areas where CDBG funds can be used for revitalization activities. The City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. The City will use CDBG funds to provide down payment & closing cost assistance to low-moderate income homebuyers, rehabilitation to low-income homeowners, funding for public facilities & infrastructure projects in low-mod areas & continue to supportive services programs.

Discussion

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing remains a high priority. Rising costs of construction, the availability of financing & the demand for a limited amount of land have combined to constrain affordable housing production. The result is significantly higher costs for housing when incomes are not rising at the same pace.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	4
Special-Needs	0
Total	4

Table 9 - 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	4
Acquisition of Existing Units	0
Total	4

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will provide CDBG funding in PY 2019 for four (4) owner-occupied rehabilitation projects. Although it is not reflected in the above chart, the city will also offer down payment & closing costs assistance to two (2) qualified homebuyers if possible.

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AP-60 Public Housing – 91.220(h)

Introduction

HATT has systematically replaced or revitalized aging inventory through the HOPE VI grant & currently through the Rental Assistance Demonstration program. Robison Terrace is the last property to be renovated through RAD. During the RAD conversion all residents were relocated to other HATT properties & relocation expenses were provided by HATT.

Actions planned during the next year to address the needs to public housing

HATT will continue the conversion to RAD & project-based vouchers to meet the housing needs of its residents. HATT will continue to improve the living environment of its residents by:

- Expanding public housing security efforts & continuing to work with the City's Police Department
- Developing educational, cultural, & supportive service programs to further foster social &economic independence for its residents
- Implementing programs that promote a healthy lifestyle
- Increasing youth programs for public housing residents by fostering partnerships in the community
- Increasing resident participation in the Resident's Executive Council.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HATT actively promotes resident involvement through Resident Councils, targeted outreach via website, flyers, emails, mailing lists, & community notice boards at all community centers on Housing Authority properties. HATT has a homeownership program & provides homebuyer education classes for public housing residents. Residents are encouraged to attend public hearing & meetings during the City's public participation process.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority of Texarkana is not designated as a troubled public housing authority.

Discussion

Not Applicable

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Texarkana Homeless Coalition meets monthly to discuss issues & challenges in meeting the needs of those experiencing homelessness or at-risk of homelessness. Members of the Coalition represent service & housing providers, public housing staff, emergency services & city staff. The Texarkana Homeless Coalition is part of the Texas Balance of State Continuum of Care & that is managed by the Texas Homeless Network (THN), a statewide nonprofit agency. The Texas Balance of State CoC is made up of all service providers, advocates, local government officials, & citizens who work to eliminate homelessness in over 216 counties in Texas outside of most major metropolitan cities. THN assists local homeless coalitions with community-based planning to develop plans to end homelessness & new projects to fill gaps in housing & services.

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 supports the Texarkana Homeless Coalition in its outreach & assessment efforts for homeless persons in the community by participating in Texarkana Homeless Coalition. The City will continue to organize stakeholder meetings to discuss & plan for more intensive outreach to those experiencing homelessness. There are no agencies in Texarkana that provide only outreach activities. Many agencies provide outreach to the specific population that they serve. The City uses CDBG funds to support these agencies in their efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter in Texarkana is provided by Randy Sams Outreach Shelter. Randy Sams is a low-barrier homeless shelter & an ID is not required to stay at the shelter. There are 112 emergency beds available for up to 90 days at a time. The shelter also provides showers, food, transportation & case services.

Rapid Re-Housing (formerly transitional housing) is provided by Randy Sams with 22 households receiving assistance & by Doorways Home providing 10 households with housing vouchers. Households in the Rapid Re-Housing programs pay subsidized rent & receive assistance with case management & life skill classes & job training. The development of a family shelter is crucial to meeting the needs of homeless families. In order to make homelessness short-lived & non-recurring, there is a need for

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additional Rapid Re-Housing vouchers & services.

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

There are no permanent supportive housing programs in Texarkana & the need for such housing is great. The Texarkana Homeless Coalition & the City will continue to identify agencies that have the capacity to expand their programs to provide permanent supportive housing. In order for chronically homeless individuals to maintain permanent housing, supportive services must be a part of their housing plan. Many chronically homeless & special needs populations will require long-term rental assistance since many are on disability incomes which do not cover the cost of housing plus living expenses. The average income for a person receiving Supplemental Security Income (SSI) is $750 per month. Coordinated Entry has facilitated the access of housing & services for many people experiencing homelessness, but the availability of affordable & decent housing does not meet the need.

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

In PY2019, the City is assisting low-income &/or homeless persons by providing CDBG funding to agencies that provide supportive services to those experiencing homelessness. The challenges for providing an adequate supply of a variety of housing options are lack of funding & lack of capacity of the agencies to expand or create new programs. Efforts will be made during the year to identify ways to provide permanent supportive housing & a family shelter.

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AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

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

Discussion:

The City is concerned with the shortage of affordable housing units that meet housing quality standards. Many of the units have been lost through abandonment of older properties. One way that the City is directly impacting the problem is the renovation & repurposing of the Grim Hotel. They will be constructing 20 affordable units in the hotel. The project has been delayed but will begin in PY2018. The other efforts with greatest effect are those where the City collaborates with the private non-profit & for-profit community as they provide affordable housing solutions.

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AP-85 Other Actions – 91.220(k)

Introduction:

The following actions will be undertaken to address obstacles to meeting underserved needs, foster & maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty level families, & develop institutional structure.

Actions planned to address obstacles to meeting underserved needs

Requests for funding far exceed the available entitlement dollars received by the City of Texarkana. The City will continue to partner with non-profit agencies to leverage its CDBG allocation so that the maximum benefit is achieved. The City will facilitate a stakeholder's meetings & participate in the Texarkana Homeless Coalition to identify unmet needs & to strategize on how to meet those needs.

Actions planned to foster and maintain affordable housing

The City will continue to support development of affordable housing by providing flexibility in its development standards that encourages the industry to seek community partners. The City will fund owner-occupied rehabilitation & improvements geared toward maintaining the house in a decent condition. The City will support Low Income Housing Tax Credit applications when the project is compatible with the City's goals & objectives.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazard identification & reduction strategies include education, outreach, &conformance with 24 CFR Part 35 regulations. The City distributes and maintains documentation of required information for homes built before 1978, including the EPA Lead-based Pamphlet, Notification of Lead Hazard Evaluation, & Notification of Lead Hazard Reduction. Lead-based paint information is included in the application package for housing rehabilitation & down payment assistance as well as distributed at events & neighborhood meetings.

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

The City will continue to make entitlement funds available to the community through issuance of subrecipient agreements. The City provides subrecipient training during the application phase, prior to the execution of subrecipient agreements & is available for technical assistance, if needed. The City distributes updated information on CDBG funded programs to subrecipients when appropriate. The City will maintain its webpage with up-to-date information as a resource for other city departments, general public & service/housing providers. The City is committed to meeting regularly with interested citizens &

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stakeholders to discuss community development issues.

The City recognizes the need to provide increased outreach to minority & non-English speaking residents. In an effort to reach these populations, the City held public hearings & community meetings with translation services to the Hispanic population at facilities located in low-moderate income areas. Public notices will be in English and Spanish & the City will advertise public hearings in the local newspaper & on their website.

Actions planned to enhance coordination between public and private housing and social service agencies

City staff will continue work with service providers, the local public housing authority, private housing resources & the Continuum of Care to ensure that there is awareness of the available resources & provide a conduit for communication & collaboration.

Discussion:

Since CDBG funding basically remains level, relationships are key to the success of housing, economic & community development efforts within the City of Texarkana. The City will continue to partner with service & housing providers to leverage CDBG funding in assisting the low to moderate residents of Texarkana.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

It is the City of Texarkana's policy that 70% of the CDBG funds will be used to benefit low-moderate income people residing within the city limits. The City sets aside 15% of the allocation to fund public services & 20% to be used for administration of the program.

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%

The city anticipates using 70% of CDBG funds for projects involving low-to-moderate income people or in low-to-moderate income areas. Three years will be used to determine the minimum overall benefit.

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Attachments

Public Notice

NOTICE OF PUBLIC HEARINGS
& REQUEST FOR CITIZEN INPUT
ON THE CITY OF TEXARKANA, TEXAS 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AMENDED ANNUAL ACTION PLAN (AAP)

The City of Texarkana, Texas will receive $293,243 in Community Development Block Grant (CDBG) Cares3 (CV) funds from the U.S. Department of Housing & Urban Development (HUD). As required by federal regulations, CDBG funds must be used to meet one of three National Objectives: 1) Eliminate slum & blight; 2) Assist low-income citizens; or 3) Urgent need/disaster relief. The 2021 Annual Action Plan (AAP) will detail the proposed usage of the CDBG funds for the next year in accordance with The City's Five Year CDBG Consolidated Plan priorities & strategies.

In accordance with the HUD Act of 1974, as amended, & with 24 CFR, Part 91, & in furtherance of the City of Texarkana's commitment to facilitate the exchange of information between the City & its citizens, the City initiated public meetings & opportunities for citizen input & comments regarding the development & adoption of the 2019 Amended AAP Draft.

Citizens from across the city assisted staff through community meetings & surveys & now have the opportunity to comment on the adoption of the 2019 Amended AAP Draft. Upcoming Texarkana, Texas City Council meetings will provide information regarding the range of activities that are expected to be undertaken & the estimated amount of the anticipated funds that will be utilized to benefit low-moderate income persons.

Citizens are encouraged to attend the upcoming Public Meetings to offer input on the 2019 Amended AAP Draft. A First Briefing will be held on June 14, 2021 & a Public Meeting & Council vote will occur on July 12, 2021. All meetings will be at 6 PM at the Texas City Hall located at 220 Texas Blvd, Texarkana, Texas.

The Public Comment Period is from June 12, 2021 to July 12, 2021. Written comments regarding the AAP, identified needs, strategies, or the proposed usage of funds should be sent to Betsy Freeman, Grant Administrator, City of Texarkana, 220 Texas Boulevard, Texarkana, Texas 75501 no later than July 12, 2021 at 12pm. Written responses will be provided if name & return address are included. The 2021 AAP Draft is available at the Planning & Community Development Office in City Hall or online at the City's website (http://www.ci.texarkana.tx.us/). Comments may also be submitted through survey at: https://www.surveymonkey.com/r/CDBGAAPS

All public hearings are held in facilities that are wheelchair accessible & 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.

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Citizen Participation Comments

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

Grantee Unique Appendices

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

Grantee SF-424's and Certification(s)

Attachment: 2021-049 ATTH 01 HUD PY19 Amended Action Plan (2498 : 2021-049 RES Amending CDBG Budget)

CDBG Cares Act Funding for Covid-19

		Budget	Expenses	Remaining
MT - JobTraining/Litter Prevention/Receptacles	$	50,000.00		50,000.00
Randy Sams	$	30,000.00		30,000.00
Txk Homeless Coalition	$	5,000.00		5,000.00
Curb Ramp/Sidewalk Improvements Downtown	$	100,000.00		100,000.00
Covid Rebound Implementation Plan	$	60,000.00		60,000.00
Outdoor Water Fill Stations/Rest Station	$	20,000.00		20,000.00
Admin	$	28,243.00		28,243.00
	-	293,243.00	-	293,243.00
		293,243.00		

Attachment: 2021- 049 ATTH 02 Summary Budget (2498 : 2021-049 RES Amending CDBG Budget)

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:

Attachment: 2020-049 Goals & Perspectives (2498 : 2021-049 RES Amending CDBG Budget)

RESOLUTION NO. 2021-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE FY2021 BUDGET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND (FUND 204) TO REFLECT ADDITIONAL REVENUE AND EXPENDITURES OF $293,243 FOR GRANT FUNDING RECEIVED FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV) CARES ACT ROUND 3; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City was awarded **TWO HUNDRED NINETY-THREE THOUSAND TWO HUNDRED FORTY-THREE DOLLARS ($293,243)** in Community Development Block Grant (CDBG-CV) CARES Act funding round 3 of the HUD PY2019; and

WHEREAS, public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021; and

WHEREAS, these funds are not currently included in the budget for the Community Development Block Grant (CDBG) Fund (Fund 204) for the fiscal year ending September 30, 2021; and

WHEREAS, City staff recommends amending the budget estimate of the City's revenues and expenditures for the fiscal year beginning October 1, 2020, and ending September 30, 2021, to include the additional funding in the Community Development Block Grant (CDBG) Fund (Fund 204).

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

SECTION 1: That the budget estimate of the revenue and expenditures of the City of Texarkana, Texas, as prepared by the City Manager and appropriated by the City Council for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be amended to reflect additional revenue and expenditures appropriated of **TWO HUNDRED NINETY-THREE THOUSAND TWO HUNDRED FORTY-THREE DOLLARS ($293,243))** added to the Community Development Block Grant (CDBG) Fund (Fund 204).

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 **12th day of July, 2021**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:29 p.m.

Attachment: 2021-049 RES Amend. PY19FY21 CDBG budget signed (2498 : 2021-049 RES Amending CDBG Budget)

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/10/2021 3:19 PM

Lead Department: Planning and Community Development **Action Officer:** Vashil Fernandez, PCD Director

Subject: Resolution No. 2021-050 amending the FY2021 budget for the Community Development Block Grant Fund (Fund 204) to reflect the dissolving of the Revolving Loan Fund due to inactivity and to reallocate those funds to the 108 loan repayment.

Briefing: 7/12/2021 **Public Hearing:** 7/12/2021 **Council Vote:** 7/12/2021

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

The revolving loan fund RLF provides assistance for economic development of businesses in the downtown area.
These funds have been inactive for five 5 years due to the eligibility restrictions and additional requirements by HUD.

The U. S. Department of Housing and Urban Development has provided the City of Texarkana, Texas, with Community Development Block Grant (CDBG) funds.

Public review of the draft 2020 Amended Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021 and July 12, 2021 to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021.

Potential Options:

- Approve
- Deny

Fiscal Implications:

$163,000 reallocated to 108 loan repayment.

Staff Recommendation:

Staff recommends for approval

City of Texarkana, Texas

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. 2021-050 RES Amending FY21 CDBG Budget (DOC)
b. 2021-050 ATTH 01 Amended 2020 Annual Action Plan (PDF)
c. 2020-050 Goals & Perspectives (DOCX)
d. 2021-050 RES Amend. FY21 CDBG budget signed (PDF)

Staff Coordination

Planning and Community Development	Skipped	Jennifer Evans 06/10/2021 3:09 PM	Department Head Review	
City Manager	David Orr	City Manager Review	Completed	07/09/2021 3:44 PM
City Council	Jennifer Evans	Meeting	Completed	06/14/2021 6:00 PM

Meeting History

06/14/21 City Council MOVED FORWARD Next: 07/12/21

RESOLUTION NO. 2021-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE FY2021 BUDGET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND (FUND 204) TO REFLECT THE DISSOLVING OF THE REVOLVING LOAN FUND DUE TO INACTIVITY AND TO REALLOCATE THOSE FUNDS TO THE 108 LOAN REPAYMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the U. S. Department of Housing and Urban Development has provided the City with Community Development Block Grant (CDBG) funds; and

WHEREAS, to dissolve the Revolving Loan Fund due to inactivity & reallocate those funds to the 108 loan repayment and to remove the Cares Act Funds from the FY2020 plan because those funds were already included in HUD PY2019 plan; and

WHEREAS, public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021.

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

SECTION 1: That the budget estimate of the revenue and expenditures of the City of Texarkana, Texas, as prepared by the City Manager and appropriated by the City Council for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be amended to reflect the removal of **TWO HUNDRED EIGHTEEN THOUSAND NINE HUNDRED TWENTY-ONE DOLLARS ($218,921)** to be added to the FY20 Community Development Block Grant (CDBG) Fund (Fund 204) and the reallocation of **ONE HUNDRED SIXTY-THREE THOUSAND DOLLARS ($163,000)** from Revolving Loan Fund (RLF) to the 108 Loan Repayment.

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 **12th day of July, 2021**.

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: 2021-050 RES Amending FY21 CDBG Budget (2499 : 2021-050 RES Amending Community Development Block Grant Budget)

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

City of Texarkana, Texas
2020 Amended Annual Action Plan

The Amended Annual Action Plan for the City of Texarkana, Texas
Community Development Block Grant Program
Prepared in Accordance with the
United States Department of Housing & Urban
Development's Planning Requirements
For the Period of
October 1, 2020 through September 30, 2021
Program Year 2020

Original Submission 8/13/2020
Revised-Allocation Adjustment 1/28/21
Amended on June 2, 2021 to add move funds from RLF PI to 108 loan Repayment and to remove Cares funds from 2020 AAP (2019 AAP amended to include all Cares funds)

Executive Summary

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

1. Introduction

The City of Texarkana, TX became a federal entitlement program grantee in 1987. As an entitlement grantee, the City receives an annual share of federal Community Development Block Grant (CDBG) funds authorized under Title I of the Housing & Community Development Act of 1974, as amended. The Planning & Community Development department is responsible for administering CDBG grants for areas within the city limits of Texarkana.

The purpose of this Action Plan is to identify housing & community development needs & to develop specific goals & objectives to address those needs over a one-year period. This Plan for Texarkana covers the period October 1, 2020, to September 30, 2021. The Plan enables the City to continue to receive federal housing & community development funds & according to regulations CFR 91.200(a), must be submitted to the U.S. Department of Housing & Urban Development (HUD) no less than 45 days prior to the start of the grantee's program year.

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.

Based on a detailed analysis of data describing community characteristics & housing market conditions, a survey of available community resources, & an extensive community participation process, the following were identified as priority needs for Texarkana:

- Rehabilitation of existing affordable owner-occupied housing units
- Public improvements & infrastructure
- Homeless/Continuum of Care (CoC) services that benefit adults, families with children, & other special needs homeless populations
- Homeownership assistance
- Collaboration with community partners to coordinate development activities
- Renovation of the Grim Hotel
- Public services
- Public Facilities & Parks

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

3. Evaluation of past performance

In partnership with other public, private, & non-profit housing providers & service agencies, Texarkana has worked to increase & preserve the available stock of affordable, safe & decent housing; helped ensure a suitable living environment for city residents; & contributed to expanding economic opportunities. The City has affected change in the Rose Hill Neighborhood, Downtown Texarkana & the Beverly Neighborhood, addressing concentrations of poverty & proliferation of Brownfields. The 2019 Action Plan will continue to guide the City in addressing these neighborhoods as well as other low mod areas of the city.

Texarkana has consistently allocated funds to address the highest strategic plan priorities. The City has met all requirements as an entitlement grantee including administrative & public services caps. City policies & procedures comply with federal requirements to ensure that programs & activities benefit low- to moderate-income individuals & families & that community development projects are developed to provide the maximum benefit to low-moderate income residents.

The Consolidated Annual Performance Evaluation Review (CAPER) will provide an assessment of progress towards meeting the five-year goals of the Consolidated Plan & one-year goals of the Action Plan adopted. The CAPER is due annually to HUD on December 30.

4. Summary of Citizen Participation Process and consultation process

The City of Texarkana actively promotes collaboration & coordination among public, private, & non-profit organizations providing housing & non-housing community development services in the city. The City strives to maintain open communication with partner agencies & organizations as well as Texarkana residents.

Citizen & stakeholder input was crucial to the identification of community development needs & priorities for this Action Plan. The City solicited public & stakeholder input through public meetings, stakeholder focus groups, meetings with a neighborhood associations & a booth at a neighborhood event. These meetings/events were advertised on the city website, social media accounts, &/or in the Texarkana Gazette & Amigo News.

Surveys were requested at all meetings & events. Fourteen residents responded to an electronic survey. The survey provides direct feedback from residents on housing needs, factors that affect housing choice, & non-housing community development needs.

5. Summary of public comments

Public input has shaped the priorities & goals adopted in this Action Plan. City residents had numerous opportunities to provide input on their community development priorities. All comments received as well as survey results are provided in the Attachments.

6. Summary of comments or views not accepted and the reasons for not accepting them

All survey, public hearings, focus groups, stakeholder & community meeting responses have been accepted & appended to the Action Plan.

7. Summary

This Action Plan was developed based on input from Texarkana residents, community partners, & stakeholders as well as a thorough analysis of data available from reliable sources. Significant sources of data for this report include the 2011-2015 American Community Survey (ACS) estimates, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) data, the U.S. Bureau of Labor Statistics, the 2010 Census, the Homeless Management Information System (HMIS) & local data sources.

The 2020 Action Plan will guide the community development efforts of Texarkana over the year concluding on September 30, 2021. The strategy outlined in the plan is focused on decent, safe, & affordable housing, a suitable living environment, & economic opportunity. Adhering to this fundamental community development strategy will lay a secure foundation for growth & prosperity for all Texarkana residents.

DRAFT

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

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		Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Texarkana Department of Planning & Community Development is the Lead Agency in the preparation & implementation of this 2020 Action Plan which describes the strategy for the City of Texarkana, Texas in PY2020 & is prepared in accordance with the U.S. Department of Housing & Urban Development's Action Plan requirements. The City would like to express our appreciation to the individuals, agencies, departments & committees who participated in developing the City of Texarkana 2020 Action Plan.

Consolidated Plan Public Contact Information

David Orr
Director of Planning & Community Development
P. O. Box 1967
Texarkana, Texas 75504-1967
903-798-3902
david.orr@txkusa.org

Mayor
Bob Bruggeman

City Council
Jean H. Matlock – Ward 1
Mary Hart – Ward 2
Betty Williams – Ward 3
Christine Alcorn – Ward 4
Bill Harp – Ward 5
Josh Davis – Ward 6

DRAFT

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan.

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(l))

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan. The City will continue to build its relationship with local housing/service providers & the Housing Authority to ensure that the current limited housing resources are utilized in the most efficient manner possible & to meet the housing needs of extremely low, very low, & low-income renters & homeowners.

Texarkana Government Access Television provides public service & local government programming through Cable One. City Council meetings & other committee meetings are streamed on-line & archived. There is a municipal access channel (government access channel) that serves both Texas & Arkansas. Texarkana, AR manages the channel with Texarkana, TX paying a management fee. The channel divides the time equally for both cities showing meetings, general information, links to resources & documents, PSAs &any other relevant information. The Planning & Community Development department oversees the CDBG grant. The Grant Administrator is responsible for the day-to-day operation of the program. The department works in conjunction with the City's Finance, Inspection, Public Works, Street, & Parks & Recreation Departments to oversee the development of the Action Plan & administer the programs & activities incorporated in the Plan.

Interviews with key stakeholders included CDBG & other City staff, Texarkana Housing Authority staff, Area Office on Aging staff, homeless providers, services providers, Bowie County Veterans Service Officer & banking providers provided the basis for much of the information in the Action Plan.

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.

Texarkana participates in the Texas Balance of State Continuum of Care that is managed by the Texas Homeless Network. The Texarkana Homeless Coalition holds monthly meetings to discuss & strategize on ways to meet the needs of those experiencing homelessness. The Coalition has developed a Coordinated Entry system that streamlines the process for people experiencing homelessness to access resources. CDBG funding provides for a public service Vista person to work with the coordinated entry process assisting persons experiencing homelessness to attain the services needed.

The Texas Homeless Network provides data from the Homeless Management Information System (HMIS), Point-In-Time Count (PIT), the Housing Inventory Count & the Annual Homeless Assessment Report (AHAR). This information is utilized to assist in determining the nature & extent of homelessness in Texarkana & identifying potential projects that will eliminate gaps in housing & services.

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 of Texarkana is an integral part of the Continuum of Care. The Randy Sams' Outreach [TB1] Shelter is currently the only emergency homeless shelter for homeless persons in Texarkana, Texas. Randy Sams receives Emergency Solutions Program funds through the Texas Department of Housing & Community Affairs. The Coalition worked with the City to develop the Doorways Home project that assists homeless families &individuals to receive supportive housing through the Continuum of Care grant award.

HMIS responsibilities are shared among homeless assistance providers & City staff in the city. HMIS is administered by the Texas Homeless Network (THN) & serves the Texarkana, Texas population. THN has developed policies & procedures for the administration of HMIS. THN provides training & technical support to agencies participating in HMIS.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

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**	Randy Sams Outreach Shelter
	Agency/Group/Organization Type	Housing Services-homeless Emergency Shelter
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understanding of the needs of people experiencing homelessness for future planning & projects.
2	**Agency/Group/Organization**	Habitat for Humanity Texarkana
	Agency/Group/Organization Type	Housing Home Ownership
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of first-time homebuyers, the need for additional affordable housing & housing rehabilitation.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

3	**Agency/Group/Organization**	Mission Texarkana
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons 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 Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understand of the needs of people experiencing homelessness & at-risk of homelessness.
4	**Agency/Group/Organization**	Community Advisory Committee
	Agency/Group/Organization Type	Business and Civic Leaders Advisory
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly meetings attended by city staff to discuss housing needs & services needed for LMI households. Networking with service agencies to meet needs.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

5	**Agency/Group/Organization**	Salvation Army-Texarkana
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment Emergency Shelter
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing poverty & homelessness in the City
6	**Agency/Group/Organization**	Ark-Tex Council of Governments
	Agency/Group/Organization Type	Services-Elderly Persons Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of the senior population for planning future projects.
7	**Agency/Group/Organization**	Amigo News
	Agency/Group/Organization Type	Spanish Newspaper

OMB Control No: 2506-0117 (exp. 09/30/2021)

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy Needs of Spanish speaking residents
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Publication of public meetings translated into Spanish to publicize to Latino community.
8	**Agency/Group/Organization**	Bowie County Veterans Service Office
	Agency/Group/Organization Type	Housing Services – Housing Services-Veterans Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Information provided on the needs of veterans in Texarkana will assist the City in future planning activities & projects.
9	**Agency/Group/Organization**	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs 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?	Focus groups at housing properties. Better understanding of the improvements at the HA properties & future needs of residents
10	**Agency/Group/Organization**	Texarkana Homeless Coalition
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing homelessness. Information on how the Coalition & the Texas Homeless Network are collaborating with publicly funded institutions to develop plans so people are not discharged into homelessness.
11	**Agency/Group/Organization**	Community Resource Council - Helping Hands
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on service needs of low-moderate income residents.
12	**Agency/Group/Organization**	Texas Homeless Network
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Planning organization

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided PIT & HMIS data analysis. Better understand the needs of people experiencing homelessness will help focus funding where most needed.
13	**Agency/Group/Organization**	Believe In Beverly
	Agency/Group/Organization Type	Housing Neighborhood Improvement Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis 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?	Consultation through focus group; better understanding of the needs of the Beverly Neighborhood. The City has recognized the Beverly neighborhood as a targeted area for CDBG funded projects.
14	**Agency/Group/Organization**	City of Texarkana, Texas
	Agency/Group/Organization Type	Other government – Local Economic Development
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Business needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on business needs, education & training for workforce; general economic outlook for the City.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

15	**Agency/Group/Organization**	TEXAS DEPARTMENT OF STATE HEALTH SERVICES
	Agency/Group/Organization Type	Services-Health Other government - State
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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?	Reviewed Lead-Based Paint statistics for Bowie County; website provided information on the number of children tested & identified with elevated lead blood levels
16	**Agency/Group/Organization**	COMMUNITY HEALTHCORE (FORMERLY SABINE VALLEY)
	Agency/Group/Organization Type	Services-Health Health Agency Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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?	Discussed medical & mental health needs of low-moderate income residents & prevalence of children with elevated blood lead levels.

Identify any Agency Types not consulted and provide rationale for not consulting

No agencies were excluded in the development of the plan. Domestic Violence, Inc. opted not to participate in the planning process for the Plan.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

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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	Texarkana Homeless Coalition	Both plans analyze homeless needs & solutions.
PHA Consolidated 5 Year Plan	Housing Authority of Texarkana, TX	Both plans address public housing needs
MPO Texarkana Regional Transportation Plan	Metropolitan Planning Organization	Transportation planning for the region & city is essential in meeting the needs of low-moderate income residents

Table 3 – Other local / regional / federal planning efforts

Describe cooperation & coordination with other public entities, including the State & 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 & challenging 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 & 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) & other non-profit agencies (Randy Sams' Outreach Shelter, Salvation Army, Harvest Texarkana, Volunteer Center, Literacy Council, unique bi-state Workforce Development efforts). Consequently, collaborative planning is a necessity for the City & common practice. These agencies provide continual collaboration with the City in all aspects of community planning, including this Action Plan. Additionally, the City works closely with the Texarkana Housing Authority & has collaborated & provided funding for the renovation of existing public housing units.

Narrative (optional)

The Action Plan was developed in consultation with a wide range of public & private entities, including governmental & non-profit organizations knowledgeable about the needs of the low & moderate-income residents of Texarkana, & private citizens interested in, or affected by, the housing & community development activities discussed in the Plan. These contacts are part of a continuous process conducted in order to involve the broader community in assessing priority housing & community development needs; developing priorities, goals & objectives for addressing identified needs; & allocating available CDBG & other federal, state & local funding to activities that address priority needs.

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

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan. The City will continue to build its relationship with local housing/service providers & the Housing Authority to ensure that the current limited housing resources are utilized in the most efficient manner possible & to meet the housing needs of extremely low, very low, & low-income renters & homeowners.
Texarkana Government Access Television provides public service & local government programming through Cable One. City Council meetings & other committee meetings are streamed on-line & archived. There is a municipal access channel (government access channel) that serves both Texas & Arkansas. Texarkana, Arkansas manages the channel with Texarkana Texas paying a management fee. The channel divides the time equally for both cities showing meetings, general information, links to resources & documents, PSAs & any other relevant information. The Planning & Community Development department oversees the CDBG grant. The Grant Administrator is responsible for the day-to-day operation of the program. The department works in conjunction with the City's Finance, Inspection, Public Works, Street, & Parks & Recreation Departments to oversee the development of the Action Plan & administer the programs & activities incorporated in the Plan.

Interviews with key stakeholders included CDBG & other City staff, Texarkana Housing Authority staff, Area Office on Aging staff, homeless providers, services providers, Bowie County Veterans Service Officer, banking providers provided the basis for much of the information in the Plan.

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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	Internet Survey	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	14 surveys completed online	surveys attached	all comments accepted	
2	Public Meeting	Non-targeted/broad community	No comments received at City Council/Public meeting held on August 10, 2020	No comments received	N/A	
3	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Public notices for meetings, comment period & availability of draft Annual Action Plan were placed in Amigo News, a local Spanish newspaper.	None received	N/A	

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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	Newspaper Ad	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed in the Texarkana Gazette & on City's website.	No comments were received	N/A	
5	Social Media	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed on the City's website & Facebook page.	No comments were received	N/A	

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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	Information Dissemination	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed on City water bills, TISD Student/Family Newsletter, Texarkana Farmers Market & Neighborhood Associations.	No comments were received	N/A	

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Texarkana will receive a CDBG allocation of $372,088 for PY 2020; $170,000 from Program Income; with the reallocated funds from previous years $48,730 for a total of $590,818 to be used for eligible CDBG activities & $450,000 for loan repayment.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	372,088	170,000	49,730	591,818	499,625	Expected Amount Available based on yearly allocation plus program income. Included funds for economic development revolving loan fund for downtown area
Section 108	public - federal	Housing				450,000	240,000	City will make third & fourth of five annual payments for total of $451,000 to pay off Section 108 loan

Table 5 - Expected Resources – Priority Table

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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. Matching requirements will be met by in-kind donations of labor &/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 & 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, & scattered properties may be used to promote economic development, provide support for homeless programs &/or affordable housing in Texarkana. Additionally, publicly owned land may also be used to support public health activities, infrastructure & public services.

Discussion

Texarkana anticipates receiving federal funding over the next year from the Community Development Block Grant (CDBG) program. These funds will be used to fund projects which advance the goals identified in the 2020 Action Plan. Projects carried out using these federal funds over the next year will leverage additional funds from state & local government as well as private funding sources.

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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	Home Ownership Assistance	2018	2022	Affordable Housing	City-Wide	Homeownership Assistance	CDBG: $10,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
2	Public Services	2018	2022	Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Public Services	CDBG: $55,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
3	Section 108 Loan-Repayment	2018	2022	Affordable Housing	Downtown Area	Section 108 Loan-Repayment	CDBG: $450,000	Rental units constructed: 20 Household Housing Units
4	Program Administration, Fair Housing Activities & Lead based paint information	2018	2022	Administration	City-Wide	Program Administration	CDBG: $74,400	Other : 1 Other
5	Housing Rehabilitation	2018	2022	Affordable Housing	City-Wide	Affordable Housing	CDBG: $1,518	Affordable Housing Benefit: 1 household assisted

Table 6 – Goals Summary

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Goal Descriptions

1	**Goal Name**	Down Payment Assistance
	Goal Description	Funding for 50% of the down payment & all the closing costs for low-moderate first-time homebuyers.
2	**Goal Name**	Public Services
	Goal Description	Assistance will be provided to public service agencies that provide services to low-income families & those experiencing homelessness. Agencies providing services may include but not limited to Texas Homeless Network, Texarkana Homeless Coalition, Randy Sams' Outreach Shelter, Amachi Vision Corps and Boys & Girls Club.
3	**Goal Name**	Section 108 Loan – Repayment
	Goal Description	Completion of Grim project & repayment of Section 108 Loan.
4	**Goal Name**	Program Administration, Lead Based Paint info & Fair Housing info
	Goal Description	Management & oversight of the CDBG program. Fair Housing activities to be conducted or attended during Fair Housing month, April 2020 to distribute information. Lead based paint information will be distributed at all events attended by CDBG staff.
5	**Goal Name**	Housing Rehabilitation
	Goal Description	Assistance to be provided for LMI household

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Texarkana will undertake activities that the meet the needs & objectives established by its Consolidated Plan & approved by City Council. As shown below, the City will owner-occupied rehabilitation, down payment & closing costs assistance, sidewalk & tree planting; improvements to parks in low-moderate areas, Section 108 loan repayment & public services.

Projects

#	Project Name
1	Down Payment & Closing Cost Assistance
2	Public Services
3	Section 108 Loan Repayment
4	Administration
5	Housing Rehabilitation

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Texarkana responds to the needs expressed in public hearings & stakeholder meetings. Affordable housing (rental & homeownership) & public improvements were listed as high priorities. To improve the quality of life of all citizens in Texarkana, the City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. Construction of 20 affordable housing units is underway with the Grim project & the city plans to draw all remaining Section 108 loan funds in PY2020. The city also plans to pay off $450,000 of the loan in PY2020. The geographic areas of Beverly & Downtown were chosen because they have the greatest potential & greatest need.

The lack of additional funding is the major obstacle faced by the City when meeting underserved needs. The City will continue to investigate funding opportunities as they are identified.

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AP-38 Project Summary

Project Summary Information

1	**Project Name**	Down Payment Assistance
	Target Area	City-Wide
	Goals Supported	Down Payment Assistance
	Needs Addressed	Homeownership Assistance
	Funding	CDBG: $10,000
	Description	Down payment requirement & closing costs assistance to low-moderate first-time homebuyers
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Two LMI first-time homebuyers will be assisted with 50% of the down payment & all the closing costs
	Location Description	Program will be offered to income eligible first-time homebuyers city-wide.
	Planned Activities	Two homebuyers will be assisted with down payment & closing costs during the program year.
2	**Project Name**	Public Services
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $55,000
	Description	Funding to non-profit agencies that provide services to low-moderate income individuals & families.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 individuals will benefit from the services offered by local non-profit agencies.
	Location Description	The program will be offered city-wide to income eligible clients.

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	Planned Activities	Supportive services including but not limited to life skills/job training classes, youth programs & coordinated entry vista program for persons experiencing homelessness, youth & low-moderate income individuals & families.
3	**Project Name**	Section 108 Loan Repayment
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Repayment
	Needs Addressed	Section 108 Loan – Affordable Housing
	Funding	CDBG: $450,000
	Description	Repayment of Section 108 loan for the Grim Hotel project
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 20 LMI households will be provided with new affordable housing.
	Location Description	The Grim Hotel is located in downtown Texarkana, but income-eligible tenants can come from other areas of the city.
	Planned Activities	Upon completion, the Grim Hotel project will provide 20 new units of affordable housing.
4	**Project Name**	Program Administration
	Target Area	City-Wide
	Goals Supported	Program Administration, Fair Housing Info, Lead based paint info
	Needs Addressed	Program Administration, Fair Housing Info, Lead based paint info
	Funding	CDBG: $74,400
	Description	Management & oversight of the CDBG & Section 108 Loan programs.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide

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	Planned Activities	Management & oversight of the CDBG & Section 108 Loan programs.
5	**Project Name**	Housing Rehabilitation
	Target Area	City-wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: $1,518
	Description	
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Assistance to be provided to 1 LMI household.
	Location Description	City-wide
	Planned Activities	Housing rehabilitation to be provided to 1 LMI household.

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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

CDBG funds area allocated city-wide to projects & activities that benefit low-moderate income persons & households or provide services to residents in a low-moderate income area. The Beverly, Rosehill, Liberty-Eylau neighborhoods & the Downtown area are the target areas that are selected for projects during PY20. The City has also elected to provide Owner-Occupied Housing Rehabilitation & Down Payment Assistance city-wide for income eligible applicants.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	73%
City-Wide	27%
Total	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Texarkana responds to the needs expressed in public hearings, focus groups, surveys & stakeholder meetings. The Downtown area, Beverly community, Rosehill community & Liberty-Eylau community have been identified as areas where CDBG funds can be used for revitalization activities. The City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. The City will use CDBG funds to provide down payment & closing cost assistance to low-moderate income homebuyers, rehabilitation to low-income homeowners, funding for public facilities & infrastructure projects in low-mod areas & continue to supportive services programs.

Discussion

The lack of additional funding is the major obstacle faced by the city when meeting underserved needs. The city will continue to investigate funding opportunities as they are identified & to expand programs when financially feasible.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing remains a high priority. Rising costs of construction, the availability of financing & the demand for a limited amount of land have combined to constrain affordable housing production. The result is significantly higher costs for housing when incomes are not rising at the same pace.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - 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	20
Acquisition of Existing Units	2
Total	22

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will provide CDBG funding in PY 2020 for twenty (20) new units of affordable housing being developed through the Grim Hotel project. The city will also offer down payment & closing costs assistance to two (2) qualified homebuyers if possible.

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AP-60 Public Housing – 91.220(h)

Introduction

HATT has systematically replaced or revitalized aging inventory through the HOPE VI grant & currently through the Rental Assistance Demonstration program. Robison Terrace is the last property to be renovated through RAD. During the RAD conversion all residents were relocated to other HATT properties & relocation expenses were provided by HATT.

Actions planned during the next year to address the needs to public housing

HATT will continue the conversion to RAD & project-based vouchers to meet the housing needs of its residents. HATT will continue to improve the living environment of its residents by:

- Expanding public housing security efforts & continuing to work with the City's Police Department
- Developing educational, cultural, & supportive service programs to further foster social & economic independence for its residents
- Implementing programs that promote a healthy lifestyle
- Increasing youth programs for public housing residents by fostering partnerships in the community
- Increasing resident participation in the Resident's Executive Council.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HATT actively promotes resident involvement through Resident Councils, targeted outreach via website, flyers, emails, mailing lists, & community notice boards at all community centers on Housing Authority properties. HATT has a homeownership program & provides homebuyer education classes for public housing residents. Residents are encouraged to attend public hearing & meetings during the City's public participation process.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority of Texarkana is not designated as a troubled public housing authority.

Discussion

Not Applicable

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Texarkana Homeless Coalition meets monthly to discuss issues & challenges in meeting the needs of those experiencing homelessness or at-risk of homelessness. Members of the Coalition represent service & housing providers, public housing staff, emergency services & city staff. The Texarkana Homeless Coalition is part of the Texas Balance of State Continuum of Care & that is managed by the Texas Homeless Network (THN), a statewide nonprofit agency. The Texas Balance of State CoC is made up of all service providers, advocates, local government officials, & citizens who work to eliminate homelessness in over 216 counties in Texas outside of most major metropolitan cities. THN assists local homeless coalitions with community-based planning to develop plans to end homelessness & new projects to fill gaps in housing & services.

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 supports the Texarkana Homeless Coalition in its outreach & assessment efforts for homeless persons in the community by participating in Texarkana Homeless Coalition. The City will continue to organize stakeholder meetings to discuss & plan for more intensive outreach to those experiencing homelessness. There are no agencies in Texarkana that provide only outreach activities. Many agencies provide outreach to the specific population that they serve. The City uses CDBG funds to support these agencies in their efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter in Texarkana is provided by Randy Sams Outreach Shelter. Randy Sams is a low-barrier homeless shelter & an ID is not required to stay at the shelter. There are 112 emergency beds available for up to 90 days at a time. The shelter also provides showers, food, transportation & case services.

Rapid Re-Housing (formerly transitional housing) is provided by Randy Sams with 22 households receiving assistance & by Doorways Home providing 10 households with housing vouchers. Households in the Rapid Re-Housing programs pay subsidized rent & receive assistance with case management & life skill classes & job training. The development of a family shelter is crucial to meeting the needs of homeless families. In order to make homelessness short-lived & non-recurring, there is a need for additional Rapid Re-Housing vouchers & services.

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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

There are no permanent supportive housing programs in Texarkana & the need for such housing is great. The Texarkana Homeless Coalition & the City will continue to identify agencies that have the capacity to expand their programs to provide permanent supportive housing. In order for chronically homeless individuals to maintain permanent housing, supportive services must be a part of their housing plan. Many chronically homeless & special needs populations will require long-term rental assistance since many are on disability incomes which do not cover the cost of housing plus living expenses. The average income for a person receiving Supplemental Security Income (SSI) is $750 per month. Coordinated Entry has facilitated the access of housing & services for many people experiencing homelessness, but the availability of affordable & decent housing does not meet the need.

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.

Individuals with severe mental health challenges often require transitional or permanent supportive housing including ongoing treatment, social services & housing assistance to recover & live independently. Homelessness prevention services are needed for ex-offenders & persons being discharged from mental health facilities for reentry into their communities. Currently in Texarkana, there are no programs targeted to assist these individuals. Randy Sams' is a low barrier shelter that provides emergency housing but only for a period of 90 days. The Coalition is discussing how to provide services & permanent housing solutions for these populations as well as unaccompanied youth. Youth aging out of foster care need transitional housing & supportive services. Lack of funding & lack of capacity of local agencies are the challenges to providing this type of housing.

The city will continue to use CDBG funds to support programs that address housing & service issues of those with special needs &/or at risk of becoming homeless. The largest obstacle is a lack of transitional & permanent supportive housing. The city will work with local service providers & provide funding when

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available & appropriate for programs that serve special needs populations.

Discussion

In PY2020, the City is assisting low-income &/or homeless persons by providing CDBG funding to agencies that provide supportive services to those experiencing homelessness. The challenges for providing an adequate supply of a variety of housing options are lack of funding & lack of capacity of the agencies to expand or create new programs. Efforts will be made during the year to identify ways to provide permanent supportive housing & a family shelter.

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AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Many public & private sector policies & factors can create barriers to affordable housing for low-to-moderate income households. In general, the city's policies do not create undue barriers to affordable housing. The city has a fair housing ordinance which indirectly reduces the barriers to affordable housing by ensuring that all protected classes, many of whom are low-to-moderate income have equitable advantages to housing of choice. The city's development & building standards have been established to protect the citizenry & the general welfare of the community, which can result in higher costs for new & rehabilitated structures. The city uses all of the current international & national codes related to residential construction & rehabilitation as a means to protect the residents & the community as a whole. Development impact fees have been established to ensure that the developer carries the cost of development instead of the taxpayers. However, the impact fees & building standards can drive up the cost of new dwellings.

The adherence to building codes & impact fees are necessary & city-wide to protect the safety & wallets of the community as a whole. With the exception of zoning that prohibits development in or around unsafe areas, zoning ordinances are more flexible than building codes & development fees, & each zoning district does not provide a city-wide benefit. The zoning ordinance prohibits manufactured home parks & mobile homes & manufactured homes as fixed dwellings in all zoning districts. Manufactured home parks may be allowed with a specific use permit in districts zoned as agricultural; & HUD code manufactured homes as a fixed dwelling may be allowed in both agricultural & single family 3 zones, also with a specific use permit. Boarding & rooming houses may only be located within townhome & multi-family residential, commercial & planned development districts. This can be a barrier to group homes for special populations to be located in single-family districts.

Private sector barriers include:

- Developers reluctant to construct affordable housing or unable to secure Low Income Housing Tax Credit approval;
- Insufficient number of multi-family units;
- High number of vacant housing that is abandoned or uninhabitable, preventing new development on the lots;
- Sellers requiring higher down payments than LMI buyers can afford; &
- Credit & employment histories of many LMI buyers result in mortgage denial.

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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

Although policies & ordinances can affect the cost of housing, the city's Analysis of Impediments indicates that there are no significant institutional barriers to affordable housing in Texarkana, Texas. Housing costs in Texarkana are considerably lower than the state as a whole, with the city of Texarkana, Texas averaging $79 per square foot, the Texarkana metropolitan area averaging $77 per square foot, & Texas averaging $124 per square foot. The city is committed to maintaining & enhancing its policies that increase equal opportunity to housing for the lower income & protected classes.

To maintain the city's commitment to prevent barriers to affordable housing the city will:

- Maintain flexibility in zoning & building requirements when appropriate to allow for infill housing development;
- Complete the 20 units of affordable loft housing as part of the Grim Hotel project;
- Conduct outreach efforts to for-profit & non-profit builders & developers through funding & 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 & home builders to encourage the use of non-traditional client loan qualifying & loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Support local Continuum of Care efforts for homeless populations & provide ongoing support & technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management & credit counseling;
- Review & when applicable, revise the Fair Housing ordinance which ensures that fair housing options are available to its citizens;
- Monitor city-sponsored projects for equal access & compliance of the Fair Housing Act;
- Monitor code compliance to HQS & Fair Housing standards;
- Hold periodic Public Hearings providing information & requesting public comment on affordable & fair housing issues;
- Work with local housing service providers to conduct homebuyer & homeowner education;
- Conduct public outreach regarding availability of housing & housing assistance including translation of housing application materials into Spanish & maintains bi-lingual staff to assist applicants & clients who are not English proficient.

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Discussion:

The City is concerned with the shortage of affordable housing units that meet housing quality standards. Many of the units have been lost through abandonment of older properties. One way that the City is directly impacting the problem is the renovation & repurposing of the Grim Hotel. They will be constructing 20 affordable units in the hotel. The project began in PY2018 & will continue through PY2022. The other efforts with greatest effect are those where the City collaborates with the private non-profit & for-profit community as they provide affordable housing solutions.

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AP-85 Other Actions – 91.220(k)

Introduction:

The following actions will be undertaken to address obstacles to meeting underserved needs, foster & maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty level families, & develop institutional structure.

Actions planned to address obstacles to meeting underserved needs

Requests for funding far exceed the available entitlement dollars received by the City of Texarkana. The City will continue to partner with non-profit agencies to leverage its CDBG allocation so that the maximum benefit is achieved. The City will facilitate a stakeholder's meetings & participate in the Texarkana Homeless Coalition to identify unmet needs & to strategize on how to meet those needs.

Actions planned to foster and maintain affordable housing

The City will continue to support development of affordable housing by providing flexibility in its development standards that encourages the industry to seek community partners. The City will fund owner-occupied rehabilitation & improvements geared toward maintaining the house in a decent condition. The City will support Low Income Housing Tax Credit applications when the project is compatible with the City's goals & objectives.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazard identification & reduction strategies include education, outreach, & conformance with 24 CFR Part 35 regulations. The City distributes and maintains documentation of required information for homes built before 1978, including the EPA Lead-based Pamphlet, Notification of Lead Hazard Evaluation, & Notification of Lead Hazard Reduction. Lead-based paint information is included in the application package for housing rehabilitation & down payment assistance as well as distributed at events & neighborhood meetings.

Actions planned to reduce the number of poverty-level families

Texarkana addresses the problem of poverty through its strategic goals. Through a holistic approach that combines safe, decent affordable housing for low to moderate income households with social services, education, access to health services & employment. The city, as lead agency in the implementation of the Consolidated Plan, will coordinate with local organizations to ensure that goals are met & will

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

continue to provide assistance to agencies that provide services to poverty level individuals & families.

Actions planned to develop institutional structure

The City will continue to make entitlement funds available to the community through issuance of subrecipient agreements. The City provides subrecipient training during the application phase, prior to the execution of subrecipient agreements & is available for technical assistance, if needed. The City distributes updated information on CDBG funded programs to subrecipients when appropriate. The City will maintain its webpage with up-to-date information as a resource for other city departments, general public & service/housing providers. The City is committed to meeting regularly with interested citizens & stakeholders to discuss community development issues.

The City recognizes the need to provide increased outreach to minority & non-English speaking residents. In an effort to reach these populations, the City held public hearings & community meetings with translation services to the Hispanic population at facilities located in low-moderate income areas. Public notices will be in English and Spanish & the City will advertise public hearings in the local newspaper & on their website.

Actions planned to enhance coordination between public and private housing and social service agencies

City staff will continue work with service providers, the local public housing authority, private housing resources & the Continuum of Care to ensure that there is awareness of the available resources & provide a conduit for communication & collaboration.

Discussion:

Since CDBG funding basically remains level, relationships are key to the success of housing, economic & community development efforts within the City of Texarkana. The City will continue to partner with service & housing providers to leverage CDBG funding in assisting the low to moderate residents of Texarkana.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

It is the City of Texarkana's policy that 70% of the CDBG funds will be used to benefit low-moderate income people residing within the city limits. The City sets aside 15% of the allocation to fund public services & 20% to be used for administration of the program.

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%

The city anticipates using 70% of CDBG funds for projects involving low-to-moderate income people or in low-to-moderate income areas. Three years will be used to determine the minimum overall benefit.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

Attachments

Citizen Participation Comments

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

NOTICE OF PUBLIC HEARINGS & REQUEST FOR CITIZEN INPUT ON THE CITY OF TEXARKANA, TEXAS 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AMENDED ANNUAL ACTION PLAN (AAP)

The City of Texarkana, Texas will reallocate $163,000 in Community Development Block Grant (CDBG) Revolving Loan Program Income (RLF-PI) funds from the repayment of current revolving loans to 108 Loan Repayment and all future RLF PI will be considered regular PI for use as CDBG funds. As required by federal regulations, CDBG funds must be used to meet one of three National Objectives: 1) Eliminate slum & blight; 2) Assist low-income citizens; or 3) Urgent need/disaster relief. The 2020 Annual Action Plan (AAP) will detail the proposed usage of the CDBG funds for the next year in accordance with The City's Five Year CDBG Consolidated Plan priorities & strategies.

In accordance with the HUD Act of 1974, as amended, & with 24 CFR, Part 91, & in furtherance of the City of Texarkana's commitment to facilitate the exchange of information between the City & its citizens, the City initiated public meetings & opportunities for citizen input & comments regarding the development & adoption of the 2020Amended AAP Draft.

Citizens from across the city assisted staff through community meetings & surveys & now have the opportunity to comment on the adoption of the 2020 Amended AAP Draft. Upcoming Texarkana, Texas City Council meetings will provide information regarding the range of activities that are expected to be undertaken & the estimated amount of the anticipated funds that will be utilized to benefit low-moderate income persons.

Citizens are encouraged to attend the upcoming Public Meetings to offer input on the 2020 Amended AAP Draft. A First Briefing will be held on June 14, 2021 & a Public Meeting & Council vote will occur on July 12, 2021. All meetings will be at 6 PM at the Texas City Hall located at 220 Texas Blvd, Texarkana, Texas.

The Public Comment Period is from June 12, 2021 to July 12, 2021. Written comments regarding the AAP, identified needs, strategies, or the proposed usage of funds should be sent to Betsy Freeman, Grant Administrator, City of Texarkana, 220 Texas Boulevard, Texarkana, Texas 75501 no later than July 12, 2021 at 12pm. Written responses will be provided if name & return address are included. The 2021 AAP Draft is available at the Planning & Community Development Office in City Hall or online at the City's website (http://www.ci.texarkana.tx.us/). Comments may also be submitted through survey at: https://www.surveymonkey.com/r/CDBGAAPS

All public hearings are held in facilities that are wheelchair accessible & 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.

Attachment: 2021-050 ATTH 01 Amended 2020 Annual Action Plan (2499 : 2021-050 RES Amending Community Development Block Grant

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:

Attachment: 2020-050 Goals & Perspectives (2499 : 2021-050 RES Amending Community Development Block Grant Budget)

RESOLUTION NO. 2021-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE FY2021 BUDGET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND (FUND 204) TO REFLECT THE DISSOLVING OF THE REVOLVING LOAN FUND DUE TO INACTIVITY AND TO REALLOCATE THOSE FUNDS TO THE 108 LOAN REPAYMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the U. S. Department of Housing and Urban Development has provided the City with Community Development Block Grant (CDBG) funds; and

WHEREAS, to dissolve the Revolving Loan Fund due to inactivity & reallocate those funds to the 108 loan repayment and to remove the Cares Act Funds from the FY2020 plan because those funds were already included in HUD PY2019 plan; and

WHEREAS, public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021.

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

SECTION 1: That the budget estimate of the revenue and expenditures of the City of Texarkana, Texas, as prepared by the City Manager and appropriated by the City Council for the fiscal year beginning October 1, 2020, and ending September 30, 2021, be amended to reflect the removal of **TWO HUNDRED EIGHTEEN THOUSAND NINE HUNDRED TWENTY-ONE DOLLARS ($218,921)** to be added to the FY20 Community Development Block Grant (CDBG) Fund (Fund 204) and the reallocation of **ONE HUNDRED SIXTY-THREE THOUSAND DOLLARS ($163,000)** from Revolving Loan Fund (RLF) to the 108 Loan Repayment.

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 **12th day of July, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:30p.m.

Attachment: 2021-050 RES Amend. FY21 CDBG budget signed (2499 : 2021-050 RES Amending Community Development Block Grant Budget)

City of Texarkana, Texas

Version: A

Briefing Sheet

Update Date: 6/10/2021 2:52 PM

Lead Department: Planning and Community Development **Action Officer:** Vashil Fernandez, PCD Director

Subject: Resolution No. 2021-051 adopting the Community Development Block Grant 2021 Program Year Annual Action Plan and authorizing the Interim City Manager to submit said action plan to the U.S. Department of Housing and Urban Development.

Briefing: 7/12/2021 **Public Hearing:** 7/12/2021 **Council Vote:** 7/12/2021

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

The U. S. Department of Housing and Urban Development has provided the City of Texarkana, Texas, with Community Development Block Grant (CDBG) funds.

Public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021 and July 12, 2021 to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021.

The City Council must adopt yearly the Community Development Block Grant (CDBG) 2021 Annual Action Plan and funding priorities for the use of Community Development Block Grant Funds.

Potential Options:

- Approve
- Deny

Fiscal Implications:

Awarded $384,096

Staff Recommendation:

Staff recommends for approval

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. 2021-051 RES adopting CDBG 2021 Annual Action Plan (DOCX)
b. 2021-051 ATTH 01 2021 CDBG Action Plan (PDF)
c. 2021-051 ATTH 02 CDBG Presentation 2021 (PDF)
d. 2020-051 Goals & Perspectives (DOCX)
e. 2021-051 RES Adopt. CDBG Ann. Action Plan signed (PDF)

Staff Coordination

Planning and Community Development	Skipped	Jennifer Evans 06/10/2021 3:13 PM	Department Head Review	
City Manager	David Orr	City Manager Review	Completed	07/09/2021 3:44 PM
City Council	Jennifer Evans	Meeting	Completed	06/14/2021 6:00 PM

Meeting History

06/14/21	City Council	MOVED FORWARD	Next: 07/12/21

RESOLUTION NO. 2021-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2021 ANNUAL ACTION PLAN, SETTING PROGRAM PRIORITIES FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, AND AUTHORIZING THE INTERIM 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 with Community Development Block Grant (CDBG) funds; and

WHEREAS, public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021; and

WHEREAS, the City Council has determined it to be appropriate to adopt the Community Development Block Grant (CDBG) 2021 Annual Action Plan for the use of Community Development Block Grant Funds.

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

SECTION 1: That the Community Development Block Grant (CDBG) 2021 Annual Action Plan is hereby accepted.

SECTION 2: That the Interim City Manager is hereby authorized to submit said Community Development Block Grant (CDBG) 2021 Annual Action Plan to the U. S. Department of Housing and Urban Development and is authorized to act in connection with the submission of the Annual Action Plan to 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 **12th day of July, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2021-051 RES adopting CDBG 2021 Annual Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block



City of Texarkana, Texas
2021 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 & Urban
Development's Planning Requirements
For the Period of
October 1, 2021 through September 30, 2022
Program Year 2021

DRAFT

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

Original Submission

Executive Summary

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

1. Introduction

The City of Texarkana, TX became a federal entitlement program grantee in 1987. As an entitlement grantee, the City receives an annual share of federal Community Development Block Grant (CDBG) funds authorized under Title I of the Housing & Community Development Act of 1974, as amended. The Planning & Community Development department is responsible for administering CDBG grants for areas within the city limits of Texarkana.

The purpose of this Action Plan is to identify housing & community development needs & to develop specific goals & objectives to address those needs over a one-year period. This Plan for Texarkana covers the period October 1, 2021, to September 30, 2022. The Plan enables the City to continue to receive federal housing & community development funds & according to regulations CFR 91.200(a), must be submitted to the U.S. Department of Housing & Urban Development (HUD) no less than 45 days prior to the start of the grantee's program year.

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.

Based on a detailed analysis of data describing community characteristics & housing market conditions, a survey of available community resources, & an extensive community participation process, the following were identified as priority needs for Texarkana:

- Rehabilitation of existing affordable owner-occupied housing units
- Public improvements & infrastructure
- Homeless/Continuum of Care (CoC) services that benefit adults, families with children, & other special needs homeless populations
- Homeownership assistance
- Collaboration with community partners to coordinate development activities
- Renovation of the Grim Hotel
- Public services
- Public Facilities & Parks

DRAFT

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

3. Evaluation of past performance

In partnership with other public, private, & non-profit housing providers & service agencies, Texarkana has worked to increase & preserve the available stock of affordable, safe & decent housing; helped ensure a suitable living environment for city residents; & contributed to expanding economic opportunities. The City has affected change in the Rose Hill Neighborhood, Downtown Texarkana & the Beverly Neighborhood, addressing concentrations of poverty & proliferation of Brownfields. The 2019 Action Plan will continue to guide the City in addressing these neighborhoods as well as other low mod areas of the city.

Texarkana has consistently allocated funds to address the highest strategic plan priorities. The City has met all requirements as an entitlement grantee including administrative & public services caps. City policies & procedures comply with federal requirements to ensure that programs & activities benefit low- to moderate-income individuals & families & that community development projects are developed to provide the maximum benefit to low-moderate income residents.

The Consolidated Annual Performance Evaluation Review (CAPER) will provide an assessment of progress towards meeting the five-year goals of the Consolidated Plan & one-year goals of the Action Plan adopted. The CAPER is due annually to HUD on December 30.

4. Summary of Citizen Participation Process and consultation process

The City of Texarkana actively promotes collaboration & coordination among public, private, & non-profit organizations providing housing & non-housing community development services in the city. The City strives to maintain open communication with partner agencies & organizations as well as Texarkana residents.

Citizen & stakeholder input was crucial to the identification of community development needs & priorities for this Action Plan. The City solicited public & stakeholder input through public meetings, stakeholder focus groups, meetings with a neighborhood associations & a booth at a neighborhood event. These meetings/events were advertised on the city website, social media accounts, &/or in the Texarkana Gazette & Amigo News.

Surveys were requested at all meetings & events. Fourteen residents responded to an electronic survey. The survey provides direct feedback from residents on housing needs, factors that affect housing choice, & non-housing community development needs.

5. Summary of public comments

Public input has shaped the priorities & goals adopted in this Action Plan. City residents had numerous opportunities to provide input on their community development priorities. All comments received as well as survey results are provided in the Attachments.

DRAFT

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

6. Summary of comments or views not accepted and the reasons for not accepting them

All survey, public hearings, focus groups, stakeholder & community meeting responses have been accepted & appended to the Action Plan.

7. Summary

This Action Plan was developed based on input from Texarkana residents, community partners, & stakeholders as well as a thorough analysis of data available from reliable sources. Significant sources of data for this report include the 2011-2015 American Community Survey (ACS) estimates, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) data, the U.S. Bureau of Labor Statistics, the 2010 Census, the Homeless Management Information System (HMIS) & local data sources.

The 2020 Action Plan will guide the community development efforts of Texarkana over the year concluding on September 30, 2022. The strategy outlined in the plan is focused on decent, safe, & affordable housing, a suitable living environment, & economic opportunity. Adhering to this fundamental community development strategy will lay a secure foundation for growth & prosperity for all Texarkana residents.

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Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

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		Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Texarkana Department of Planning & Community Development is the Lead Agency in the preparation & implementation of this 2021 Action Plan which describes the strategy for the City of Texarkana, Texas in PY2021 & is prepared in accordance with the U.S. Department of Housing & Urban Development's Action Plan requirements. The City would like to express our appreciation to the individuals, agencies, departments & committees who participated in developing the City of Texarkana 2020 Action Plan.

Consolidated Plan Public Contact Information

Vashil Fernandez
Interim Director of Planning & Community Development
P. O. Box 1967
Texarkana, Texas 75504-1967
903-798-3904
vashil.fernandez@txkusa.org

Mayor
Bob Bruggeman

City Council
Jean H. Matlock – Ward 1
Mary Hart – Ward 2
Betty Williams – Ward 3
Christine Alcorn – Ward 4
Bill Harp – Ward 5
Josh Davis – Ward 6

DRAFT

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan.

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(l))

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals, & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan. The City will continue to build its relationship with local housing/service providers & the Housing Authority to ensure that the current limited housing resources are utilized in the most efficient manner possible & to meet the housing needs of extremely low, very low, & low-income renters & homeowners.

Texarkana Government Access Television provides public service & local government programming through Cable One. City Council meetings & other committee meetings are streamed on-line & archived. There is a municipal access channel (government access channel) that serves both Texas & Arkansas. Texarkana, AR manages the channel with Texarkana, TX paying a management fee. The channel divides the time equally for both cities showing meetings, general information, links to resources & documents, PSAs &any other relevant information. The Planning & Community Development department oversees the CDBG grant. The Grant Administrator is responsible for the day-to-day operation of the program. The department works in conjunction with the City's Finance, Inspection, Public Works, Street, & Parks & Recreation Departments to oversee the development of the Action Plan & administer the programs & activities incorporated in the Plan.

Interviews with key stakeholders included CDBG & other City staff, Texarkana Housing Authority staff, Area Office on Aging staff, homeless providers, services providers, Bowie County Veterans Service Officer & banking providers provided the basis for much of the information in the Action Plan.

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

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.

Texarkana participates in the Texas Balance of State Continuum of Care that is managed by the Texas Homeless Network. The Texarkana Homeless Coalition holds monthly meetings to discuss & strategize on ways to meet the needs of those experiencing homelessness. The Coalition has developed a Coordinated Entry system that streamlines the process for people experiencing homelessness to access resources. CDBG funding provides for a public service Vista person to work with the coordinated entry process assisting persons experiencing homelessness to attain the services needed.

The Texas Homeless Network provides data from the Homeless Management Information System (HMIS), Point-In-Time Count (PIT), the Housing Inventory Count & the Annual Homeless Assessment Report (AHAR). This information is utilized to assist in determining the nature & extent of homelessness in Texarkana & identifying potential projects that will eliminate gaps in housing & services.

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 of Texarkana is an integral part of the Continuum of Care. The Randy Sams' Outreach [TB1] Shelter is currently the only emergency homeless shelter for homeless persons in Texarkana, Texas. Randy Sams receives Emergency Solutions Program funds through the Texas Department of Housing & Community Affairs. The Coalition worked with the City to develop the Doorways Home project that assists homeless families &individuals to receive supportive housing through the Continuum of Care grant award.

HMIS responsibilities are shared among homeless assistance providers & City staff in the city. HMIS is administered by the Texas Homeless Network (THN) & serves the Texarkana, Texas population. THN has developed policies & procedures for the administration of HMIS. THN provides training & technical support to agencies participating in HMIS.

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

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**	Randy Sams Outreach Shelter
	Agency/Group/Organization Type	Housing Services-homeless Emergency Shelter
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understanding of the needs of people experiencing homelessness for future planning & projects.
2	**Agency/Group/Organization**	Habitat for Humanity Texarkana
	Agency/Group/Organization Type	Housing Home Ownership
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of first-time homebuyers, the need for additional affordable housing & housing rehabilitation.
3	**Agency/Group/Organization**	Mission Texarkana
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understand of the needs of people experiencing homelessness & at-risk of homelessness.
4	**Agency/Group/Organization**	Community Advisory Committee
	Agency/Group/Organization Type	Business and Civic Leaders Advisory
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly meetings attended by city staff to discuss housing needs & services needed for LMI households. Networking with service agencies to meet needs.
5	**Agency/Group/Organization**	Salvation Army-Texarkana
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment Emergency Shelter
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy

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Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing poverty & homelessness in the City
6	**Agency/Group/Organization**	Ark-Tex Council of Governments
	Agency/Group/Organization Type	Services-Elderly Persons Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through focus groups for input. Better understanding of the needs of the senior population for planning future projects.
7	**Agency/Group/Organization**	Amigo News
	Agency/Group/Organization Type	Spanish Newspaper
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy Needs of Spanish speaking residents
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Publication of public meetings translated into Spanish to publicize to Latino community.
8	**Agency/Group/Organization**	Bowie County Veterans Service Office
	Agency/Group/Organization Type	Housing Services – Housing Services-Veterans Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Information provided on the needs of veterans in Texarkana will assist the City in future planning activities & projects.
9	**Agency/Group/Organization**	Housing Authority of Texarkana, Texas
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs 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?	Focus groups at housing properties. Better understanding of the improvements at the HA properties & future needs of residents
10	**Agency/Group/Organization**	Texarkana Homeless Coalition
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Consultation through homeless providers focus group; provided data. Better understand the needs of people experiencing homelessness. Information on how the Coalition & the Texas Homeless Network are collaborating with publicly funded institutions to develop plans so people are not discharged into homelessness.

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11	**Agency/Group/Organization**	Community Resource Council - Helping Hands
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on service needs of low-moderate income residents.
12	**Agency/Group/Organization**	Texas Homeless Network
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided PIT & HMIS data analysis. Better understand the needs of people experiencing homelessness will help focus funding where most needed.
13	**Agency/Group/Organization**	Believe In Beverly
	Agency/Group/Organization Type	Housing Neighborhood Improvement Neighborhood Organization

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis 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?	Consultation through focus group; better understanding of the needs of the Beverly Neighborhood. The City has recognized the Beverly neighborhood as a targeted area for CDBG funded projects.
14	**Agency/Group/Organization**	City of Texarkana, Texas
	Agency/Group/Organization Type	Other government – Local Economic Development
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Business needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information on business needs, education & training for workforce; general economic outlook for the City.
15	**Agency/Group/Organization**	Texas Department of State Health Services (DSHS)
	Agency/Group/Organization Type	Services-Health Other government - State
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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?	Reviewed Lead-Based Paint statistics for Bowie County; website provided information on the number of children tested & identified with elevated lead blood levels
16	**Agency/Group/Organization**	Community Healthcore (formerly Sabine Valley)
	Agency/Group/Organization Type	Services-Health Health Agency Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed medical & mental health needs of low-moderate income residents & prevalence of children with elevated blood lead levels.

Identify any Agency Types not consulted and provide rationale for not consulting

No agencies were excluded in the development of the plan. Domestic Violence, Inc. opted not to participate in the planning process for the Plan.

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	Texarkana Homeless Coalition	Both plans analyze homeless needs & solutions.
PHA Consolidated 5 Year Plan	Housing Authority of Texarkana, TX	Both plans address public housing needs
MPO Texarkana Regional Transportation Plan	Metropolitan Planning Organization	Transportation planning for the region & city is essential in meeting the needs of low-moderate income residents

Table 3 – Other local / regional / federal planning efforts

Describe cooperation & coordination with other public entities, including the State & 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 & challenging 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 & 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) & other non-profit agencies (Randy Sams' Outreach Shelter, Salvation Army, Harvest Texarkana, Volunteer Center, Literacy Council, unique bi-state Workforce Development efforts). Consequently, collaborative planning is a necessity for the City & common practice. These agencies provide continual collaboration with the City in all aspects of community planning, including this Action Plan. Additionally, the City works closely with the Texarkana Housing Authority & has collaborated & provided funding for the renovation of existing public housing units.

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Narrative (optional)

The Action Plan was developed in consultation with a wide range of public & private entities, including governmental & non-profit organizations knowledgeable about the needs of the low & moderate-income residents of Texarkana, & private citizens interested in, or affected by, the housing & community development activities discussed in the Plan. These contacts are part of a continuous process conducted in order to involve the broader community in assessing priority housing & community development needs; developing priorities, goals & objectives for addressing identified needs; & allocating available CDBG & other federal, state & local funding to activities that address priority needs.

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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

The City of Texarkana has implemented actions to develop institutional structures & enhance coordination between city departments, housing providers & social service agencies, & foster assisted housing improvements & resident initiatives. Through public hearings & meetings held throughout the year, the City continues to utilize a network of contacts, referrals & partnerships to implement the strategies outlined in the Five-Year Consolidated Plan & re-enforced in each Annual Action Plan. The City will continue to build its relationship with local housing/service providers & the Housing Authority to ensure that the current limited housing resources are utilized in the most efficient manner possible & to meet the housing needs of extremely low, very low, & low-income renters & homeowners.
Texarkana Government Access Television provides public service & local government programming through Cable One. City Council meetings & other committee meetings are streamed on-line & archived. There is a municipal access channel (government access channel) that serves both Texas & Arkansas. Texarkana, Arkansas manages the channel with Texarkana Texas paying a management fee. The channel divides the time equally for both cities showing meetings, general information, links to resources & documents, PSAs & any other relevant information. The Planning & Community Development department oversees the CDBG grant. The Grant Administrator is responsible for the day-to-day operation of the program. The department works in conjunction with the City's Finance, Inspection, Public Works, Street, & Parks & Recreation Departments to oversee the development of the Action Plan & administer the programs & activities incorporated in the Plan.

Interviews with key stakeholders included CDBG & other City staff, Texarkana Housing Authority staff, Area Office on Aging staff, homeless providers, services providers, Bowie County Veterans Service Officer, banking providers provided the basis for much of the information in the Plan.

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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	Internet Survey	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	surveys completed online	surveys attached	all comments accepted	
2	Public Meeting	Non-targeted/broad community	comments received at City Council/Public meeting held on July 12, 2021	comments received	N/A	
3	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Public notices for meetings, comment period & availability of draft Annual Action Plan were placed in Amigo News, a local Spanish newspaper.	received	N/A	

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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	Newspaper Ad	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed in the Texarkana Gazette & on City's website.	comments were received	N/A	
5	Social Media	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed on the City's website & Facebook page.	comments were received	N/A	

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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	Information Dissemination	Non-targeted/broad community	Public notices for hearing, meetings, comment period & availability of draft Action Plan were placed on City water bills, TISD Student/Family Newsletter, Texarkana Farmers Market & Neighborhood Associations.	comments were received	N/A	

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Texarkana will receive a CDBG allocation of $384,096 for PY 2021; $2,500 from Program Income; with the reallocated funds from previous years $50,000 for a total of $436,596 to be used for eligible CDBG activities & $250,000 for loan repayment.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	384,096	2,500	50,000	436,596	0	Expected Amount Available based on yearly allocation plus program income. Included funds for economic development revolving loan fund for downtown area
Section 108	public - federal	Housing				250,000	0	City will make final of five annual payments for total of $250,000 to pay off Section 108 loan

Table 5 - Expected Resources – Priority Table

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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. Matching requirements will be met by in-kind donations of labor &/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 & 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, & scattered properties may be used to promote economic development, provide support for homeless programs &/or affordable housing in Texarkana. Additionally, publicly owned land may also be used to support public health activities, infrastructure & public services.

Discussion

Texarkana anticipates receiving federal funding over the next year from the Community Development Block Grant (CDBG) program. These funds will be used to fund projects which advance the goals identified in the 2021 Action Plan. Projects carried out using these federal funds over the next year will leverage additional funds from state & local government as well as private funding sources.

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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	Home Ownership Assistance	2018	2022	Affordable Housing	City-Wide	Homeownership Assistance	CDBG: $10,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
2	Public Services	2018	2022	Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Public Services	CDBG: $55,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
3	Section 108 Loan-Repayment	2018	2022	Affordable Housing	Downtown Area	Section 108 Loan-Repayment	CDBG: $250,000	Rental units constructed: 20 Household Housing Units
4	Program Administration, Fair Housing Activities & Lead based paint information	2018	2022	Administration	City-Wide	Program Administration	CDBG: $75,000	Other : 1 Other
5	Public Facilities	2018	2022	Non-Housing Community Development	City-Wide	Public Facilities	CDBG: $41,596	Bus Stop Covers activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
6	Tree Planting	2018	2022	Non-Housing Community Development	City-Wide	Tree Planting	CDBG: $5,000	Affordable Housing Benefit: 1 household assisted

Table 6 – Goals Summary

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Goal Descriptions

1	**Goal Name**	Down Payment Assistance
	Goal Description	Funding for 50% of the down payment & all the closing costs for low-moderate first-time homebuyers.
2	**Goal Name**	Public Services
	Goal Description	Assistance will be provided to public service agencies that provide services to low-income families & those experiencing homelessness. Agencies providing services may include but not limited to Texas Homeless Network, Texarkana Homeless Coalition, Randy Sams' Outreach Shelter, Amachi Vision Corps and Boys & Girls Club.
3	**Goal Name**	Section 108 Loan – Repayment
	Goal Description	Completion of Grim project & repayment of Section 108 Loan.
4	**Goal Name**	Program Administration, Lead Based Paint info & Fair Housing info
	Goal Description	Management & oversight of the CDBG program. Fair Housing activities to be conducted or attended during Fair Housing month, April 2020 to distribute information. Lead based paint information will be distributed at all events attended by CDBG staff.
5	**Goal Name**	Public Facilities
	Goal Description	Bus Stop Covers in LMI areas
6	**Goal Name**	Tree Planting
	Goal Description	Tree planting in LMI areas

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Texarkana will undertake activities that the meet the needs & objectives established by its Consolidated Plan & approved by City Council. As shown below, the City will owner-occupied rehabilitation, down payment & closing costs assistance, sidewalk & tree planting; improvements to parks in low-moderate areas, Section 108 loan repayment & public services.

Projects

#	Project Name
1	Down Payment & Closing Cost Assistance
2	Public Services
3	Section 108 Loan Repayment
4	Administration
5	Bus Stop Covers
6	Tree Planting

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Texarkana responds to the needs expressed in public hearings & stakeholder meetings. Affordable housing (rental & homeownership) & public improvements were listed as high priorities. To improve the quality of life of all citizens in Texarkana, the City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. Construction of 20 affordable housing units is underway with the Grim project & the city plans to draw all remaining Section 108 loan funds in PY2020. The city also plans to pay off the final $250,000 of the loan in PY2021. The geographic areas of Beverly & Downtown were chosen because they have the greatest potential & greatest need.

The lack of additional funding is the major obstacle faced by the City when meeting underserved needs. The City will continue to investigate funding opportunities as they are identified.

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AP-38 Project Summary

Project Summary Information

1	**Project Name**	Down Payment Assistance
	Target Area	City-Wide
	Goals Supported	Down Payment Assistance
	Needs Addressed	Homeownership Assistance
	Funding	CDBG: $10,000
	Description	Down payment requirement & closing costs assistance to low-moderate first-time homebuyers
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Two LMI first-time homebuyers will be assisted with 50% of the down payment & all the closing costs
	Location Description	Program will be offered to income eligible first-time homebuyers city-wide.
	Planned Activities	Two homebuyers will be assisted with down payment & closing costs during the program year.
2	**Project Name**	Public Services
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $55,000
	Description	Funding to non-profit agencies that provide services to low-moderate income individuals & families.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 individuals will benefit from the services offered by local non-profit agencies.
	Location Description	The program will be offered city-wide to income eligible clients.

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	Planned Activities	Supportive services including but not limited to life skills/job training classes, youth programs & coordinated entry vista program for persons experiencing homelessness, youth & low-moderate income individuals & families.
3	**Project Name**	Section 108 Loan Repayment
	Target Area	Downtown Area
	Goals Supported	Section 108 Loan Repayment
	Needs Addressed	Section 108 Loan – Affordable Housing
	Funding	CDBG: $250,000
	Description	Repayment of Section 108 loan for the Grim Hotel project
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 20 LMI households will be provided with new affordable housing.
	Location Description	The Grim Hotel is located in downtown Texarkana, but income-eligible tenants can come from other areas of the city.
	Planned Activities	Upon completion, the Grim Hotel project will provide 20 new units of affordable housing.
4	**Project Name**	Program Administration
	Target Area	City-Wide
	Goals Supported	Program Administration, Fair Housing Info, Lead based paint info
	Needs Addressed	Program Administration, Fair Housing Info, Lead based paint info
	Funding	CDBG: $75,500
	Description	Management & oversight of the CDBG & Section 108 Loan programs.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide

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	Planned Activities	Management & oversight of the CDBG & Section 108 Loan programs.
5	**Project Name**	Public Facilities
	Target Area	City-wide
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: $41,596
	Description	Bus Stop Covers in LMI areas
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Assistance to be provided to 100 LMI individuals.
	Location Description	City-wide
	Planned Activities	Installation of bus stop covers in LMI areas
6	**Project Name**	Tree Planting
	Target Area	City-wide
	Goals Supported	Tree Planting
	Needs Addressed	Tree Planting
	Funding	CDBG: $5,000
	Description	
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Assistance to be provided to 100 LMI individuals.
	Location Description	City-wide
	Planned Activities	Tree planting in LMI area neighborhoods.

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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

CDBG funds area allocated city-wide to projects & activities that benefit low-moderate income persons & households or provide services to residents in a low-moderate income area. The Beverly, Rosehill, Liberty-Eylau neighborhoods & the Downtown area are the target areas that are selected for projects during PY20. The City has also elected to provide Owner-Occupied Housing Rehabilitation & Down Payment Assistance city-wide for income eligible applicants.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Area	57%
City-Wide	43%
Total	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Texarkana responds to the needs expressed in public hearings, focus groups, surveys & stakeholder meetings. The Downtown area, Beverly community, Rosehill community & Liberty-Eylau community have been identified as areas where CDBG funds can be used for revitalization activities. The City will work with service & housing providers to address both the need for additional affordable housing & supportive service needs. The City will use CDBG funds to provide down payment & closing cost assistance to low-moderate income homebuyers, rehabilitation to low-income homeowners, funding for public facilities & infrastructure projects in low-mod areas & continue to supportive services programs.

Discussion

The lack of additional funding is the major obstacle faced by the city when meeting underserved needs. The city will continue to investigate funding opportunities as they are identified & to expand programs when financially feasible.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing remains a high priority. Rising costs of construction, the availability of financing & the demand for a limited amount of land have combined to constrain affordable housing production. The result is significantly higher costs for housing when incomes are not rising at the same pace.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - 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	20
Acquisition of Existing Units	2
Total	22

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will provide CDBG funding in PY 2021 for twenty (20) new units of affordable housing being developed through the Grim Hotel project. The city will also offer down payment & closing costs assistance to two (2) qualified homebuyers if possible.

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AP-60 Public Housing – 91.220(h)

Introduction

HATT has systematically replaced or revitalized aging inventory through the HOPE VI grant & currently through the Rental Assistance Demonstration program. Robison Terrace is the last property to be renovated through RAD. During the RAD conversion all residents were relocated to other HATT properties & relocation expenses were provided by HATT.

Actions planned during the next year to address the needs to public housing

HATT will continue the conversion to RAD & project-based vouchers to meet the housing needs of its residents. HATT will continue to improve the living environment of its residents by:

- Expanding public housing security efforts & continuing to work with the City's Police Department
- Developing educational, cultural, & supportive service programs to further foster social & economic independence for its residents
- Implementing programs that promote a healthy lifestyle
- Increasing youth programs for public housing residents by fostering partnerships in the community
- Increasing resident participation in the Resident's Executive Council.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HATT actively promotes resident involvement through Resident Councils, targeted outreach via website, flyers, emails, mailing lists, & community notice boards at all community centers on Housing Authority properties. HATT has a homeownership program & provides homebuyer education classes for public housing residents. Residents are encouraged to attend public hearing & meetings during the City's public participation process.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority of Texarkana is not designated as a troubled public housing authority.

Discussion

Not Applicable

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Texarkana Homeless Coalition meets monthly to discuss issues & challenges in meeting the needs of those experiencing homelessness or at-risk of homelessness. Members of the Coalition represent service & housing providers, public housing staff, emergency services & city staff. The Texarkana Homeless Coalition is part of the Texas Balance of State Continuum of Care & that is managed by the Texas Homeless Network (THN), a statewide nonprofit agency. The Texas Balance of State CoC is made up of all service providers, advocates, local government officials, & citizens who work to eliminate homelessness in over 216 counties in Texas outside of most major metropolitan cities. THN assists local homeless coalitions with community-based planning to develop plans to end homelessness & new projects to fill gaps in housing & services.

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 supports the Texarkana Homeless Coalition in its outreach & assessment efforts for homeless persons in the community by participating in Texarkana Homeless Coalition. The City will continue to organize stakeholder meetings to discuss & plan for more intensive outreach to those experiencing homelessness. There are no agencies in Texarkana that provide only outreach activities. Many agencies provide outreach to the specific population that they serve. The City uses CDBG funds to support these agencies in their efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter in Texarkana is provided by Randy Sams Outreach Shelter. Randy Sams is a low-barrier homeless shelter & an ID is not required to stay at the shelter. There are 112 emergency beds available for up to 90 days at a time. The shelter also provides showers, food, transportation & case services.

Rapid Re-Housing (formerly transitional housing) is provided by Randy Sams with 22 households receiving assistance & by Doorways Home providing 10 households with housing vouchers. Households in the Rapid Re-Housing programs pay subsidized rent & receive assistance with case management & life skill classes & job training. The development of a family shelter is crucial to meeting the needs of homeless families. In order to make homelessness short-lived & non-recurring, there is a need for additional Rapid Re-Housing vouchers & services.

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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

There are no permanent supportive housing programs in Texarkana & the need for such housing is great. The Texarkana Homeless Coalition & the City will continue to identify agencies that have the capacity to expand their programs to provide permanent supportive housing. In order for chronically homeless individuals to maintain permanent housing, supportive services must be a part of their housing plan. Many chronically homeless & special needs populations will require long-term rental assistance since many are on disability incomes which do not cover the cost of housing plus living expenses. The average income for a person receiving Supplemental Security Income (SSI) is $750 per month. Coordinated Entry has facilitated the access of housing & services for many people experiencing homelessness, but the availability of affordable & decent housing does not meet the need.

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.

Individuals with severe mental health challenges often require transitional or permanent supportive housing including ongoing treatment, social services & housing assistance to recover & live independently. Homelessness prevention services are needed for ex-offenders & persons being discharged from mental health facilities for reentry into their communities. Currently in Texarkana, there are no programs targeted to assist these individuals. Randy Sams' is a low barrier shelter that provides emergency housing but only for a period of 90 days. The Coalition is discussing how to provide services & permanent housing solutions for these populations as well as unaccompanied youth. Youth aging out of foster care need transitional housing & supportive services. Lack of funding & lack of capacity of local agencies are the challenges to providing this type of housing.

The city will continue to use CDBG funds to support programs that address housing & service issues of those with special needs &/or at risk of becoming homeless. The largest obstacle is a lack of transitional & permanent supportive housing. The city will work with local service providers & provide funding when

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

available & appropriate for programs that serve special needs populations.

Discussion

In PY2021, the City is assisting low-income &/or homeless persons by providing CDBG funding to agencies that provide supportive services to those experiencing homelessness. The challenges for providing an adequate supply of a variety of housing options are lack of funding & lack of capacity of the agencies to expand or create new programs. Efforts will be made during the year to identify ways to provide permanent supportive housing & a family shelter.

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AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Many public & private sector policies & factors can create barriers to affordable housing for low-to-moderate income households. In general, the city's policies do not create undue barriers to affordable housing. The city has a fair housing ordinance which indirectly reduces the barriers to affordable housing by ensuring that all protected classes, many of whom are low-to-moderate income have equitable advantages to housing of choice. The city's development & building standards have been established to protect the citizenry & the general welfare of the community, which can result in higher costs for new & rehabilitated structures. The city uses all of the current international & national codes related to residential construction & rehabilitation as a means to protect the residents & the community as a whole. Development impact fees have been established to ensure that the developer carries the cost of development instead of the taxpayers. However, the impact fees & building standards can drive up the cost of new dwellings.

The adherence to building codes & impact fees are necessary & city-wide to protect the safety & wallets of the community as a whole. With the exception of zoning that prohibits development in or around unsafe areas, zoning ordinances are more flexible than building codes & development fees, & each zoning district does not provide a city-wide benefit. The zoning ordinance prohibits manufactured home parks & mobile homes & manufactured homes as fixed dwellings in all zoning districts. Manufactured home parks may be allowed with a specific use permit in districts zoned as agricultural; & HUD code manufactured homes as a fixed dwelling may be allowed in both agricultural & single family 3 zones, also with a specific use permit. Boarding & rooming houses may only be located within townhome & multi-family residential, commercial & planned development districts. This can be a barrier to group homes for special populations to be located in single-family districts.

Private sector barriers include:

- Developers reluctant to construct affordable housing or unable to secure Low Income Housing Tax Credit approval;
- Insufficient number of multi-family units;
- High number of vacant housing that is abandoned or uninhabitable, preventing new development on the lots;
- Sellers requiring higher down payments than LMI buyers can afford; &
- Credit & employment histories of many LMI buyers result in mortgage denial.

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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

Although policies & ordinances can affect the cost of housing, the city's Analysis of Impediments indicates that there are no significant institutional barriers to affordable housing in Texarkana, Texas. Housing costs in Texarkana are considerably lower than the state as a whole, with the city of Texarkana, Texas averaging $79 per square foot, the Texarkana metropolitan area averaging $77 per square foot, & Texas averaging $124 per square foot. The city is committed to maintaining & enhancing its policies that increase equal opportunity to housing for the lower income & protected classes.

To maintain the city's commitment to prevent barriers to affordable housing the city will:

- Maintain flexibility in zoning & building requirements when appropriate to allow for infill housing development;
- Complete the 20 units of affordable loft housing as part of the Grim Hotel project;
- Conduct outreach efforts to for-profit & non-profit builders & developers through funding & 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 & home builders to encourage the use of non-traditional client loan qualifying & loan products to better serve the needs of homebuyer households with challenges that preclude conventional qualification;
- Support local Continuum of Care efforts for homeless populations & provide ongoing support & technical assistance to the Texarkana Homeless Coalition;
- Work with local agencies that provide financial case management & credit counseling;
- Review & when applicable, revise the Fair Housing ordinance which ensures that fair housing options are available to its citizens;
- Monitor city-sponsored projects for equal access & compliance of the Fair Housing Act;
- Monitor code compliance to HQS & Fair Housing standards;
- Hold periodic Public Hearings providing information & requesting public comment on affordable & fair housing issues;
- Work with local housing service providers to conduct homebuyer & homeowner education;
- Conduct public outreach regarding availability of housing & housing assistance including translation of housing application materials into Spanish & maintains bi-lingual staff to assist applicants & clients who are not English proficient.

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Discussion:

The City is concerned with the shortage of affordable housing units that meet housing quality standards. Many of the units have been lost through abandonment of older properties. One way that the City is directly impacting the problem is the renovation & repurposing of the Grim Hotel. They will be constructing 20 affordable units in the hotel. The project began in PY2018 & will continue through PY2022. The other efforts with greatest effect are those where the City collaborates with the private non-profit & for-profit community as they provide affordable housing solutions.

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AP-85 Other Actions – 91.220(k)

Introduction:

The following actions will be undertaken to address obstacles to meeting underserved needs, foster & maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty level families, & develop institutional structure.

Actions planned to address obstacles to meeting underserved needs

Requests for funding far exceed the available entitlement dollars received by the City of Texarkana. The City will continue to partner with non-profit agencies to leverage its CDBG allocation so that the maximum benefit is achieved. The City will facilitate a stakeholder's meetings & participate in the Texarkana Homeless Coalition to identify unmet needs & to strategize on how to meet those needs.

Actions planned to foster and maintain affordable housing

The City will continue to support development of affordable housing by providing flexibility in its development standards that encourages the industry to seek community partners. The City will fund owner-occupied rehabilitation & improvements geared toward maintaining the house in a decent condition. The City will support Low Income Housing Tax Credit applications when the project is compatible with the City's goals & objectives.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazard identification & reduction strategies include education, outreach, & conformance with 24 CFR Part 35 regulations. The City distributes and maintains documentation of required information for homes built before 1978, including the EPA Lead-based Pamphlet, Notification of Lead Hazard Evaluation, & Notification of Lead Hazard Reduction. Lead-based paint information is included in the application package for housing rehabilitation & down payment assistance as well as distributed at events & neighborhood meetings.

Actions planned to reduce the number of poverty-level families

Texarkana addresses the problem of poverty through its strategic goals. Through a holistic approach that combines safe, decent affordable housing for low to moderate income households with social services, education, access to health services & employment. The city, as lead agency in the implementation of the Consolidated Plan, will coordinate with local organizations to ensure that goals are met & will

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continue to provide assistance to agencies that provide services to poverty level individuals & families.

Actions planned to develop institutional structure

The City will continue to make entitlement funds available to the community through issuance of subrecipient agreements. The City provides subrecipient training during the application phase, prior to the execution of subrecipient agreements & is available for technical assistance, if needed. The City distributes updated information on CDBG funded programs to subrecipients when appropriate. The City will maintain its webpage with up-to-date information as a resource for other city departments, general public & service/housing providers. The City is committed to meeting regularly with interested citizens & stakeholders to discuss community development issues.

The City recognizes the need to provide increased outreach to minority & non-English speaking residents. In an effort to reach these populations, the City held public hearings & community meetings with translation services to the Hispanic population at facilities located in low-moderate income areas. Public notices will be in English and Spanish & the City will advertise public hearings in the local newspaper & on their website.

Actions planned to enhance coordination between public and private housing and social service agencies

City staff will continue work with service providers, the local public housing authority, private housing resources & the Continuum of Care to ensure that there is awareness of the available resources & provide a conduit for communication & collaboration.

Discussion:

Since CDBG funding basically remains level, relationships are key to the success of housing, economic & community development efforts within the City of Texarkana. The City will continue to partner with service & housing providers to leverage CDBG funding in assisting the low to moderate residents of Texarkana.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

It is the City of Texarkana's policy that 70% of the CDBG funds will be used to benefit low-moderate income people residing within the city limits. The City sets aside 15% of the allocation to fund public services & 20% to be used for administration of the program.

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%

The city anticipates using 70% of CDBG funds for projects involving low-to-moderate income people or in low-to-moderate income areas. Three years will be used to determine the minimum overall benefit.

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NOTICE OF PUBLIC HEARINGS & REQUEST FOR CITIZEN INPUT ON THE CITY OF TEXARKANA, TEXAS 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN (AAP)

The City of Texarkana, Texas will receive $384,096 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD)for the fiscal year beginning October 1, 2021. As required by federal regulations, CDBG funds must be used to meet one of three National Objectives: 1) Eliminate slum & blight; 2) Assist low-income citizens; or 3) Urgent need/disaster relief. The 2021 Annual Action Plan (AAP) will detail the proposed usage of the CDBG funds for the next year in accordance with The City's Five Year CDBG Consolidated Plan priorities & strategies.

In accordance with the HUD Act of 1974, as amended, & with 24 CFR, Part 91, & in furtherance of the City of Texarkana's commitment to facilitate the exchange of information between the City & its citizens, the City initiated public meetings & opportunities for citizen input & comments regarding the development & adoption of the 2021 AAP Draft.

Citizens from across the city assisted staff through community meetings & surveys & now have the opportunity to comment on the adoption of the 2021 AAP Draft. Upcoming Texarkana, Texas City Council meetings will provide information regarding the range of activities that are expected to be undertaken & the estimated amount of the anticipated funds that will be utilized to benefit low-moderate income persons.

Citizens are encouraged to attend the upcoming Public Meetings to offer input on the 2021 AAP Draft. A First Briefing will be held on June 14, 2021 & a Public Meeting & Council vote will occur on July 12, 2021. All meetings will be at 6 PM at the Texas City Hall located at 220 Texas Blvd, Texarkana, Texas.

The Public Comment Period is from June 12, 2021 to July 12, 2021. Written comments regarding the AAP, identified needs, strategies, or the proposed usage of funds should be sent to Betsy Freeman, Grant Administrator, City of Texarkana, 220 Texas Boulevard, Texarkana, Texas 75501 no later than July 12, 2021 at 12pm. Written responses will be provided if name & return address are included. The 2021 AAP Draft is available at the Planning & Community Development Office in City Hall or online at the City's website (http://www.ci.texarkana.tx.us/). Comments may also be submitted through survey at: https://www.surveymonkey.com/r/CDBGAAPS

All public hearings are held in facilities that are wheelchair accessible & 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.

Attachment: 2021-051 ATTH 01 2021 CDBG Action Plan (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

CITY OF TEXARKANA TEXAS

CDBG 2021 Annual Action Plan
Community Development Block Grant

Planning & Community Development
June 14, 2021

Attachment: 2021-051 ATTH 02 CDBG Presentation 2021 (2500 : 2021-051 RES Adopting

Citizen Participation

2 Public Meetings

- June 14th City Council Meeting 1st Briefing
- July 12th City Council Public Meeting

30-day public comment period for 2021 Annual Action Plan (June 12th – July 12th, 2021)

Surveys can be filled out online at:
https://www.surveymonkey.com/r/CDBGAAPS

Advertisement of Public Comment Period:

- Texarkana Gazette Legal Notice
- Amigo News - Spanish
- City Website/Social Media Pages

Draft copies available electronically on Planning & Community Development Homepage

Paper copies available upon request at City Hall

Attachment: 2021-051 ATTH 02 CDBG Presentation 2021 (2500 : 2021-051 RES Adopting

Public Comment

PY2021 Annual Action Plan

The City has begun the process of creating next year's Annual Action Plan (AAP) for its CDBG program. Public input & comments are vital to this process.

The City has posted information about the AAP in the following manner:

*Information posted to city's website
*Draft of AAP available at City Hall

Public Comment Period: June 12th – July 12th, 2021
Comments may be submitted through surveys filled out online at:
https://www.surveymonkey.com/r/CDBGAAPS
or by sending to:
City of Texarkana, Texas
Planning & Community Development Dept
Attn: Betsy Freeman
P O Box 1967
Texarkana, TX 75504

Attachment: 2021-051 ATTH 02 CDBG Presentation 2021 (2500 : 2021-051 RES Adopting

Texarkana 2021 HUD CDBG Proposed Budget

CDBG PY2021 Proposed Budget	
Projects PY2021	PY2021/FY2022 Original Budget 6/3/21
Down Payment Assistance	10,000.00
Public Services:	
Vista, Coord Entry, HMIS	8,000.00
Mission Txk-Job Training @ Grim	12,000.00
Amachi-Youth Services	20,000.00
Boys & Girls Club	15,000.00
108 Loan Repayment	250,000.00
Administration	75,000.00
Bus Stop Covers	41,596.00
Tree Planting (Summerhill Rd, DT, Community Gardens)	5,000.00
	436,596.00
Revenues PY2021	
Estimated Rollover Funds	50,000.00
PY2021 Funding Allocation	384,096.00
Estimated Program Income	2,500.00
	436,596.00

Attachment: 2021-051 ATTH 02 CDBG Presentation 2021 (2500 : 2021-051 RES Adopting

PY2021 Proposed Activities

CDBG Allocation:

*Home Buyer Assistance - down payment & closing cost assistance to up to 2 LMI households

*Public Services – Life skills, job training, youth programs, tutoring

*Section 108 Loan Payment – final repayment of 108 loan

*Program Administration

*Bus Stop Covers-installation of covers in LMI areas

*Tree Planting – in coordination with new sidewalks installed, trees will be planted in LMI areas

Attachment: 2021-051 ATTH 02 CDBG Presentation 2021 (2500 : 2021-051 RES Adopting

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:

Attachment: 2020-051 Goals & Perspectives (2500 : 2021-051 RES Adopting the FY21 Community Development Block Grant)

RESOLUTION NO. 2021-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2021 ANNUAL ACTION PLAN, SETTING PROGRAM PRIORITIES FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, AND AUTHORIZING THE INTERIM 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 with Community Development Block Grant (CDBG) funds; and

WHEREAS, public review of the draft 2021 Annual Action Plan is available June 12, 2021 and will continue through July 12, 2021. Legal notice was published in the Texarkana Gazette and on the city website. Public meetings were conducted on June 14, 2021, and July 12, 2021, to solicit public comments regarding the Action Plan. A public hearing is scheduled for July 12, 2021; and

WHEREAS, the City Council has determined it to be appropriate to adopt the Community Development Block Grant (CDBG) 2021 Annual Action Plan for the use of Community Development Block Grant Funds.

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

SECTION 1: That the Community Development Block Grant (CDBG) 2021 Annual Action Plan is hereby accepted.

SECTION 2: That the Interim City Manager is hereby authorized to submit said Community Development Block Grant (CDBG) 2021 Annual Action Plan to the U. S. Department of Housing and Urban Development and is authorized to act in connection with the submission of the Annual Action Plan to 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 **12th day of July, 2021.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:30 p.m.

Attachment: 2021-051 RES Adopt. CDBG Ann. Action Plan signed (2500 : 2021-051 RES Adopting the FY21 Community Development Block