



CITY OF TEXARKANA

CITY COUNCIL

AGENDA • JULY 24, 2017

Council Chambers	Regular Meeting	6:00 PM
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220 TEXAS BLVD.
TEXARKANA, TX 75501

Mayor

Bob Bruggeman

Ward 1

Jean H. Matlock

Ward 3

Betty Williams

Ward 5

Christy P. Paddock

Ward 2

Willie Ray

Ward 4

Vacant Ward

Ward 6

Josh Davis

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

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

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

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

Upcoming City Council Meetings:

Monday, August 14, 2017 at 6:00 p.m.

Monday, August 28, 2017 at 6:00 p.m.

Upcoming Joint City Meeting:

The Texarkana Chamber of Commerce will host a "Joint Texarkana Community Committee" meeting with Texarkana, Arkansas, on Tuesday, August 8, 2017, at 3:00 p.m. The topic will be Community Wide Broadband. The meeting will be held at the Ark-Tex Council of Governments building located at 4808 Elizabeth Street, Texarkana, Texas. The meeting will be open to the public.

Upcoming Public Meeting:

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

Parks & Recreation Events:

August 5 th	Softball Tournament	Karrh Park
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For a complete list of Parks & Recreation activities and information call 903-798-3978 or visit the city website at <http://tx-texarkana.civicplus.com>

Appointments to Boards & Commissions**IV. OPEN FORUM: COMMENTS FROM THE PUBLIC (LIMIT 5 MINUTES EACH)**

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

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

1. Consider approval of the minutes of the Regular Meeting of the City Council held on July 10, 2017 at 6:00 PM.
2. Consider approval of the minutes of the Workshop Meeting of the City Council held on July 17, 2017 at 6:00 PM.
3. Resolution No. 2017-066 approving a debt management policy.

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

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

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

Action Items

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

Public Hearing: June 12, 2017
Second Briefing: June 26, 2017
Council Vote: July 24, 2017

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

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

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

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

VI. FIRST BRIEFINGS

1. Ordinance No. 2017-074 amending Chapter 1 of the Code of Ordinances of the City of Texarkana, Texas, by adding Section 1-14 - "Release or Reduction of Real Property Liens."

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

2. Ordinance No. 2017-077 rezoning Lot 6A, Block 6, Wade and Smith Addition, located at 3117 Smith Street. Two Family-1 to Multiple Family-1. Phillip Simmons, applicant.

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

3. Ordinance No. 2017-078 rezoning an approximate 14-acre tract of land in the Thomas Price HRS, A-466, located in the 3600 block of Old Boston Road. Single Family-2 to Multiple Family-2. William Davis, applicant.

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

4. Resolution No. 2017-079 authorizing the City Manager to enter into a contract for the purchase of chemicals for water and wastewater treatment.

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

5. Resolution No. 2017-080 adopting collective bargaining for fire fighters.

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

6. Ordinance No. 2017-081 amending the budget estimate of the revenues and expenditures for the fiscal year ending September 30, 2017 and adopting the budget and appropriating resources for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

Public Hearing: August 14, 2017
Second Briefing: August 28, 2017
Council Vote: September 11, 2017

VII. PUBLIC HEARINGS**VIII. SECOND BRIEFING WITH UPDATES****IX. SECOND BRIEFING WITHOUT UPDATES****X. ITEMS FOR DISCUSSION**

Staff Updates

XI. ADMINISTRATIVE COMMENTS

1. City Council
2. City Staff

XII. CLOSED SESSION

The City Council will convene into closed session pursuant to Texas Government Code Section 551.074 - Personnel Matters.

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

Jennifer Evans, City Secretary

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

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

meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

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

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

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



CITY OF TEXARKANA

CITY COUNCIL

MINUTES • JULY 10, 2017

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

Member Name	Title	Status	Arrived
Aggeman	Mayor	Present	
Matlock	Ward 1	Present	
Day	Ward 2	Absent	
Williams	Ward 3	Present	
Matthews	Ward 4	Present	
P. Paddock	Ward 5	Present	
avis	Ward 6	Present	

Staff Present: City Manager John Whitson, Jennifer Evans, Shirley Jaster, Kyle Dooley, Kristin Peeples, Jim Powell, Dusty Henslee, Karey Parker, Lisa Thompson, Mashell Daniel, David Orr, Eric Schlotter, J.D. Phillips, Sherry Jackson Hawkins, and Jerry Sparks.

Legal Counsel: Jeff Lewis

II. INVOCATION AND PLEDGE BY COUNCIL MEMBER JOSH DAVIS

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

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

Upcoming Public Meeting:

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

Parks & Recreation Events:

Minutes Acceptance: Minutes of Jul 10, 2017 6:00 PM (Consent Items)

July 15thCornerstone Sandslam
Volleyball Tournament

Bringle Lake West

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

Mayor Bruggeman shared a newspaper article dated July 9, 1917 entitled "Must Cut The Weeds". The gist of the article indicated that, as far back as a hundred years ago, Texarkana has been battling the issue of property owners not taking responsibility for the mowing and maintenance of their lawns. The decade old article stated: "Poorly managed yards give a bad opinion of Texarkana".

The Texarkana Noon Lions Club will celebrate their centennial on Saturday, July 15th at the Texarkana Country Club. The Mayor commended Lions Club members for their outstanding service and contributions to the community.

Council Member Matthews said he missed the previous two council meetings due to out of town business related trips. He also announced that he accepted an offer made on his current residence with a pending sale and closing date of July 14th. If the transaction goes through to completion as anticipated, he will cease serving the residents of Ward 4 effective at his last council meeting on July 24th.

Mayor Bruggeman said as he left the Ward 4 post in 2012, he wanted a replacement who would represent the residents of Ward 4 very well. Mayor Bruggeman warmly commended Council Member Matthews for providing outstanding service while representing the citizens of Ward 4 during his time on the council.

The Mayor welcomed Mike Burke, City Administrator of Wake Village, to the council meeting.

Appointments to Boards & Commissions

There were no appointments made to any board or commission.

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

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

Sandy Dickson, co-founder of Two States Showcase and Twin City Sports, came before council highlighting the overwhelming success of the recent high school softball showcase event. Twin City Sports is looking forward to next year's softball showcase scheduled for June 22 - 24, 2018. Mr. Dickson was accompanied by Bill McCarty, Kenny Cribbs, and other support staff.

Jamie Knighton addressed council concerning a spay and neuter ordinance.

Debbie Brower addressed council concerning a spay and neuter ordinance.

Kandy Hirsch, a resident of Nash, Texas, addressed council concerning a spay and neuter ordinance. Ms. Hirsch stated that negligent pet owners in Texarkana greatly affects surrounding smaller communities.

Brian Goesl addressed council in favor of the agenda item pertaining to the approval of the site plan at 3603 Texas Blvd. Mr. Goesl also said he's in favor of the Grim Hotel rehabilitation project.

Chuck Blakenship addressed council in favor of the Grim Hotel rehabilitation project.

Doug Barnette addressed council expressing concerns and disfavor of the agenda item pertaining to the approval of the site plan at 3603 Texas Blvd.

Scott Robertson, of the Fire Fighters Association, asked council to support fire fighters and vote against the agenda item pertaining to revising the swap time policy in the fire department.

V. ITEMS FOR CONSIDERATION

Consent Items

(6:56 p.m.)

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

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

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

Action Items

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

Public Hearing: June 12, 2017
 Second Briefing: June 26, 2017
 Council Vote: July 24, 2017

(6:57 p.m.)

RESULT:	POSTPONED (VOTE) [UNANIMOUS]	Next: 7/24/2017 6:00 PM
MOVER:	Christy P. Paddock, Ward 5	
SECONDER:	Jean H. Matlock, Ward 1	
AYES:	Matlock, Williams, Matthews, Paddock, Davis	
ABSENT:	Ray	
EXCUSED:	Bruggeman	

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

Public Hearing: June 12, 2017
 Second Briefing: June 26, 2017
 Council Vote: July 24, 2017

(6:58 p.m.)

RESULT:	POSTPONED (VOTE) [UNANIMOUS]	Next: 7/24/2017 6:00 PM
MOVER:	Christy P. Paddock, Ward 5	
SECONDER:	Betty Williams, Ward 3	
AYES:	Matlock, Williams, Matthews, Paddock, Davis	
ABSENT:	Ray	
EXCUSED:	Bruggeman	

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

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

(7:00 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Christy P. Paddock, Ward 5
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

VI. FIRST BRIEFINGS

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

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

City Manager Whitson briefed this agenda item. City Attorney Jeff Lewis made additional comments.

RESULT:	MOVED FORWARD	Next: 7/24/2017 6:00 PM
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VII. PUBLIC HEARINGS

1. Motion to move Ordinance No. 2017-070 up for council vote.

(7:18 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christy P. Paddock, Ward 5
SECONDER:	Brian Matthews, Ward 4
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

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

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

Danny Rateliff asked council for an expedited vote on this item.
 (7:19 p.m.)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Christy P. Paddock, Ward 5
SECONDER: Betty Williams, Ward 3
AYES: Matlock, Williams, Matthews, Paddock, Davis
ABSENT: Ray
EXCUSED: Bruggeman

3. Motion to move Ordinance No. 2017-071 up for council vote.

(7:22 p.m.)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brian Matthews, Ward 4
SECONDER: Betty Williams, Ward 3
AYES: Matlock, Williams, Matthews, Paddock, Davis
ABSENT: Ray
EXCUSED: Bruggeman

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

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

Aaron Gaylor asked council for an expedited vote on this item.

(7:23 p.m.)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brian Matthews, Ward 4
SECONDER: Christy P. Paddock, Ward 5
AYES: Matlock, Williams, Matthews, Paddock, Davis
ABSENT: Ray
EXCUSED: Bruggeman

5. Motion to move Resolution No. 2017-072 up for council vote.

(7:25 p.m.)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Josh Davis, Ward 6
SECONDER: Jean H. Matlock, Ward 1
AYES: Matlock, Williams, Matthews, Paddock, Davis
ABSENT: Ray
EXCUSED: Bruggeman

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

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

Liz Fazio Hale, of Riverbend Water Resources District, asked council for an expedited vote on this item. Riverbend board members Marshall Wood, Kelly Mitchell, and Fred Milton also attended the meeting.

(7:25 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Josh Davis, Ward 6
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

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

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

There were no public comments made at this hearing.

(7:27 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christy P. Paddock, Ward 5
SECONDER:	Brian Matthews, Ward 4
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

VIII. SECOND BRIEFING WITH UPDATES

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

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

Rhonda Jones, of Holliday, Lemons & Cox, P.C., made a presentation asking for council consideration in retaining this firm for continued contracted independent audit services.

David Coleman, of BKD LLP, answered questions for council and made a presentation asking for council consideration in retaining this firm for new contracted independent audit services.

RESULT: MOVED FORWARD

Next: 7/24/2017 6:00 PM

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

Public Hearing: June 26, 2017

Second Briefing: July 10, 2017

Council Vote: July 10, 2017

David Orr said the repayment schedule for the Grim Hotel rehabilitation project was addressed at the last council meeting during the Community Development Block Grant program discussion. Mr. Orr presented himself for any final questions from council before voting on this resolution.

Council Member Williams read a brief statement expressing support of this resolution.

Mayor Bruggeman thanked all of the citizens who provided input into the discussion of revitalizing the Grim Hotel. The Mayor said the unanimous vote in favor of restoring the Grim Hotel for redevelopment is truly a historic moment for Texarkana. This first step will help Texarkana move towards greater progress in the city's downtown area.

(7:55 p.m.)

RESULT: ADOPTED [UNANIMOUS]

MOVER: Brian Matthews, Ward 4

SECONDER: Betty Williams, Ward 3

AYES: Matlock, Williams, Matthews, Paddock, Davis

ABSENT: Ray

EXCUSED: Bruggeman

IX. SECOND BRIEFING WITHOUT UPDATES

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

Public Hearing: June 26, 2017

Second Briefing: July 10, 2017

Council Vote: July 24, 2017

RESULT: MOVED FORWARD

Next: 7/24/2017 6:00 PM

2. Motion to move Ordinance No. 2017-067 up for council vote.

(7:58 p.m.)

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

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

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

(7:59 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christy P. Paddock, Ward 5
SECONDER:	Brian Matthews, Ward 4
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

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

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

RESULT:	MOVED FORWARD
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Next: 7/24/2017 6:00 PM

X. ITEMS FOR DISCUSSION

Staff Updates

City Manager Whitson thanked council for voting in favor of the Grim Hotel rehabilitation project. This favorable and unanimous response is very important in moving downtown forward. It is the first solid step in what has been a long trodden journey.

Minutes Acceptance: Minutes of Jul 10, 2017 6:00 PM (Consent Items)

XI. ADMINISTRATIVE COMMENTS

1. City Council

Council had no administrative comments for staff.

2. City Staff

Staff had no administrative comments for council.

XII. CLOSED SESSION

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

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

A motion was made to adjourn the meeting.
(8:27 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brian Matthews, Ward 4
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Matlock, Williams, Matthews, Paddock, Davis
ABSENT:	Ray
EXCUSED:	Bruggeman



CITY OF TEXARKANA
CITY COUNCIL
MINUTES • JULY 17, 2017

Conference Room**Workshop Meeting****6:00 PM**

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

Member Name	Title	Status	Arrived
Bruggeman	Mayor	Present	
Matlock	Ward 1	Present	
May	Ward 2	Absent	
Williams	Ward 3	Absent	
Matthews	Ward 4	Absent	
P. Paddock	Ward 5	Absent	
Vis	Ward 6	Present	

Staff Present: City Manager John Whitson, Jennifer Evans, Kristin Peeples, Eric Schlotter, Dusty Henslee, Shirley Jaster, Lisa Thompson, Robby Robertson, Kyle Dooley, Mashell Daniel, and David Orr.

II. MAYOR'S OPENING REMARKS

Mayor Bruggeman welcomed everyone to the meeting and then turned it over to City Manager John Whitson to begin the discussion.

III. ITEMS FOR DISCUSSION - CAPITAL IMPROVEMENT PLAN

City Manager Whitson opened the discussion with a review of last year's 2016-17 Capital Improvement Plan (CIP) project list that council approved. Most projects were on schedule and progressing along well, with the exception of some street projects delayed due to rain. Some of the projects have already been completed to date and have dropped off the current list.

Council Member Paddock asked staff to add a new project to next year's 2017-18 CIP project list: Grady T. Wallace Park - Soccer Field Improvements. This project would include additional paved parking, more lighting on the fields, re-sodding, elevating the fields and other park improvements. Such improvements would be able to accommodate and host sizable future soccer tournaments.

Van Alexander, a resident of Ward 1, requested a proposed CIP project for sidewalk and drainage improvements in the Grandview area.

Minutes Acceptance: Minutes of Jul 17, 2017 6:00 PM (Consent Items)

Mr. Whitson continued the discussion briefly explaining reasons for the reduction in the city's general fund balance. This reduction will create issues with the financing of capital projects because debt limits have been set based on size of budgets. Also, current revenue is flat and projected revenue is not showing any viable increases. Therefore, he offered options for council to consider that would help ease the burden on the upcoming year's CIP.

Option 1: Remove all storm water projects on the current CIP list and create a sole storm water CIP project list that would seek separate financing support.

Option 2: Divide the Perot Theater Restoration and Art Park projects into two phases for next year's CIP.

Option 3: Delay the regional airport terminal project support funding to next year which would better align with the airport's renovation project schedule.

Option 4: Delay the fire station relocation project to further assess and determine the number of stations truly needed for the city.

Mr. Whitson and staff anticipate holding another CIP workshop prior to the adoption of the 2017-18 city budget. The scheduled date for the next workshop will be announced soon.

IV. MAYOR'S CLOSING REMARKS

Council Member Davis said the workshop discussion was very informative. Mayor Bruggeman thanked Van Alexander and city staff for attending. With no further questions or comments, Mayor Bruggeman called for adjournment.

V. ADJOURNMENT

A motion was made to adjourn the meeting.
(7:15 PM)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Josh Davis, Ward 6
AYES:	Matlock, Davis
ABSENT:	Ray, Williams, Matthews, Paddock
EXCUSED:	Bruggeman

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 6/5/2017 4:18 PM

Lead Department: Finance Department**Action Officer:** Kristin Peeples,**Subject:** Resolution No. 2017-066 approving a debt management policy.

Public	Second	Council
Briefing: <u>7/24/2017</u>	Hearing: 6/26/2017	Briefing: <u>July 10, 2017</u>
		Vote: <u>7/24/2017</u>

Item Schedule

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The City has never established a formal debt management policy. The Government Finance Officers Association (GFOA) recommends that state and local governments adopt comprehensive written debt management policies. According to the GFOA, establishing a formal policy improves the quality of decisions, articulates policy goals, provides guidelines for the structure of debt issuance, and demonstrates a commitment to long-term capital and financial planning. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and therefore is likely to meet its debt obligations in a timely manner.

The development of this process began with a review of GFOA recommendations along with the review of many other cities that have established debt management policies. Examples included very basic to more complex and the calculation of debt limits ranged from percentage of assessed valuation, percentage of total expenditures, the state limit, etc. City staff has chosen to follow the calculation method that is based on debt service as a percentage of general fund expenditures. Our research found that this method is followed by many local governments and it aligns well with the calculations used in our capital improvement plan worksheets. This policy proposes maintaining debt service expenditures as a percentage of total general fund expenditures of not more than twenty percent (20%). While this percentage would be an established ceiling, our goal would be to operate at less than this amount. Historical trends show that we have been operating at a range of 13-15% over the last six years. Upon completion of the initial debt management policy draft, this document was sent to FirstSouthwest, the City's financial advisor, and Norton, Rose & Fulbright, the City's bond counsel for their review and comments.

Potential Options:

- Approve
- Deny

Fiscal Implications:

City of Texarkana, Texas

An established debt management policy provides guidelines for the structure of debt issuance and demonstrates a commitment to long-term capital and financial planning. A formal policy is also viewed favorably by rating agencies and capital markets.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

Not Applicable

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

- a. 2017-066 RES Debt Management Policy (DOC)
- b. 2017-066 EXH 'A' Debt Management Policy(DOCX)
- c. 2017-066 ATTH 01 Debt as a Percent of GF Expenditures (XLSX)
- d. 2017-066 ATTH 02 Debt Policy Powerpoint (PPTX)
- e. 2017-066 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed
	05/22/2017 11:04 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager	
Review	Completed	05/22/2017 11:29 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	05/22/2017 1:39 PM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	05/22/2017 1:57 PM		
City Manager	John Whitson	City Manager Review	Completed 06/02/2017
2:49 PM			
City Council	Jennifer Evans	Meeting	Completed 06/12/2017
6:00 PM			

Meeting History

06/12/17	City Council	MOVED FORWARD	Next: 06/26/17
	Kristin Peeples briefed this item.		
06/26/17	City Council	MOVED FORWARD	Next: 07/10/17
	There were no public comments made at this hearing.		
07/10/17	City Council	MOVED FORWARD	Next: 07/24/17

RESOLUTION NO. 2017-066**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING A FORMAL DEBT MANAGEMENT POLICY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City does not have a written debt management policy that has been approved by the City Council; and

WHEREAS, the Government Finance Officers Association, bond rating agencies, and best practices recommend that governments establish a formal debt management policy.

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

SECTION 1: That the policy document attached as **Exhibit ‘A’** is approved as the City’s formal debt management policy.

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

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2017-066 RES Debt Management Policy [Revision 1] (1662 : 2017-066 RES Debt Management Policy)

CITY OF TEXARKANA, TEXAS

Debt Management Policy

The City of Texarkana, Texas (the “City”) recognizes that the foundation of any well-managed debt program is a comprehensive debt management and post issuance policy outlining the parameters for issuing new debt and managing the existing debt portfolio, identifying the types and amounts of permissible debt, providing guidance to decision makers regarding the purposes for which debt may be issued, and verifying that the IRS regulations regarding post issuance compliance are met to preserve the tax-exempt status of the City’s debt.

I. DEBT MANAGEMENT POLICY

1.0 POLICY

Adherence to a debt management policy helps ensure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit.

The City’s Debt Management Policy (the “Debt Policy”) provides guidance for staff to:

- a. Ensure high quality debt management decisions;
- b. Ensure support for debt issuances both internally and externally;
- c. Impose order and discipline in the debt issuance process;
- d. Promote consistency and continuity in the decision making process;
- e. Ensure that the debt management decisions are viewed positively by rating agencies, investment community and taxpayers; and
- f. Demonstrate a commitment to long-term financial planning objectives.

2.0 SCOPE

This Policy applies to all debt instruments issued by the City regardless of the funding source. Funding sources can be derived from, and debt secured by, ad valorem taxes, general City revenues, enterprise fund revenues or any other identifiable source of revenue that may be identified for appropriate pledging for bonded indebtedness.

3.0 OBJECTIVES

The primary objective of this Policy is to ensure that the City establishes and maintains a solid position with respect to its debt service and debt proceeds funds, and that proceeds from long-term debt will not be used for current operations but rather for capital improvements, and related expenses, and other long-term assets in accordance with State law and City ordinances.

The City will seek all possible federal and state reimbursement for mandated projects and /or programs. The City will pursue a balanced relationship between issuing debt

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and pay-as-you-go financing as dictated by prevailing economic factors and as directed by the City Council.

Other objectives include:

- a. Debt shall be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project being financed;
- b. Decisions shall be made based on a number of factors and will be evaluated against long-term goals rather than a short-term fix; and
- c. Debt service and debt proceeds funds shall be managed and invested in accordance with all federal, state, and local laws and in conjunction with the Tax Certificate of each debt issue to assure availability to cover project costs and debt service payments when due.

4.0 IMPLEMENTATION

The Policy requires:

- a. Payment of principal and interest on all outstanding debt in full and timely manner;
- b. Incurrence of debt for those purposes permissible under State law and the home-rule charter of the City;
- c. Development, approval, and financing of capital improvements in accordance with City Code and the capital improvement budgeting process;
- d. Structuring of principal and interest retirement schedules to: (1) achieve a low borrowing cost for the City, (2) accommodate the debt service payments of existing debt, and (3) respond to perceptions of market demand, all while maintaining future flexibility in the City's debt portfolio;
- e. Selection of a method of sale that shall maximize the financial benefit to the City;
- f. Effective communication with bond rating agencies to ensure complete and clear understanding of the credit worthiness of the City; and
- g. Full, complete, and accurate disclosure of financial conditions and operating results in every financial report, bond prospectus and Comprehensive Annual Financial Report ("CAFR"). All reports shall conform to guidelines issued by the Government Finance Officers Association ("GFOA"), Securities and Exchange Commission ("SEC"), and the Internal Revenue Service ("IRS") to meet the disclosure needs of rating agencies, underwriters, investors, and taxpayers.

5.0 STRUCTURE OF DEBT

Debt service shall be structured to the greatest extent possible to:

- a. Match projected cash flows and pledged revenues;
- b. Minimize the impact of future tax levies;
- c. Maintain a consistent and as rapid as practicable payment of principal;
- d. Maintain a level overall annual debt service payment structure;
- e. Equal the lesser of the useful life of the asset being financed or the maximum legal maturity for the obligations issued to finance the acquisition, construction, or improvement of the asset or equipment.

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- f. Maintain future flexibility in the City's debt portfolio.

5.1 Fixed Interest versus Variable Interest

The City generally issues fixed rate debt primarily to protect the City against interest rate risk. The City has the option to issue variable rate debt if market conditions warrant and Council approves it.

5.2 Other Considerations

Debt is generally issued such that:

- a. The average life is 20 years or less for general obligation debt and revenue debt. The City may choose a longer term for revenue debt for projects whose lives are greater than 20 years.
- b. Debt service interest is paid in the first fiscal year after a debt issuance, and principal is paid no later than the second fiscal year after the debt is issued. In certain circumstances, the City may defer principal for a longer period of time in order to meet its financing objectives or to better match anticipated repayment streams associated with a revenue-generating project.
- c. Call provisions for debt issues shall be made as short as possible consistent with the lowest interest cost to the City. The targeted maximum length to call is 10 years. However, the City may opt for a call date longer than 10 years in order to achieve the necessary goals of the particular issue.

6.0 FINANCING ALTERNATIVES

The City shall develop a level of cash and debt funded capital improvement projects that provide the citizens with the desired amount of City services at the lowest cost. City staff shall assess all financial alternatives for funding capital improvements prior to issuing debt.

Long-term general obligation debt, including general obligation bonds, certificates of obligation and tax notes, or revenue bonds shall be issued to finance significant and desirable capital improvements. Proceeds of general obligation debt will be used only for the purposes approved by voters in bond elections or set forth in the notices of intent for certificates of obligation or to refund previously issued general obligation bonds, certificates of obligation or revenue bonds. All debt or other general obligation debt shall be sold in accordance with applicable law.

6.1 Pay-As-You-Go Financing

Pay-as-you-go financing should be considered before issuing any debt. Pay-as-you-go financing may include: intergovernmental grants from federal, state and other sources, current revenues or fund balances, private sector contributions, and public/private partnerships. Once the City has determined that pay-as-you-go is not a feasible or sufficient financing option, the City may use bonds, loans, notes, or other debt financing sources as deemed appropriate by City staff and approved by Council.

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6.2 General Obligation Bonds

General obligation bonds may be used if the following criteria are met:

- a. The General Obligation bond funds are used for new or expanded facilities, major repair or renovations to existing facilities, equipping facilities, quality-of-life projects, infrastructure or other large-scale projects;
- b. The useful life of the capital asset acquired/constructed/improved will be more than one year, or the funds will extend the useful life of an asset;
- c. To purchase or acquire land or other assets, as needed; and
- d. Voter authorization is given through approval in a bond election in accordance with State law.

6.2.1 The total dollar amount of General Obligation bond election propositions recommended to the voters shall not exceed the City's estimated ability to issue said bonds within a normal five (5) year period. In certain cases, particularly if the City has a large-scale project, a period longer than 5 years may be required to issue the bonds.

6.2.2 Reimbursement resolutions, if required for funds to be advanced prior to issuance of General Obligation bonds, may be used for projects funded through General Obligation bonds.

6.2.3 General Obligation bonds may be used to fund quality-of-life projects that include, but are not limited to, the City's parks, libraries, non-public safety facilities, internet and entertainment, sports and amusement-type facilities or other recreation type facilities. General Obligation bonds may also be used to fund street improvements or other infrastructure related improvements.

6.3 Certificates of Obligation

Certificates of obligation may be issued for the following projects/acquisitions:

- Finance permanent improvements and land acquisition;
- Renovate, acquire, construct facilities and facility improvements;
- Construct street improvements
- Capital asset acquisitions (heavy equipment, vehicles, IT equipment, etc.)
- Rehabilitation and/or extension of the useful life of existing facilities
- Retrofitting/rehabilitation projects
- Infrastructure projects (street and draining work)
- Emergency city facilities rehabilitation (storm water draining, etc.)
- Major core service facilities (police, fire, streets, etc.)
- Quality of life projects or facilities

EXHIBIT 'A'

Notwithstanding the policy set forth herein and in section 5.1, certificates of obligation or other long-term debt may be considered if the following criteria are met:

- The project is needed, timely and/or fits within the City's long-term capital plan;
- Source of revenue is specific and can be expected to cover the additional debt;
- The expected debt is the most cost effective financing option available.

In addition, the average maturity of non-voter approved debt shall not exceed the average life of the project financed. Capital items shall have a life of one year or longer.

Reimbursement resolutions may be used for projects funded through certificates of obligations.

6.3.1 Certificates of Obligations - Enterprise Fund

Certificates of obligation for an enterprise system will be limited to only those projects which can demonstrate the capability to support the certificate debt either through its own revenues, or another pledged source other than ad valorem taxes and meet the same criteria as outlined in 6.2 above.

6.4 Revenue Bonds

Revenue bonds will be issued for projects that generate revenues that are sufficient to repay the debt. Except where otherwise required by State statutes, revenue bonds may be issued without voter approval and only in accordance with the laws of Texas.

6.5 Other debt obligations

The use of other debt obligations, permitted by law, including but not limited to, public property finance act contractual obligations, pension obligation bonds, tax notes, and lease purchase obligations, will be reviewed on a case-by-case basis. The findings in 6.2 above will be considered for the use of these obligations.

7.0 METHODS OF SALE

The City's debt obligations may be sold by competitive, negotiated sale methods, or private placement. The selected method of sale depends upon the option which is expected to result in the lowest cost and most favorable terms to the City given the financial structure used, market conditions, and prior experience. When considering the method of sale, the City may consider the following issues:

- a. Financial conditions;
- b. Market conditions;
- c. Transaction-specific conditions;

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- d. City-related conditions;
- e. Risks associated with each method;
- f. Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter, to improve the investors' willingness to purchase;
- g. Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have some flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes; and
- h. Size of the Issue - The City may choose to offer sizable issues as negotiated sales so that pre-marketing and buyer education efforts may be done to more effectively promote the debt sale.

7.1 Competitive Sale

In a competitive sale, debt is awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provides the lowest True Interest Cost ("TIC") bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

7.2 Negotiated Sale

In a negotiated sale, the City chooses an underwriter or underwriting syndicate that is interested in reoffering a particular series of obligations to investors. The terms of the sale, including the size of the underwriter's discount, date of sale, and other factors, are negotiated between the two parties. Although the method of sale is termed negotiated, individual components of the sale may be competitively bid. The components are subject to a market analysis and reviewed prior to recommendation by staff. Negotiated sales are typically more advantageous when flexibility in the sale date is needed or when less conventional debt structures are being sold. Negotiated sales are also often used when the issue is particularly large or if the sale of the debt issuance would be perceived to be more successful with pre-marketing efforts.

7.3 Private Placement

A private placement is a negotiated sale of debt securities to a limited number of selected investors including financial institutions or government agencies or authorities. The City may engage a placement agent to identify likely investors if deemed necessary. A private placement may be beneficial when the issue size is small, when the security of the debt is somewhat weaker, or when a governmental lending agency or authority can provide beneficial interest rates or terms compared to financing in the public market.

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8.0 REFUNDING OF DEBT

All forms of refunding debt shall be approved by Council in accordance with City ordinances and the Department of Finance and Administration in accordance with State law.

8.1 Advance Refunding

Advanced refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent, or greater.

8.2 Current Refunding

Current refunding transactions issued for savings maybe considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

8.3 Refunding for Debt Restructuring

From time to time, the City may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the debt.

9.0 DEBT LIMITS

9.1 The City charter does not provide for a debt limit. Under provisions of State law, the maximum rate is limited to \$2.50 per \$100 of assessed valuation. Since debt service payments represent a fixed expense and impact the City's total budget, the City will not issue debt that negatively impacts its ability to fund current operations or limit projected operational funding requirements. The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%).

10.0 MATURITY LEVELS**10.1 Revenue Debt**

The term of revenue debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed forty years.

10.2 General Obligation Debt

The term of general obligation debt shall not exceed forty years.

11.0 MANAGEMENT OF DEBT SERVICE FUND**11.1 Interest Earnings**

Interest earnings on debt and loan proceeds shall be used solely to fund direct or related capital expenditures, or to service current and future debt payments.

11.2 Debt Service Reserves – General Obligation Bonds

Debt service reserves for general obligation bonds shall not be required.

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11.3 Debt Service Reserves – Revenue Bonds

Debt service reserves for capital improvement or revenue bonds shall be maintained at levels required by controlling bond ordinances.

11.4 IRS Rules and Regulations

The City shall comply with all IRS rules and regulations including, but not limited to, arbitrage.

12.0 RATINGS

Adherence to a debt management policy helps insure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit. Toward that end, the City will take the following steps.

12.1 Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.

12.2 Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.

12.3 Make timely disclosure of annual financial information or other requested information to the rating agencies.

13.0 CONTINUING DISCLOSURE

The City will take all appropriate steps to comply with federal securities laws, including, but not limited to, Securities and Exchange Commission ("SEC") Rule 15c2 -12 the ("Rule"). The City will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

14.0 SELECTION OF FINANCIAL ADVISOR

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of City debt obligations, issuance and post- issuance services, the preparation of certain offering documents (an "Official Statement") and other services, as necessary. The City will seek the advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the City Council. The financial advisor will not bid on nor underwrite any City debt issues in accordance with MSRB rules.

15.0 SELECTION OF BOND COUNSEL

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to its bond ordinance(s) and /or resolution(s). The bond attorneys shall prepare all ordinances and

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other legal instruments required for the execution and sale of any bonds issued which shall then be reviewed by the City Attorney and the Director of Finance. The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law. Special counsel may be retained to protect the City's interest in complex negotiations.

III. DEBT MANAGEMENT POLICY REVIEW

This Debt Management and Post Issuance Policy shall be reviewed at least once every three years by the City Council. However, the City Council may review and amend or modify this Policy as conditions warrant at any time. Any modifications to this Policy shall be approved by City Council.

Last Updated

5/22/2017

CITY OF TEXARKANA, TEXAS

Debt Management Policy

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- f. Maintain future flexibility in the City's debt portfolio.

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- c. To purchase or acquire land or other assets, as needed; and
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- Emergency city facilities rehabilitation (storm water draining, etc.)
- Major core service facilities (police, fire, streets, etc.)
- Quality of life projects or facilities

Notwithstanding the policy set forth herein and in section 5.1, certificates of obligation or other long-term debt may be considered if the following criteria are met:

- The project is needed, timely and/or fits within the City's long-term capital plan;
- Source of revenue is specific and can be expected to cover the additional debt;
- The expected debt is the most cost effective financing option available.

In addition, the average maturity of non-voter approved debt shall not exceed the average life of the project financed. Capital items shall have a life of one year or longer.

Reimbursement resolutions may be used for projects funded through certificates of obligations.

6.3.1 Certificates of Obligations - Enterprise Fund

Certificates of obligation for an enterprise system will be limited to only those projects which can demonstrate the capability to support the certificate debt either through its own revenues, or another pledged source other than ad valorem taxes and meet the same criteria as outlined in 6.2 above.

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- a. Financial conditions;
- b. Market conditions;
- c. Transaction-specific conditions;

- d. City-related conditions;
- e. Risks associated with each method;
- f. Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter, to improve the investors' willingness to purchase;
- g. Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have some flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes; and
- h. Size of the Issue - The City may choose to offer sizable issues as negotiated sales so that pre-marketing and buyer education efforts may be done to more effectively promote the debt sale.

7.1 Competitive Sale

In a competitive sale, debt is awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provides the lowest True Interest Cost ("TIC") bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

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8.0 REFUNDING OF DEBT

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All forms of refunding debt shall be approved by Council in accordance with City ordinances and the Department of Finance and Administration in accordance with State law.

8.1 Advance Refunding

Advanced refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent, or greater.

8.2 Current Refunding

Current refunding transactions issued for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

8.3 Refunding for Debt Restructuring

From time to time, the City may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the debt.

9.0 DEBT LIMITS

9.1 The City charter does not provide for a debt limit. Under provisions of State law, the maximum rate is limited to \$2.50 per \$100 of assessed valuation. Since debt service payments represent a fixed expense and impact the City's total budget, the City will not issue debt that negatively impacts its ability to fund current operations or limit projected operational funding requirements. The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%).

10.0 MATURITY LEVELS**10.1 Revenue Debt**

The term of revenue debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed forty years.

10.2 General Obligation Debt

The term of general obligation debt shall not exceed forty years.

11.0 MANAGEMENT OF DEBT SERVICE FUND**11.1 Interest Earnings**

Interest earnings on debt and loan proceeds shall be used solely to fund direct or related capital expenditures, or to service current and future debt payments.

11.2 Debt Service Reserves – General Obligation Bonds

Debt service reserves for general obligation bonds shall not be required.

2017-066 EXHIBIT 'A'

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11.3 Debt Service Reserves – Revenue Bonds

Debt service reserves for capital improvement or revenue bonds shall be maintained at levels required by controlling bond ordinances.

11.4 IRS Rules and Regulations

The City shall comply with all IRS rules and regulations including, but not limited to, arbitrage.

12.0 RATINGS

Adherence to a debt management policy helps insure that the City maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit. Toward that end, the City will take the following steps.

12.1 Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.

12.2 Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.

12.3 Make timely disclosure of annual financial information or other requested information to the rating agencies.

13.0 CONTINUING DISCLOSURE

The City will take all appropriate steps to comply with federal securities laws, including, but not limited to, Securities and Exchange Commission ("SEC") Rule 15c2 -12 the ("Rule"). The City will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

14.0 SELECTION OF FINANCIAL ADVISOR

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of City debt obligations, issuance and post- issuance services, the preparation of certain offering documents (an "Official Statement") and other services, as necessary. The City will seek the advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the City Council. The financial advisor will not bid on nor underwrite any City debt issues in accordance with MSRB rules.

15.0 SELECTION OF BOND COUNSEL

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to its bond ordinance(s) and /or resolution(s). The bond attorneys shall prepare all ordinances and other legal instruments required for the execution and sale of any bonds issued which

2017-066 EXHIBIT 'A'

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shall then be reviewed by the City Attorney and the Director of Finance. The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law. Special counsel may be retained to protect the City's interest in complex negotiations.

III. DEBT MANAGEMENT POLICY REVIEW

This Debt Management and Post Issuance Policy shall be reviewed at least once every three years by the City Council. However, the City Council may review and amend or modify this Policy as conditions warrant at any time. Any modifications to this Policy shall be approved by City Council.

Last Updated

5/22/2017

Debt Service as a % of Expenditures

	2017 Budget	2016	2015	2014	2013	2012	2011
101 General Fund	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
	2017 Budget	2016	2015	2014	2013	2012	2011
General Fund Expenditures	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
Debt Service Expenditures	5,346,067	5,300,856	5,530,593	5,754,611	6,090,206	6,038,690	5,810,566
Total	39,862,743	37,654,465	36,871,210	41,126,489	41,935,300	41,102,508	39,368,301
Debt Service Percentage	13.41%	14.08%	15.00%	13.99%	14.52%	14.69%	14.76%

Attachment: 2017-066 ATTH 01 Debt as a Percent of GF Expenditures (1662 : 2017-066 RES Debt



Debt Management Policy

Reasons for Implementing a Debt Policy

- Improves quality of decisions
- Articulates policy goals
- Provides guidelines for the structure of debt issuance
- Demonstrates commitment to long-term capital and financial planning
- Viewed favorably by rating agencies and capital markets

Sources For Developing Policy

- Government Finance Officers Association (GFOA) best practices
- Input from the City's Financial Advisor, FirstSouthwest
- Input from the City's Bond Counsel, Norton Rose & Fulbright
- Other cities with established debt management policies

Policy Objectives

- Proceeds from long-term debt will not be used for current operations
- Proceeds will be used for capital improvements and related expenses, and other long-term assets
- Debt will be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project
- Decisions will be based on a number of factors and will be evaluated against long-term goals rather than a short-term fix

Structure of Debt

- Debt service shall be structured to:
 - Match projected cash flows and pledged revenues
 - Minimize the impact of future tax levies
 - Maintain a consistent and rapid payment of principal
 - Maintain a level overall annual debt service payment structure
 - Equal the lesser of the useful life of the asset being financed or the maximum legal maturity for the obligations issued to finance the acquisition
 - Maintain future flexibility in the City's debt portfolio

Debt Limits

- The City charter does not provide for a debt limit
- State law limits debt to a maximum of \$2.50 per \$100 of assessed valuation
- The City will strive to maintain debt service payments as a percentage of total general fund expenditures of not more than twenty percent (20%)

Debt as a % of General Fund Expenditures

	2017 Budget	2016	2015	2014	2013	2012	2011
General Fund Expenditures	34,516,676	32,353,609	31,340,617	35,371,878	35,845,094	35,063,818	33,557,735
Debt Service Expenditures	5,346,067	5,300,856	5,530,593	5,754,611	6,090,206	6,038,690	5,810,566
Total	39,862,743	37,654,465	36,871,210	41,126,489	41,935,300	41,102,508	39,368,301
Debt Service Percentage	13.41%	14.08%	15.00%	13.99%	14.52%	14.69%	14.76%

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: Low

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 6/5/2017 4:19 PM

Lead Department: Building Code Administration **Action Officer:** Mashell Daniel
Subject: Ordinance No. 2017-069 amending the Land Development Code, Chapter 105 "Buildings and Construction", Section 105-4 "Insurance and Bonding Requirements".
Briefing: 7/24/2017 **Public Hearing:** 6/26/2017 **Second Briefing:** July 10, 2017 **Council Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

For the last few years, staff has required contractors to have either liability insurance or a surety bond, but not both. Insurance is required in case of property damage or damage to a person(s). A surety bond is to protect the Employer of the contractor from the contractor not finishing the work agreed too. This Ordinance change is removing any reference to the City requiring a surety bond. Insurance will still be required.

Potential Options:

- Approve the amendment or take no action and the existing code remains.

Fiscal Implications:

None.

Staff Recommendation:

Approval of the amendment.

Advisory Board/Committee Review:

None.

Board/Committee Recommendation:

Not Applicable.

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable.

City of Texarkana, Texas

Attachments

- a. 2017-069 ORD Amending the Land Development Code (DOC)
- b. 2017-069 Goals & Perspectives (DOCX)

Staff Coordination

Building Code Administration	Mashell Daniel	Department Head Review
Completed	06/01/2017 3:54 PM	
Municipal Prosecutor Deborah Jones	Asst. City Attorney Review	Completed
06/02/2017 8:44 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review Completed	06/02/2017 8:48 AM	
City Attorney Jeffery C. Lewis	City Attorney Review Completed	06/02/2017
10:15 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review Completed	06/02/2017 10:20 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	06/02/2017 1:47 PM	
Public Information Officer	Lisa Thompson	PIO Review Completed
06/05/2017 2:05 PM		
City Manager John Whitson	City Manager Review Completed	06/05/2017
2:03 PM		
City Council Jennifer Evans	Meeting Completed	06/12/2017
6:00 PM		

Meeting History

06/12/17	City Council	MOVED FORWARD	Next: 06/26/17
Mashell Daniel briefed this item.			
06/26/17	City Council	MOVED FORWARD	Next: 07/10/17
There were no public comments made at this hearing.			
07/10/17	City Council	MOVED FORWARD	Next: 07/24/17

PUBLISH

ORDINANCE NO. 2017 - 069

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING SECTION 105-4 OF THE LAND DEVELOPMENT CODE OF THE CITY OF TEXARKANA, TEXAS, TO REMOVE SURETY BOND REQUIREMENTS; PROVIDING FOR PUBLICATION; PROVIDING FOR A REPEALER CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in the Code of Ordinances of the City of Texarkana, Texas, Section 105-4 of the Land Development Code requires both proof of insurance coverage and surety bonding requirements for general contractors; and

WHEREAS, after receiving inquiries from general contractors questioning the need for both insurance coverage and surety bonding, City staff reviewed the inquiries and submits that the public interest would be served by requiring only the general liability insurance; and

WHEREAS, City staff recommends revisions to Section 105-4 of the Land Development Code to remove surety bond requirements contained in current subsections (a) and (b), with corresponding textual revisions made to the remaining subsections to reflect removal of the surety bond requirements; and

WHEREAS, the City Council finds and determines that such revisions as set forth below are in the best interest of citizens and the City's future growth and safety.

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

SECTION 1: Section 105-4 of the Land Development Code of the City of Texarkana, Texas, is hereby amended as follows: the caption "Contractors bonding and insurance requirements", is amended to read "Contractor's Insurance Requirements"; current sub-sections (a) and (b) are deleted in their entirety; and remaining sub-sections (c), (d), and (e) are relabeled as sub-sections (a), (b), and (c), and amended to read as follows:

Sec. 105-4. – Contractor's insurance requirements.

- (a) All persons, partnerships, or corporations, before engaging in the business of roofing and siding, shall obtain and have in full force and effect a policy of general liability insurance with limits of at least \$300,000.00 per occurrence, written by a company authorized to do business in the state, insuring against claims or actions for bodily injuries and property damage occurring or claiming to have occurred upon or growing out of the roofing or siding business. A certificate of insurance meeting or exceeding these limits must be on file in the inspection department office prior to the issuance of any permit. The insurance coverage shall include a provision that in the event such

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coverage is cancelled or reduced, the insurance carrier shall notify the inspection department at least ten days prior to such cancellation or reduction in coverage.

- (b) All persons, partnerships, or corporations, before engaging in the business of building construction and/or remodeling, shall obtain and have in full force and effect a policy of general liability insurance with limits of at least \$500,000.00 per occurrence, written by a company authorized to do business in the state, insuring against claims or actions for bodily injuries and property damage occurring or claiming to have occurred or growing out of the building construction and/or remodeling business. A certificate of insurance meeting or exceeding these limits must be on file in the inspection department office prior to the issuance of any permit. The insurance coverage shall include a provision that in the event such coverage is cancelled or reduced, the insurance carrier shall notify the inspection department at least ten days prior to such cancellation or reduction in coverage.

- (c) All contractors must supply proof of worker's compensation insurance or self-insurance.

SECTION 2: All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 3: The City Secretary shall give notice of the passage of this ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

SECTION 4: In case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair or invalidate the remainder of this Ordinance.

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

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: D

Update Date: 7/19/2017 2:14 PM

Briefing Sheet

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

Briefing: 7/24/2017 **Public Hearing:** 6/12/2017 **Second Briefing:** June 26, 2017 **Council Vote:** 7/24/2017

Item Schedule

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

Updates/History of Briefing:

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

Executive Summary and Background Information:

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

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

The site plan consists of the following:

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

City of Texarkana, Texas

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

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

Potential Options:

None

Fiscal Implications:

None

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

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

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

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

Written Protest:

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

Staff Recommendation:

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

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

Additional Procedural History

In 2015, at the request of the owner, this property was rezoned from Planned Development-Office to Planned Development-General Retail for a contemplated use of a proposed restaurant for Flour Child Fine Foods Market.

City of Texarkana, Texas

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

Attachments:

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

Attachments

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

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	05/12/2017 4:16 PM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	05/15/2017 8:46 AM	
Public Information Officer	Lisa Thompson	PIO Review Completed
05/15/2017 8:56 AM		

City of Texarkana, Texas

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

Meeting History

05/22/17 City Council MOVED FORWARD Next: 06/12/17
David Orr briefed this item. Bryan Callaway made additional comments and answered questions for council.

06/12/17 City Council MOVED FORWARD Next: 06/26/17
Doug Barnette, Jay Barnette, Kimberly Smith McMurry, and Fredye Alford each addressed council stating reasons why they are opposed to the adoption of this ordinance. Chad Raney, of Keller Williams Realty, addressed council relating his knowledge of past businesses that were conducted at 3603 Texas Boulevard.

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

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

06/26/17 City Council MOVED FORWARD Next: 07/10/17
David Orr said staff added information to the council packet as a result of questions raised at the public hearing on June 12th. Staff just received information, from MTG Engineers & Surveyors regarding Texas Boulevard Site Design, that will be included in the next meeting agenda packet.

07/10/17 City Council POSTPONED (VOTE) Next: 07/24/17
(6:57 p.m.)

Amendment to
PD-15-5(GR)

ORDINANCE NO. 2017-056

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

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

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

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

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

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

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

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

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

change and extending 200 feet from that area; and

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

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

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

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

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

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

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

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

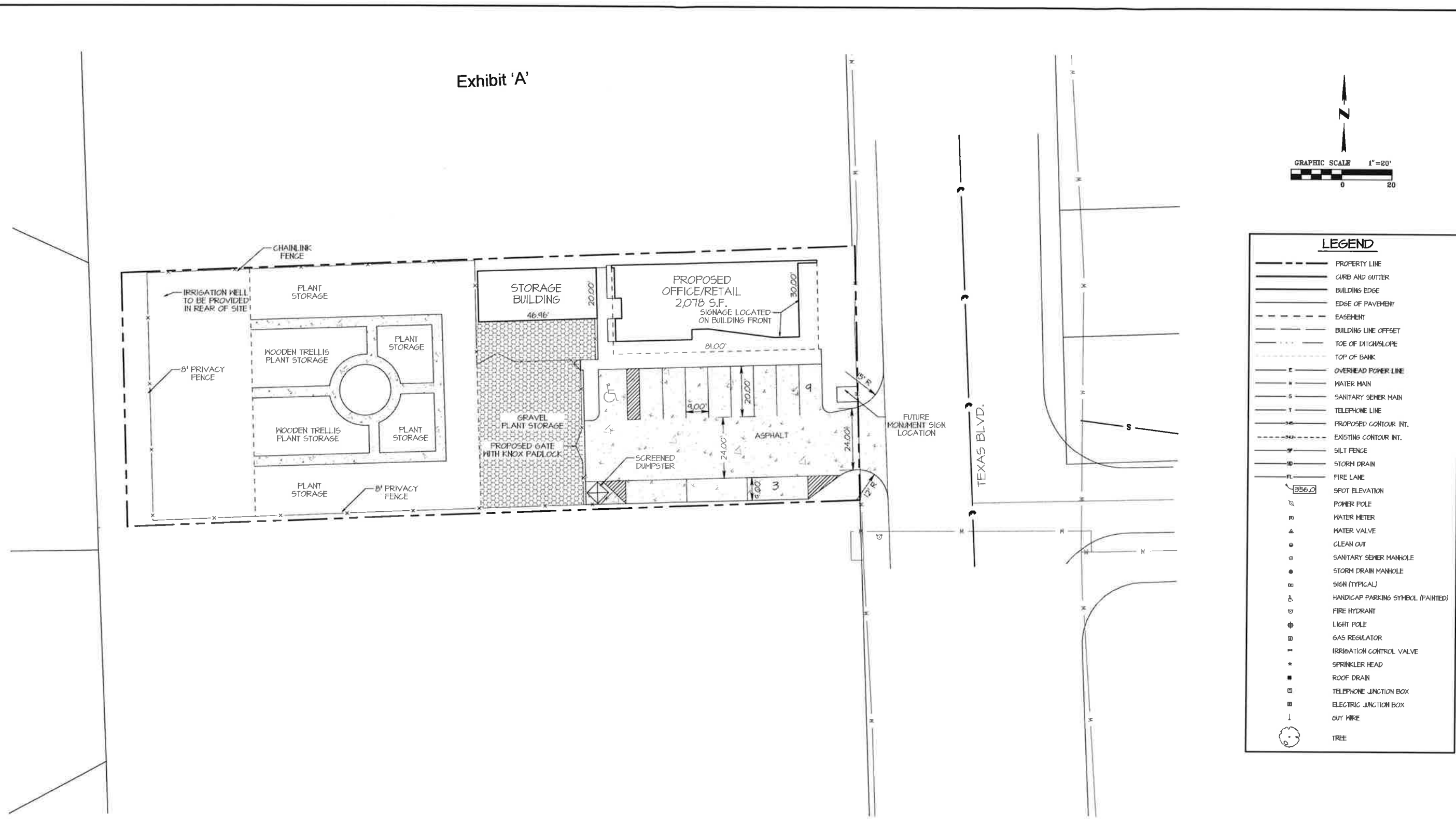
PASSED AND APPROVED in Regular Council Session on this the **10th day of July, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

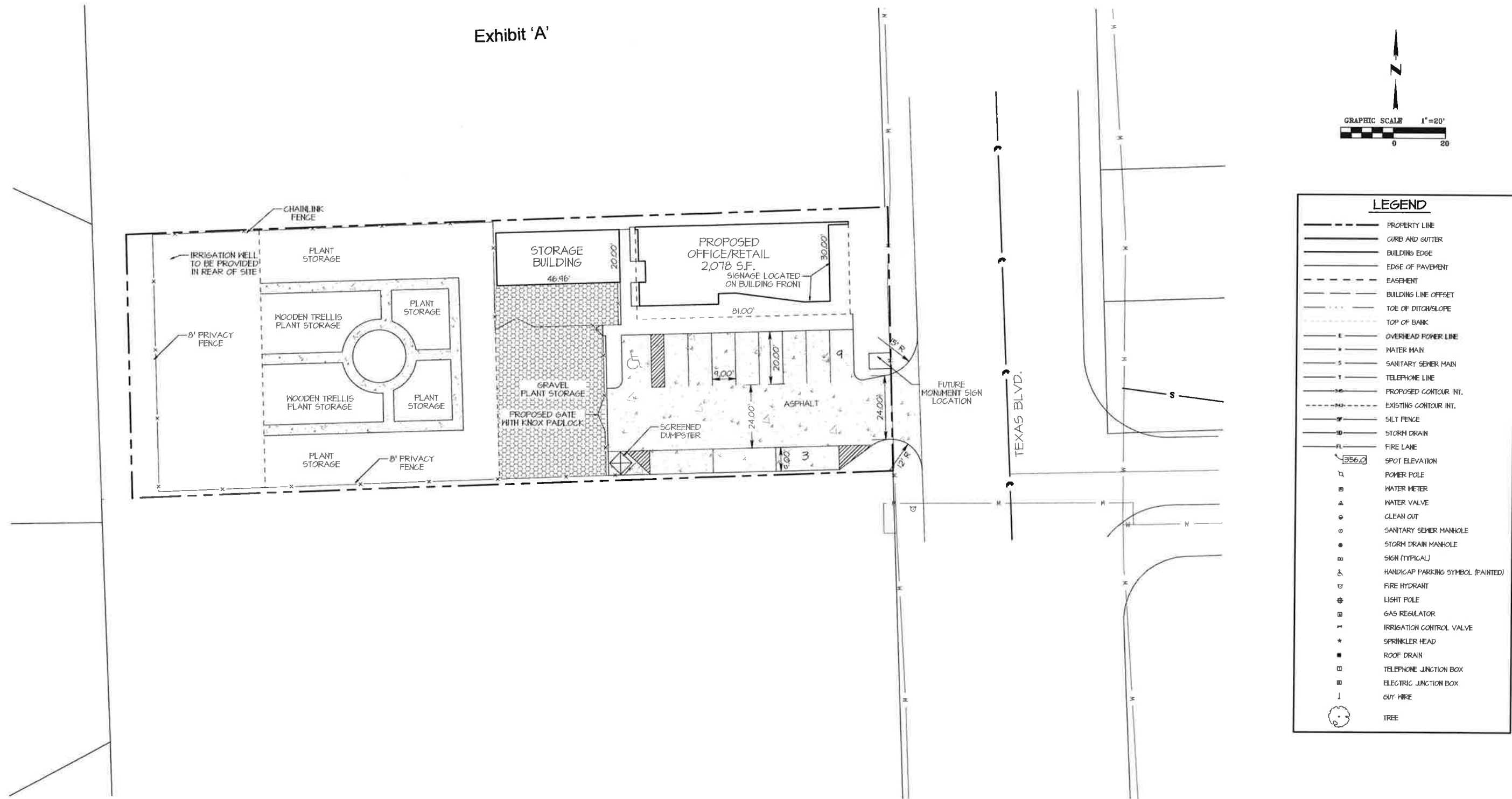
BOB BRUGGEMAN, MAYOR

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



2017-056

Exhibit 'A'

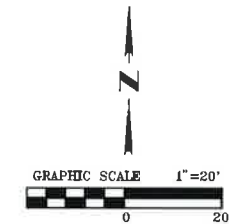


SITE LAYOUT

BRYAN CALLOWAY
TEXAS BLVD SITE



Packet Pg. 61



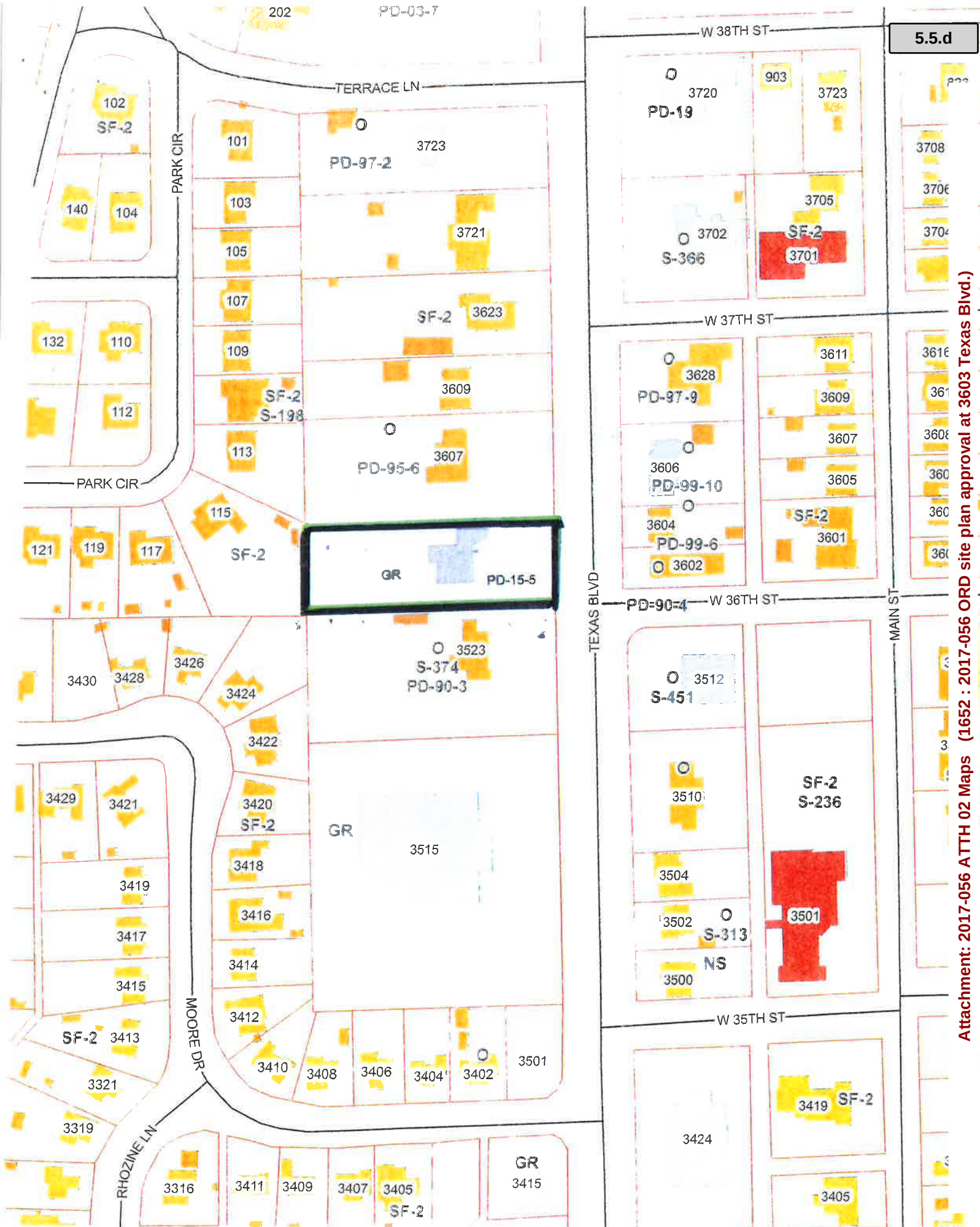
LEGEND	
	PROPERTY LINE
	CURB AND GUTTER
	BUILDING EDGE
	EDGE OF PAVEMENT
	EASEMENT
	BUILDING LINE OFFSET
	TOE OF DITCH/SLOPE
	TOP OF BANK
	OVERHEAD POWER LINE
	WATER MAIN
	SANITARY SEWER MAIN
	TELEPHONE LINE
	PROPOSED CONTOUR INT.
	EXISTING CONTOUR INT.
	SILT FENCE
	STORM DRAIN
	FIRE LANE
	SPOT ELEVATION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

SITE LAYOUT

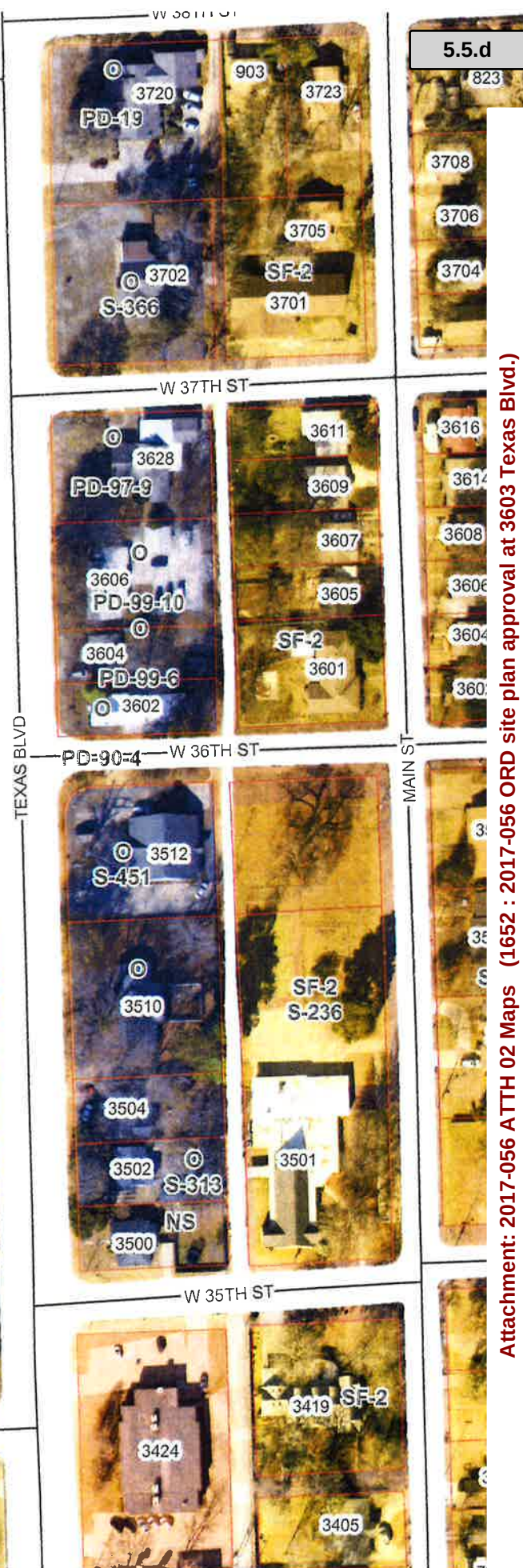
BRYAN CALLOWAY
TEXAS BLVD SITE



Packet Pg. 62



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



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



SOUTHWEST CORNER



NORTHWEST CORNER

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

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

3.2

SCHEMATIC DESIGN
03/23/2017
PROJECT NO. 43517

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



SOUTHEAST CORNER

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD., TEXARKANA, TX 75503

3.1

SCHEMATIC DESIGN

03/23/2017

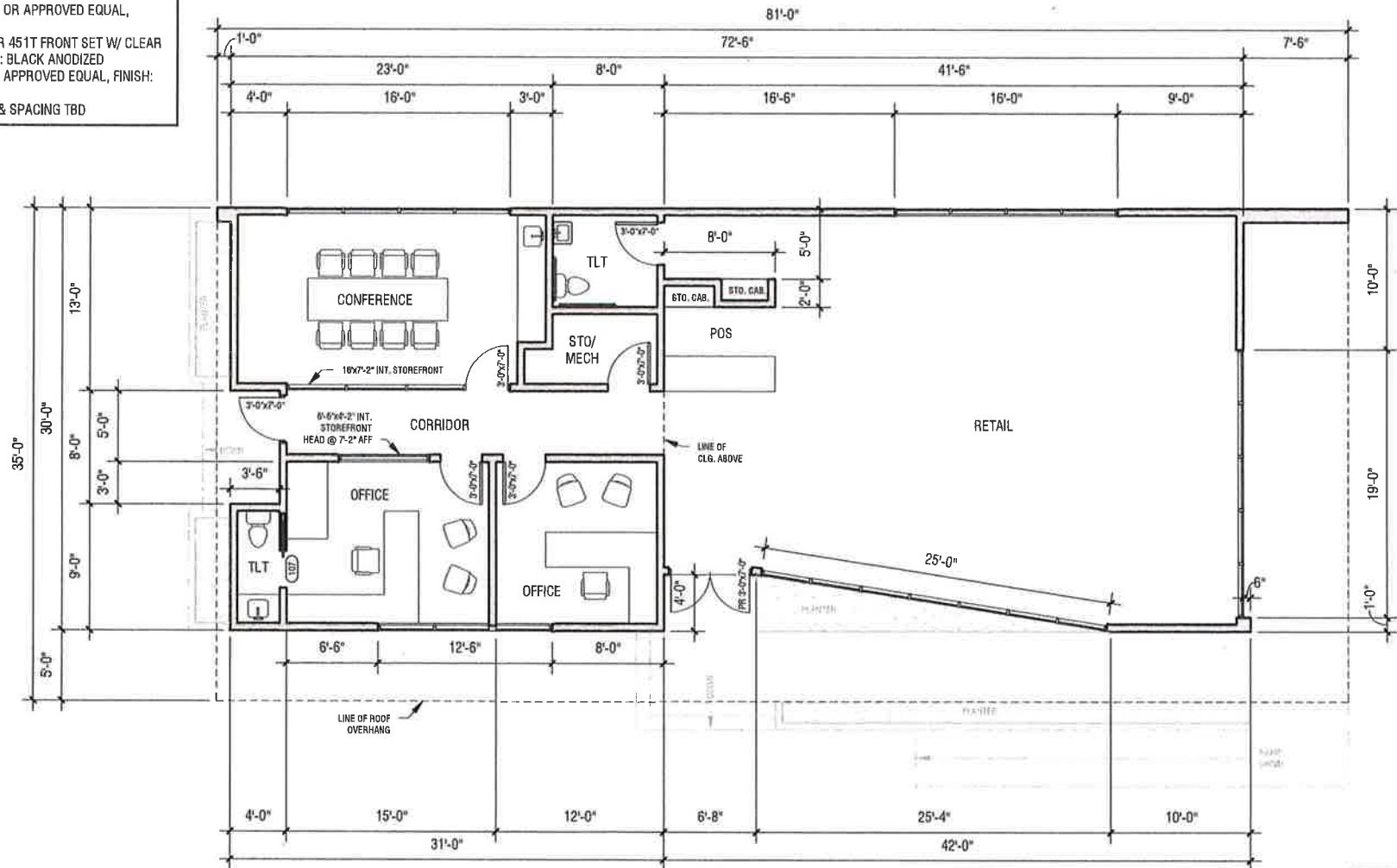
PROJECT NO. 43517

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

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

FLOOR PLAN NOTES

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



FLOOR PLAN

1/8" = 1'-0"

2071 SF



NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

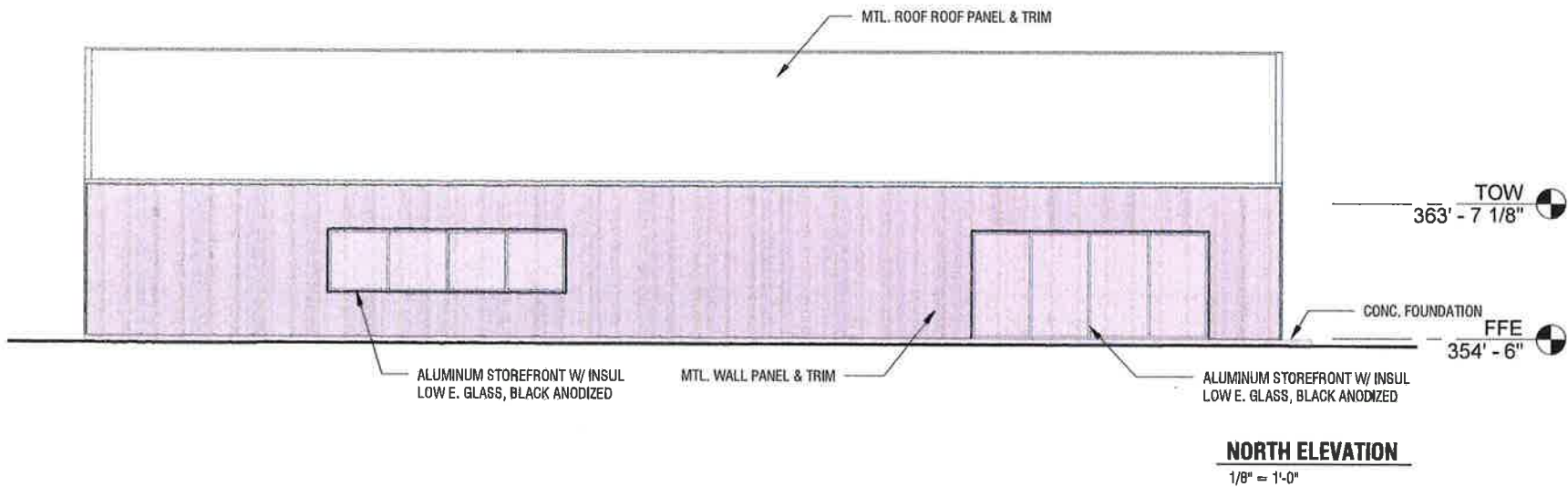
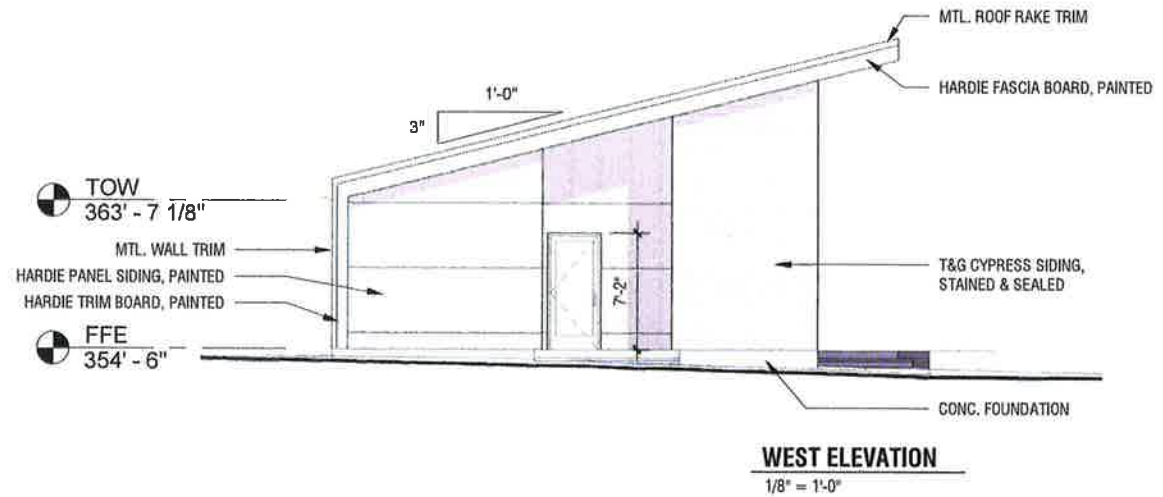
11

SCHEMATIC DESIGN

03/23/2017

PROJECT NO. 43517

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



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

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

22

SCHEMATIC DESIGN
03/23/2017
PROJECT NO. 43517

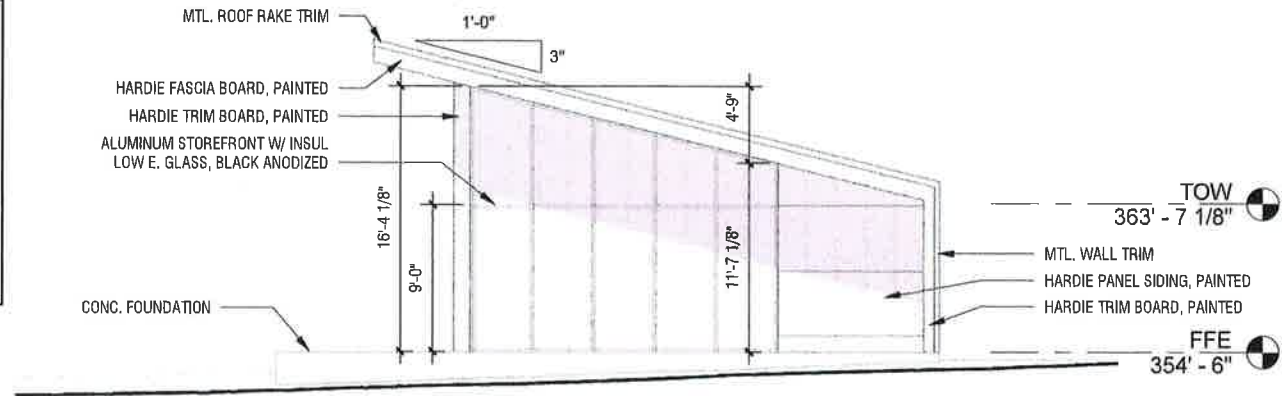
EXTERIOR MATERIAL NOTES

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

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

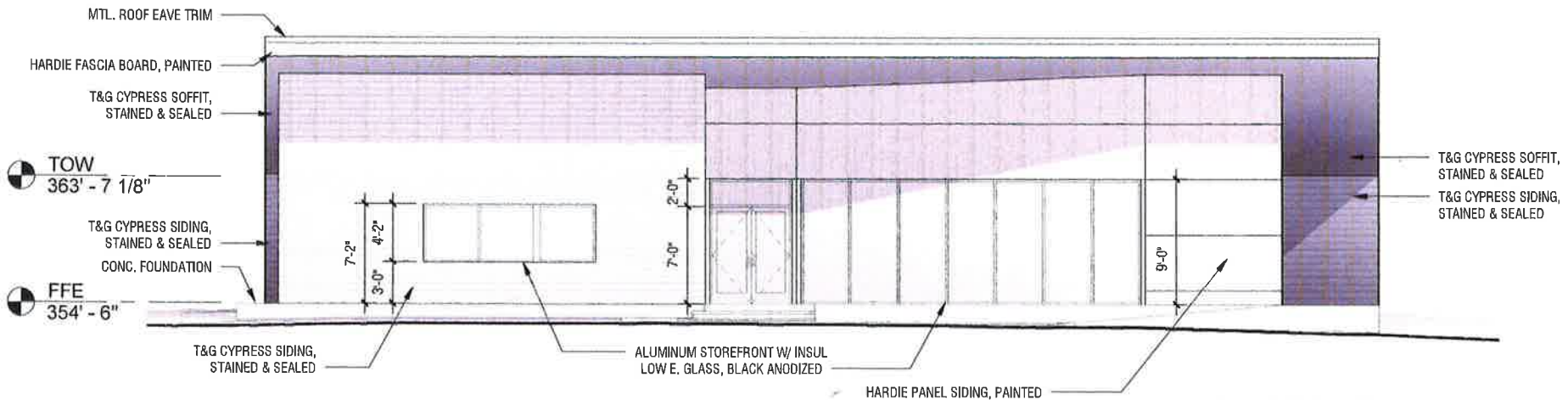
3. CEILING SIDING & SOFFIT MATERIAL TO BE TONGUE & GROOVE 1x6 SOLID WOOD OR APPROVED EQUAL, STAINED & SEALED FINISH (PROVIDE DRIP EDGES & FLASHING WHERE REQUIRED)

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



EAST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

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

NEW OFFICE + RETAIL SPACE FOR:

STUDIO 230

3603 TEXAS BLVD. | TEXARKANA, TX 75503

2.1

SCHEMATIC DESIGN

03/23/2017

PROJECT NO. 43517

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

Dec 1.28.17 HLB

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BOWIE

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

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

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

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

NAME

ADDRESS

TELEPHONE NUMBER

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

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

LEONEL MENDOZA 3422 Moore Drive 903 277 1044

Kimberly Smith McHenry 115 Park Circle 430-200-8612

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

Jay Barnett 3523 Texas Blvd. 903-826-5026

Janod Barnett 3523 Texas Blvd 903-826-2112

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BOWIE

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

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

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

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

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

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

Sylvia Adams

3623 Texas Blvd

903-792-1525

Debra J. Ward

3901 Texas Blvd

903-277-8972

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

TEX-Burk, Debbie

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

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

Sent from my iPhone

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



City of Texarkana, Texas

Briefing Sheet

Version: C

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

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

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

Item Schedule

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

Updates/History of Briefing:

Executive Summary and Background Information:

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

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

The Comprehensive Plan has designated this as a Retail area.

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

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

Potential Options:

None

Fiscal Implications:

None

Staff Recommendation:

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

Advisory Board/Committee Review:

City of Texarkana, Texas

Planning and Zoning Commission

Board/Committee Recommendation:

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

Advisory Board/Committee Meeting Date and Minutes:

June 1, 2015

Attachments

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

Staff Coordination

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

Meeting History

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

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

ORDINANCE NO. 2015- 064

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

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

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

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

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

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

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

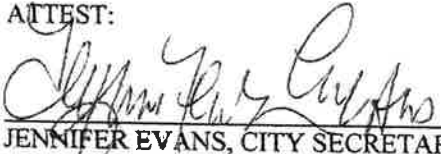
SECTION 2: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

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

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

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

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

7:49 p.m.

SUMMARY SHEET

Requested Zoning: PD-GR

Proposed Use: Restaurant

Present Use: Vacant lot

Location/Address: 3603 Texas Boulevard

Comprehensive Plan Designation: Retail area

Owner-applicant: Kyle Barrett Agent: Chad Raney

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

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

CASE NO: Z-15-9

Present Zoning: PD-O

To P&Z: June 1, 2015

To C.C.: July 13, 2015

STAFF COMMENTARY

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

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

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

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

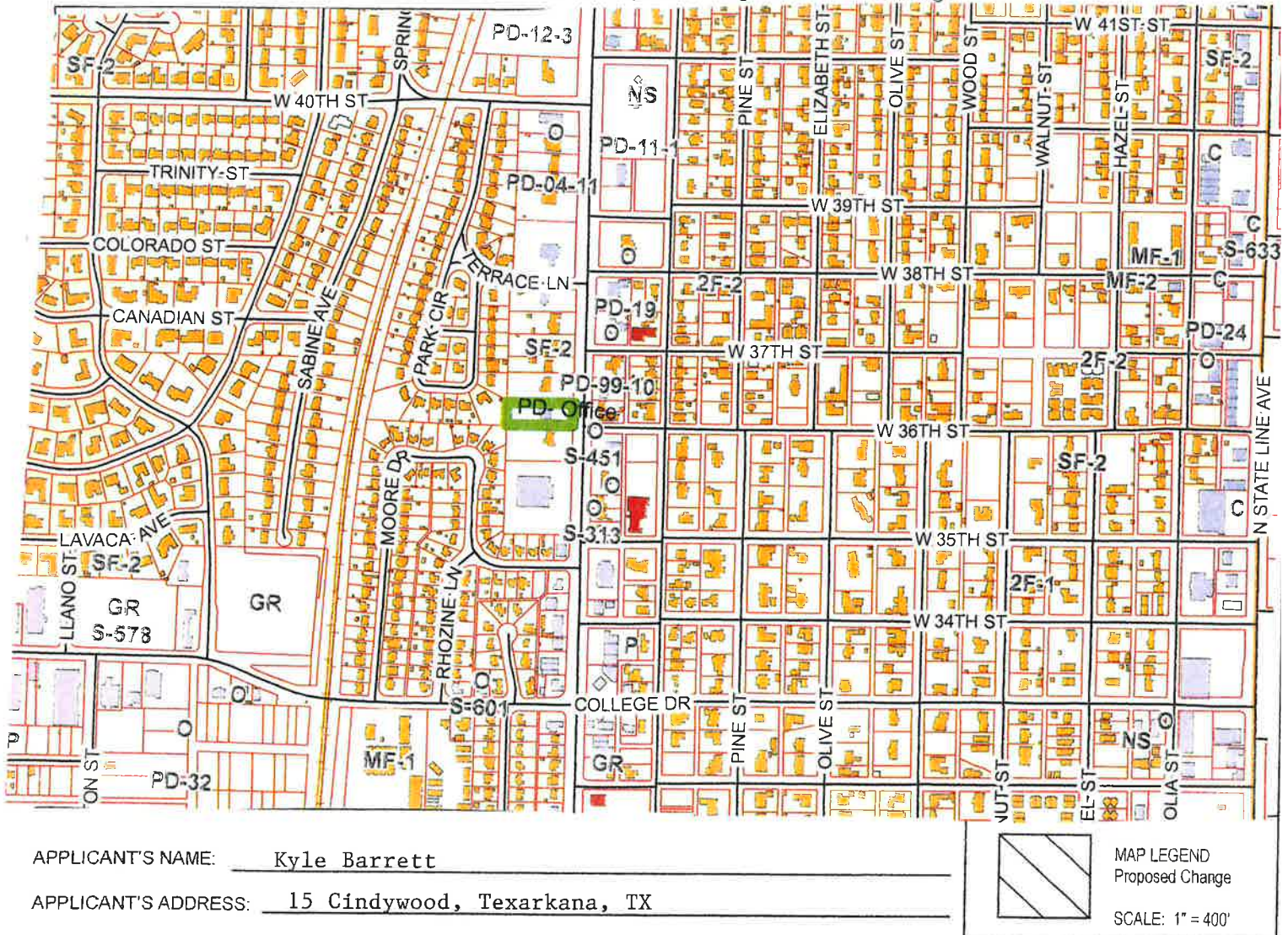
All notification and application requirements have been met to consider this request.

NOTICE OF PUBLIC HEARINGS

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

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

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



APPLICANT'S NAME: Kyle Barrett

APPLICANT'S ADDRESS: 15 Cindywood, Texarkana, TX

LOCATION OF REZONING: 3603 Texas Boulevard, Texarkana, TX

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

FROM: Planned Development-Office

TO: Planned Development-General Retail

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

CASE NUMBER: Z-15-9

DATE MAILED: May 21, 2015



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

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

5.5.j

Receipt No. 73056

Case 2159

Date 5-14-15

To: The Planning and Zoning Commission
City of Texarkana Texas

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

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

Location: 3603 Texas Boulevard

Present Zoning: PD Office District

Proposed Zoning: PD Neighborhood Service District GK

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

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

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

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

Attorney or Agent Signature

3307 Texas Blvd

Address

Texarkana, TX 75503

City, State, Zip

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

Home Phone & Cell Phone

Fax Number

Property Owner Signature

15 Cingular Dr

Address

Texarkana TX 75503

City, State, Zip

(C) 903-748-351

Home Phone & Cell Phone

Fax Number

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

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

BARRETT KYLE
3603 TEXAS BOULEVARD
TEXARKANA TX 75503

HOLT JAMES A
111 PARK CIRCLE
TEXARKANA TX 75501

SMITH KIMBERLY J
115 PARK CIR
TEXARKANA, TX 7550333201

BECCA PROPERTIES, LLC
2805 LONDON LN
TEXARKANA TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

ARNOLD DAVID SAXON TRUST
210 N STATE LINE
TEXARKANA TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

BIG OAK II
3606 TEXAS BLVD.
TEXARKANA TX 75503

FELLERS JUSTIN R
117 PARK DR
TEXARKANA TX 75503

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

GMM LAND PARTNERSHIP
3512 TEXAS BLVD
TEXARKANA TX 75503

OSTERMANN SETH
3609 TEXAS BLVD
TEXARKANA TX 75503

BARNETTE ASSOCIATES INC
2505 SUGARHILL RD
TEXARKANA AR 71854

GRANT TERRY
3607 TEXAS BLVD
TEXARKANA TX 755033251

ASIMOS HELEN
4044 SUMMERHILL SQ
TEXARKANA TX 75503

WILLIAMS CALVIN & RITA
28 DOGWOOD LAKE DR
TEXARKANA TX 755031720

MENDOZA LEONEL & MONICA
3422 MOORE DR
TEXARKANA TX 75503

DORIS ADAMS
109 PARK CIRCLE
TEXARKANA, TX 75503

BAYLOR PROPERTY MANAGEMENT
513 LAS CRUCES
IRVING TX 75063

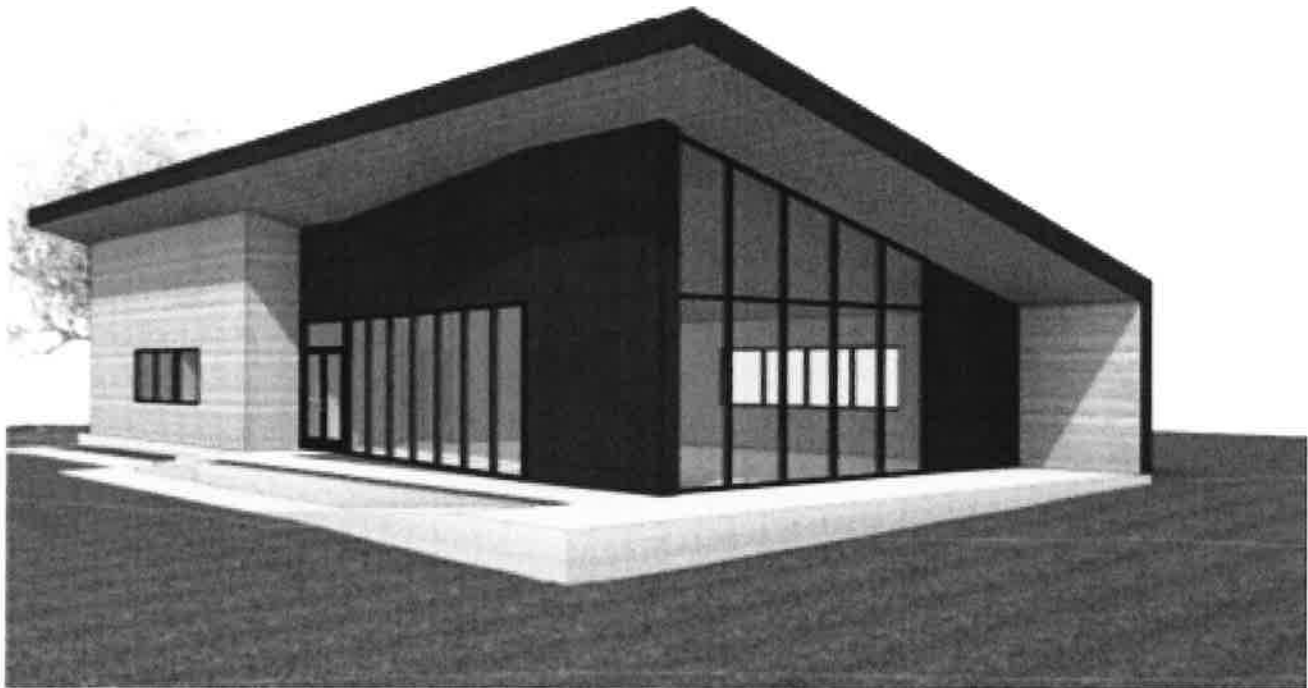
Share 692



Support Texas Boulevard Progress

495 Signatures

Goal: 500



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

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

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

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

Amanda Horton, owner of Flour Child Fine Foods

1 HIGHLIGHT

May 1

We are now live!

105 COMMENTS

Filter

Jane Carl United States, Texarkana
Jun 17, 2017

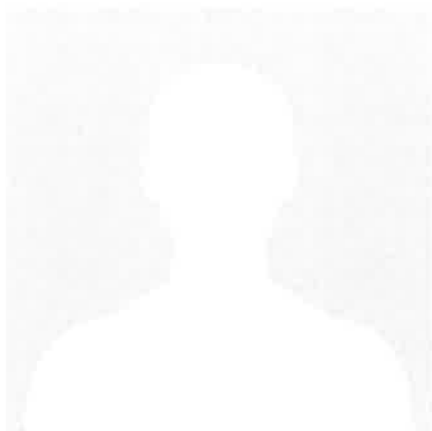
Jun 17, 2017
upvote reply show

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

Carolyn Fowler United States, Texarkana
Jun 16, 2017

Jun 16, 2017
upvote reply show

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



Karen Schmidt United States, Texarkana

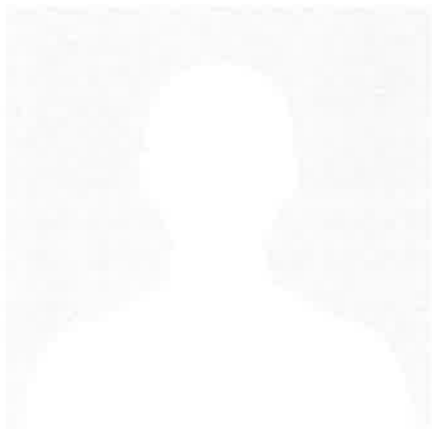
Jun 15, 2017



upvote reply show

Jun 15, 2017

kcs5978@me.com



Becky Blake United States, Texarkana

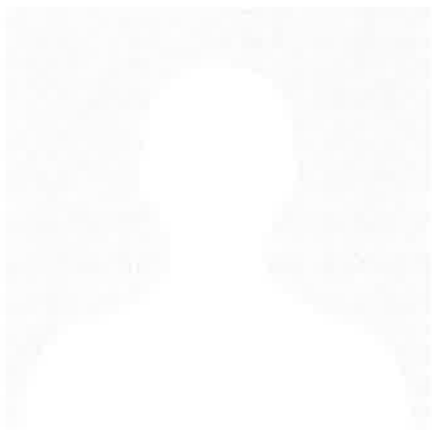
Jun 14, 2017



Jun 14, 2017

upvote reply show

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



Chad Raney United States, Texarkana

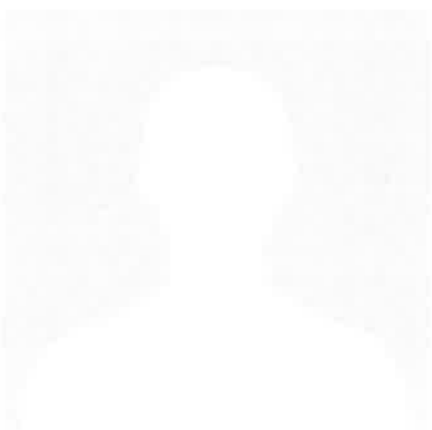
Jun 14, 2017



Jun 14, 2017

upvote reply show

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



Lois Patterson United States, Texarkana

Jun 13, 2017



Jun

upvote reply show 13,

2017

I support this petition

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

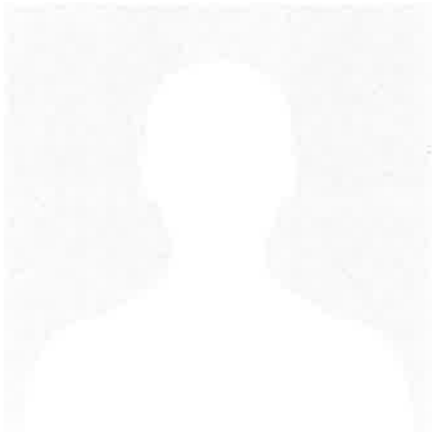


Amanda beck United States, Texarkana
Jun 13, 2017



upvote reply show
Jun 13, 2017

Amanda Beck

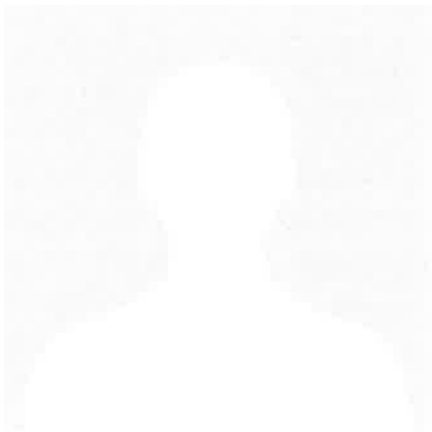


Kyle Barrett United States, Irving
Jun 13, 2017



upvote reply show
Jun 13, 2017

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

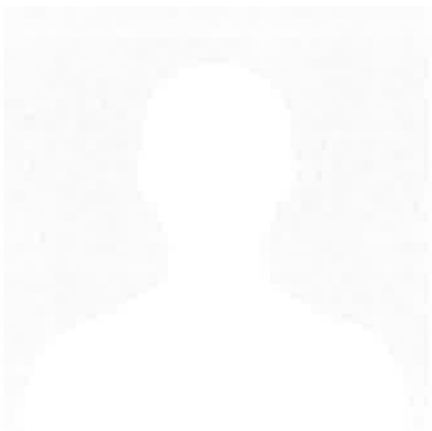


Kathleen Buchanan United States, Texarkana
Jun 13, 2017



upvote reply show
Jun 13, 2017

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



Lawanda Bridges United States, Texarkana
Jun 13, 2017



upvote reply show
Jun 13, 2017

Neat Idea!

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

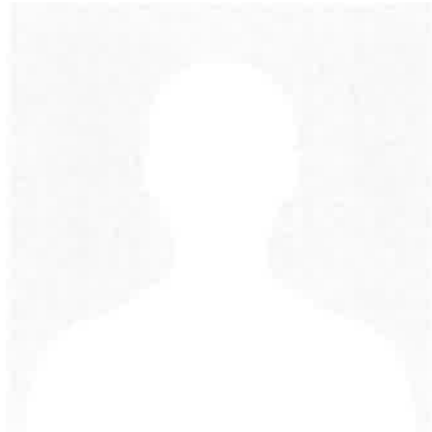


Sherry mcwilliams United States, Texarkana
Jun 13, 2017



upvote reply show
Jun 13, 2017

Great idea, yes

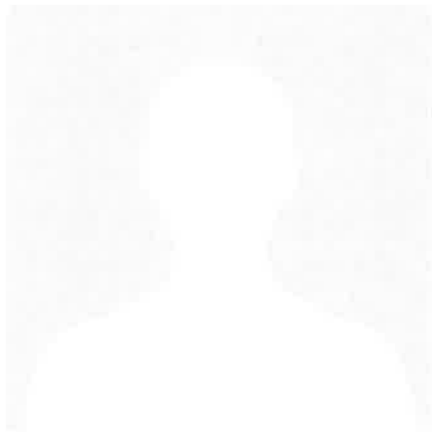


Ashley Ferguson United States, Bryan
Jun 13, 2017



upvote reply show
Jun 13, 2017

Yes



Michelle couch United States
Jun 13, 2017



upvote reply show
Jun 13, 2017

Love the concept.



Luke Holley United States
Jun 13, 2017



upvote reply show Jun 13, 2017

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

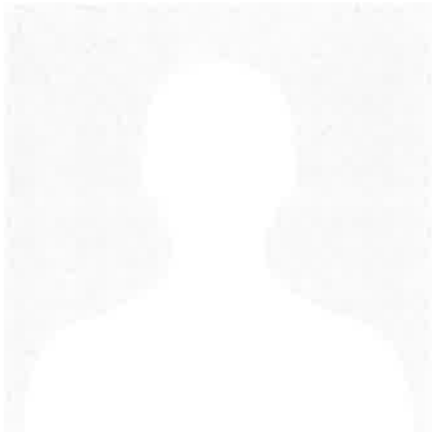
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Scott taylor United States, Little Rock
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Sounds great why would someone oppose this



Christal Prince United States, Dallas
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Would love to see Texas Blvd with more unique businesses.



Jeff loving United States, Boise
Jun 12, 2017

upvote  Jun 12, 2017
reply show

Let's do it



Andrew Curry United States
Jun 12, 2017

upvote  Jun 12, 2017
reply show

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

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



Amber Billingsley United States, Ranger

Jun 12, 2017



Jun 12, 2017

upvote reply show

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



Paige Mims United States

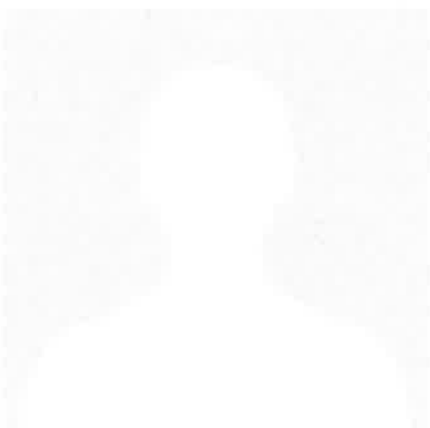
Jun 12, 2017



Jun 12, 2017

upvote reply show

Love this business and it's owner!!



Regulo Olvera United States, Texarkana

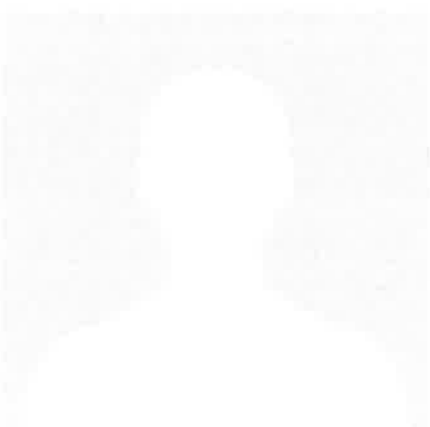
Jun 12, 2017



Jun 12, 2017

upvote reply show

This would be great for our community!



Anonymous

Jun 12, 2017



Jun 12, 2017

upvote reply show

I believe Texarkana is in desperate need of new businesses.

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



Amber Stewart United States
Jun 12, 2017

upvote reply show Jun 12, 2017

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



Jon Sheppard United States, Texarkana
Jun 12, 2017

upvote reply show Jun 12, 2017

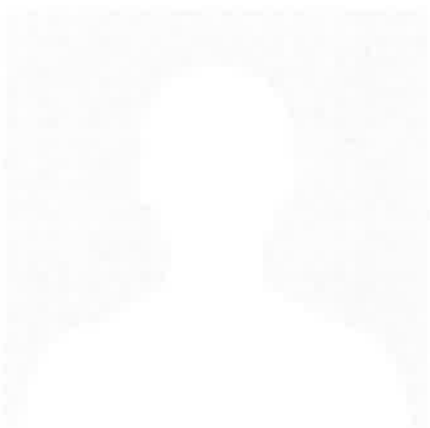
I 100% support this business venture and welcome Studio 230 to Texas Blvd.



Jane Bruner United States, Boise
Jun 12, 2017

upvote reply show Jun 12, 2017

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



Heather Thompson United States, Texarkana
Jun 12, 2017

upvote reply show Jun 12, 2017

Sounds good

Chloe' Mims United States, Carrollton
Jun 12, 2017

upvote reply show Jun 12, 2017

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

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

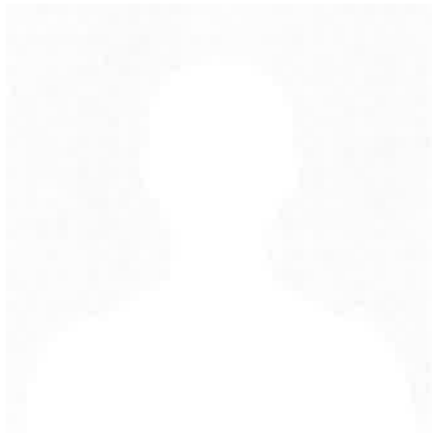


Courtney Williams United States, Texarkana

Jun 12, 2017

upvote reply show Jun 12, 2017

This will be beautiful!!!

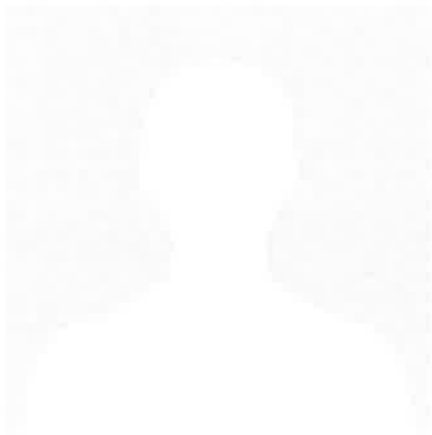


Monica Robertson United States, Dallas

Jun 12, 2017

upvote reply show Jun 12, 2017

Sounds wonderful!



Pollyann Garriss Powers United States, Dallas

Jun 10, 2017

upvote reply show Jun 10, 2017

We always need new businesses in Texarkana.



Brenda Rochelle United States, Texarkana

May 21, 2017

May 21, 2017

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



upvote

reply

show

Sounds like it will be beautiful!



Jennifer Nason United States, Little Rock
May 14, 2017



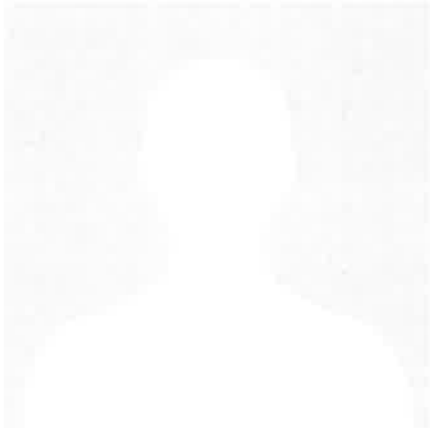
May 14, 2017

upvote

reply

show

This would be awesome. Full support!



Daniel Collier United States, The Colony
May 10, 2017



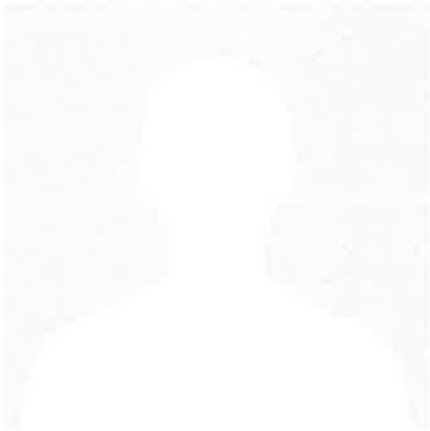
May 10, 2017

upvote

reply

show

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



mike jones United States
May 05, 2017



May 05, 2017

upvote

reply

show

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

Tina Syphers United States, Texarkana
May 05, 2017



May 05, 2017

upvote

reply

show

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

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



Melinda Henry United States, Texarkana

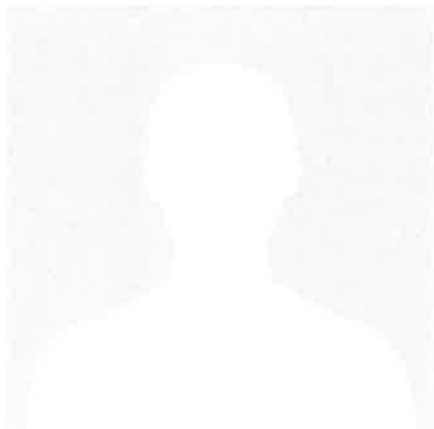
May 05, 2017



upvote reply show

May 05, 2017

This looks awesome!



Darren Anderson United States, Texarkana

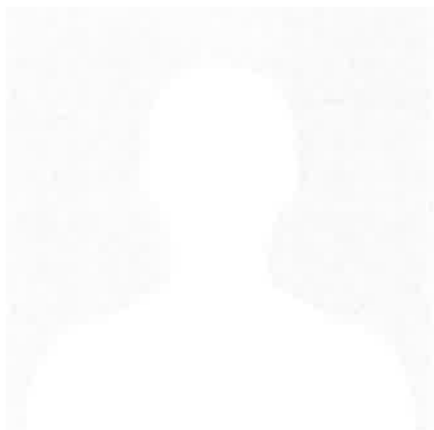
May 03, 2017



May 03, 2017

upvote reply show

Texas blvd could benefit by such a business



Anonymous

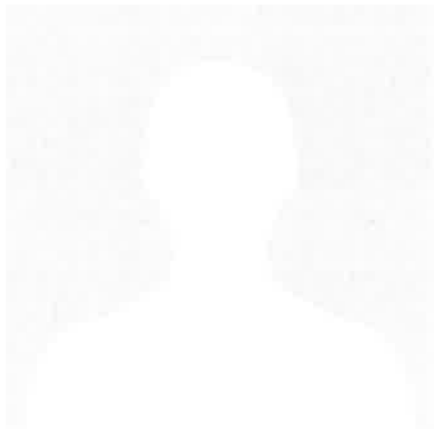
May 03, 2017



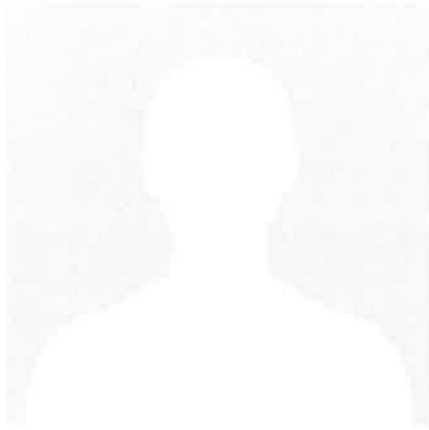
May 03, 2017

upvote reply show

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



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



Irene Stanfill United States, Texarkana
May 03, 2017

upvote  reply show May 03, 2017

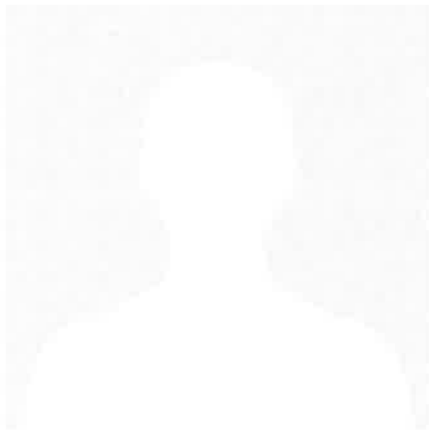
A welcome addition for sure!!!



Theresa Wardlaw United States, Texarkana
May 03, 2017

upvote  reply show May 03, 2017

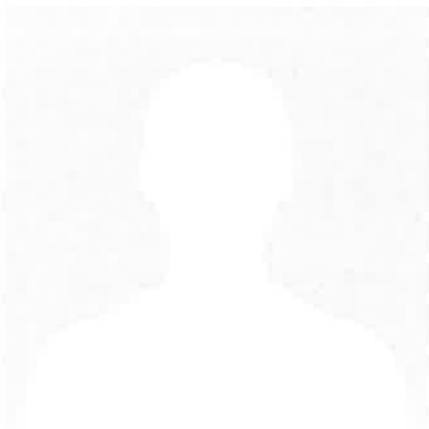
Always rebuild our history!



Judy Philyaw United States, Texarkana
May 02, 2017

upvote  reply show May 02, 2017

love to have you here, we need this Business

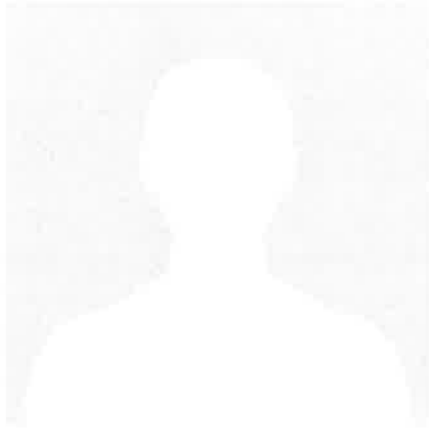


Jet Richardson United States, Texarkana
May 02, 2017

upvote  reply show May 02, 2017

Make it happen

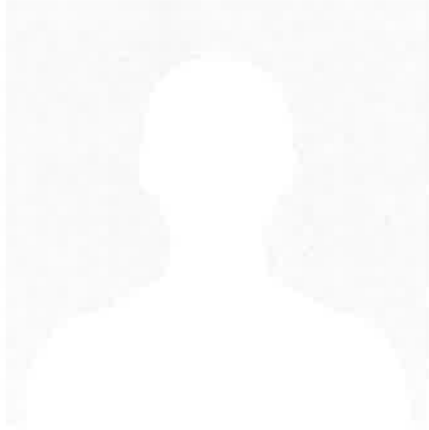
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



Cyenthia Page United States, Texarkana
May 02, 2017

1 May 02, 2017
upvote reply show

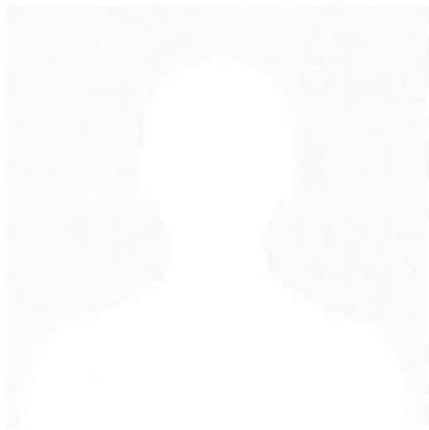
I own property on Texas Blvd across from Flour Child. This type of investment on our lovely street is what we need to add culture, business growth, and more importantly beauty to on of the only beautiful commercial streets left.



Patricia Gunter United States, Dallas
May 02, 2017

upvote reply show
May 02, 2017

Yay!!



Virginia Ann Prazak United States, Texarkana
May 02, 2017

May 02, 2017
upvote reply show

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



Katlyn woods United States, Dallas
May 02, 2017

May 02, 2017
upvote reply show

We need more things like this in Texarkana!

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

Judy Thompson United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

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

Lindsey Oliver United States

May 02, 2017



upvote reply show

May 02, 2017

this would be great!

Stephanie WYLY United States, Texarkana

May 02, 2017



May

upvote reply show 02,

2017

This should go forward!

Vicki Tarter United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

Please allow this to move forward!

Jana Hicks United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

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

Jana Hicks

Sandra Plunkett United States, Texarkana

May 02, 2017



May 02, 2017

upvote reply show

All of Texarkana should be beautiful.

Travis ONeill United States, Irving

May 02, 2017



May 02, 2017

upvote reply show

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

Justin whitney United States, Russellville

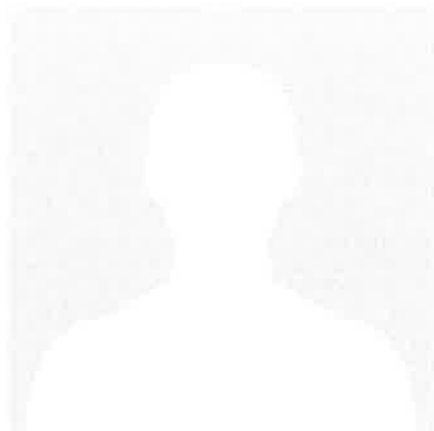
May 02, 2017



May 02, 2017

upvote reply show

This will be awesome for the area



Theresa Tarantino United States, Texarkana

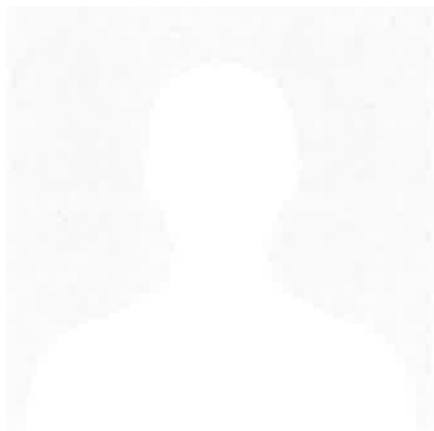
May 02, 2017



upvote reply show

May 02, 2017

Go for it!!!



Jana Adcock United States, Mesquite

May 02, 2017



May 02, 2017

upvote reply show

I would love to see this business on Texas Blvd!



David Turner United States, Dallas

May 02, 2017



May 02, 2017

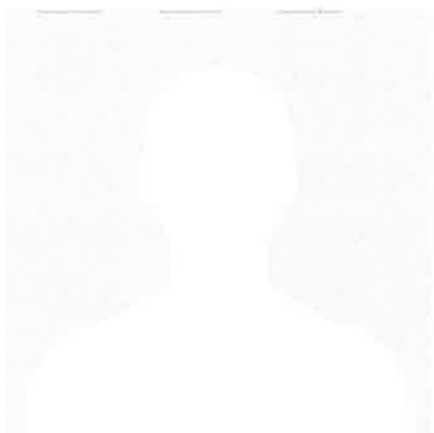
495 signatures

Goal: 500

upvote reply show

0 Shares

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



Michelle United States

May 02, 2017



May 02, 2017

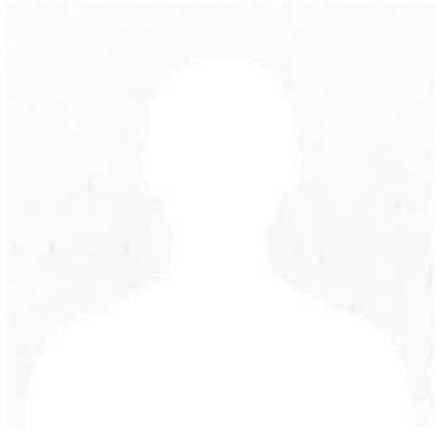
upvote reply show

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

Mike Tidwell United States, Texarkana

May 02, 2017

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



↩

May 02, 2017

upvote reply show

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



Melanie Easley United States, Texarkana

May 02, 2017

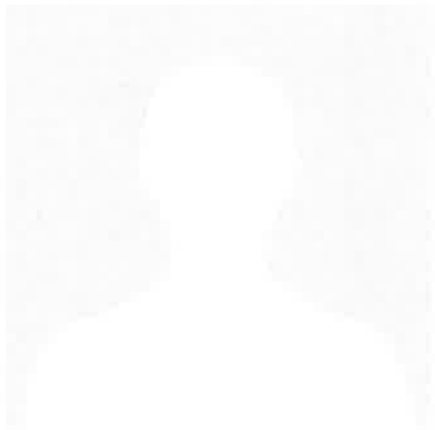
↩

May 02, 2017

upvote reply show

Texas Blvd needs a make over!

SIGN PETITION



KAREN LANSDELL United States, Texarkana

May 02, 2017

↩

May 02, 2017

upvote reply show

AWESOME!



Fabienne Thrash United States

May 02, 2017

↩

May 02, 2017

upvote reply show

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

Anonymous

May 01, 2017

↩

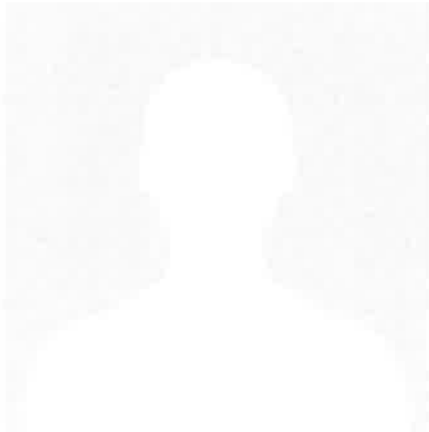
May 01, 2017

upvote reply show

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



Sounds like a great addition to Texarkana and Texas Blvd.



Cindy Fletcher United States, Dallas

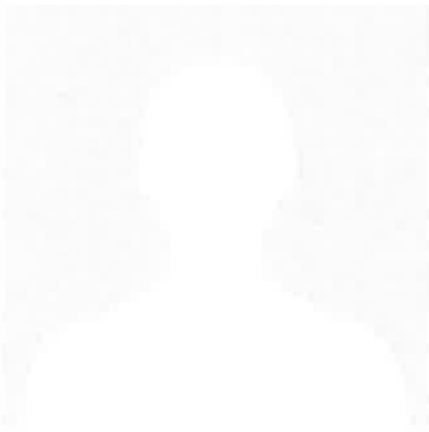
May 01, 2017



upvote reply show

May 01, 2017

Yes



Tony Asbille United States, Dallas

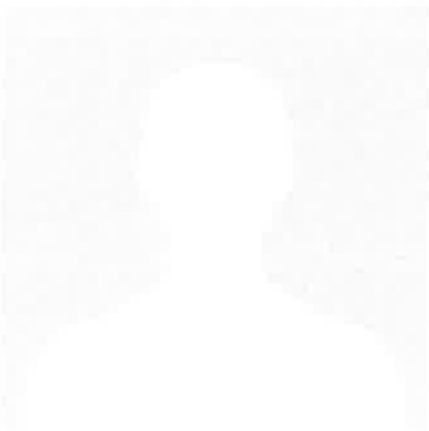
May 01, 2017



upvote reply show May 01, 2017

2017

I support the rezoning



John Rich United States, Dallas

May 01, 2017

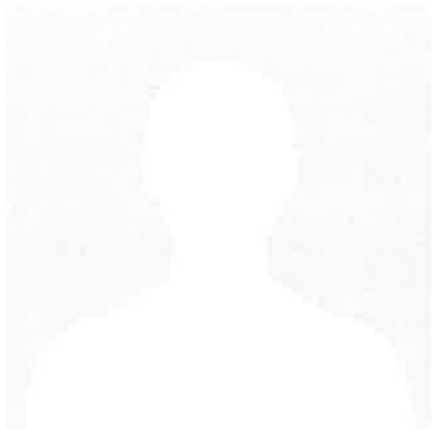


upvote reply show May 01, 2017

2017

We need this to happen

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



Rebecca Sanford RN United States, Texarkana

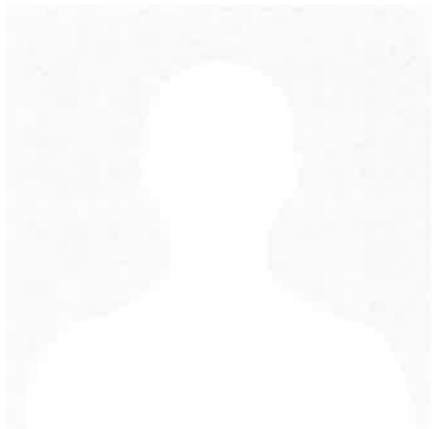
May 01, 2017



May 01, 2017

upvote reply show

I support this business opportunity for Texas Boulevard



Heather Beaty United States, Boise

May 01, 2017



May 01, 2017

upvote reply show

This would help Texarkana revival tremendously. Every business HELPS!



Kim Johnston United States, Texarkana

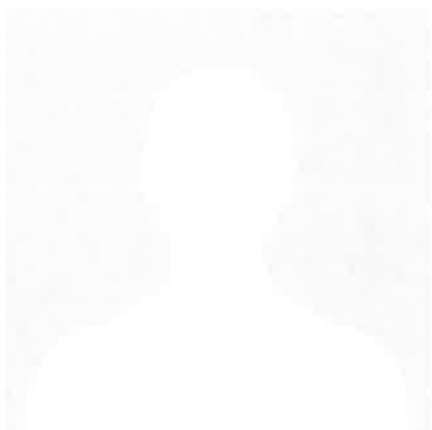
May 01, 2017



May 01, 2017

upvote reply show

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



Corie Woodman United States

May 01, 2017



May 01, 2017

upvote reply show

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

Ron Mills United States

May 01, 2017



May 01, 2017

upvote reply show

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



Love this part of town. Appreciate all your efforts!



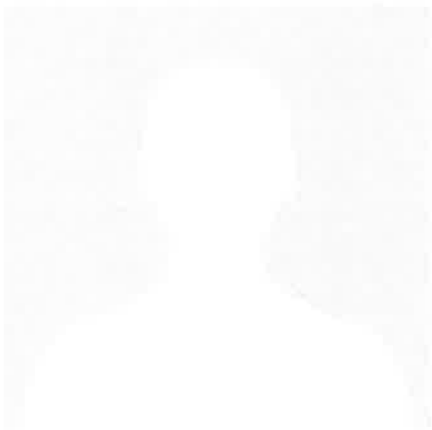
Anonymous
May 01, 2017

↩

May 01, 2017

upvote reply show

Anything is better than a payday loan building



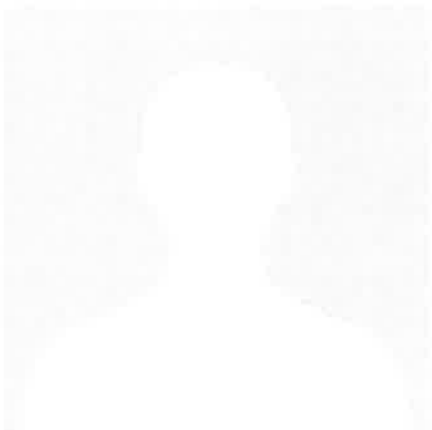
Ann Clowers United States, Birmingham
May 01, 2017

↩

May 01, 2017

upvote reply show

I am in favor of any enhancements to Texas Blvd.



Justin Bookout United States, Texarkana
May 01, 2017

↩

May 01, 2017

upvote reply show

Sounds like a great idea!

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

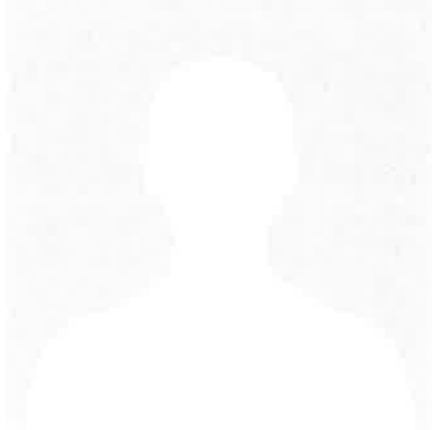


Elizabeth McClure United States, Texarkana
May 01, 2017



upvote reply show
May 01, 2017

So exciting!!



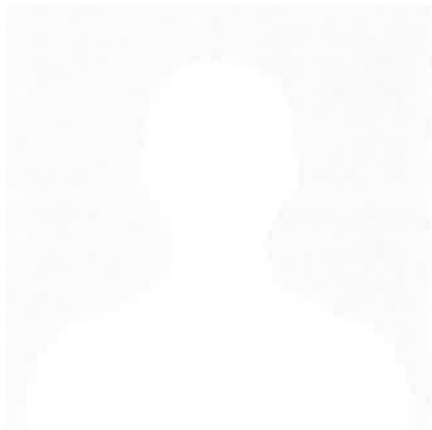
Jayme Culberson United States, Texarkana
May 01, 2017



May 01, 2017

upvote reply show

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



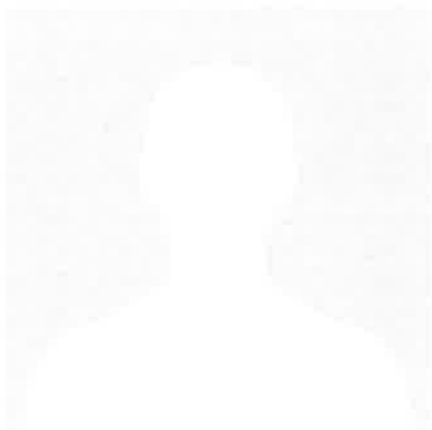
Jared Parker United States
May 01, 2017



May 01, 2017

upvote reply show

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



Tosha Jackson United States
May 01, 2017



May 01, 2017

upvote reply show

This would be beautiful and allows great opportunities

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



Rae Jarrell United States, Texarkana
May 01, 2017

↩

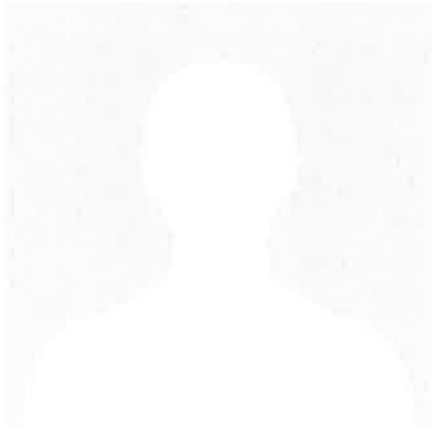
upvote

reply

show

May 01, 2017

Yes! We support this 100%.



Haylee mudford United States, Texarkana
May 01, 2017

↩

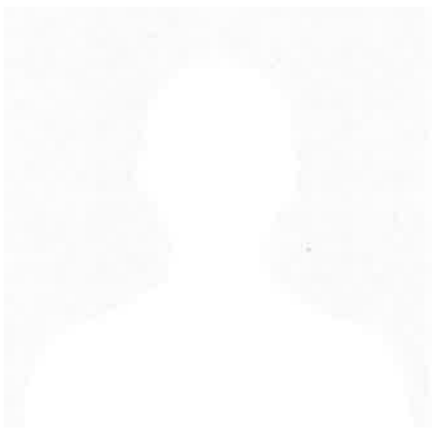
upvote

reply

show

May 01, 2017

Sounds great!



Caleb Pittman United States
May 01, 2017

↩

upvote

reply

show

May 01, 2017

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



Alana Foster United States, South Jordan
May 01, 2017

↩

upvote

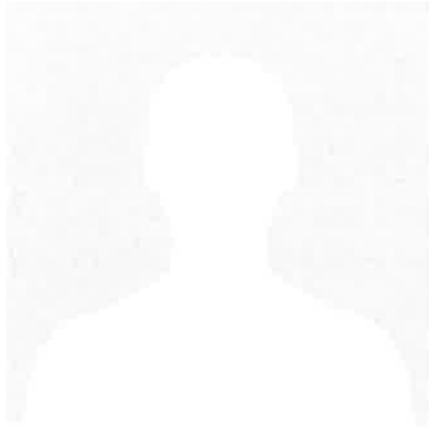
reply

show

May 01, 2017

This would be GREAT for Texarkana!

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



Jennifer Lockman United States, Plano

May 01, 2017



May 01, 2017

upvote reply show

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



Jon Raymond United States, Texarkana

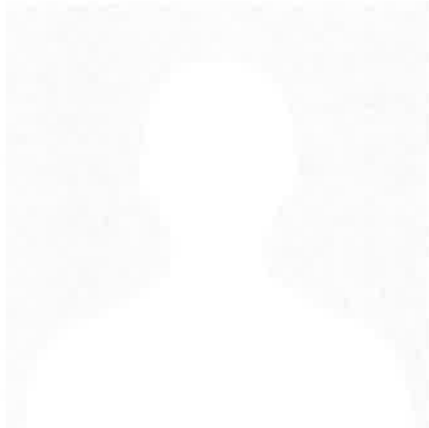
May 01, 2017



May 01,

upvote reply show 2017

Great Idea! 100% support



Mark James United States, Texarkana

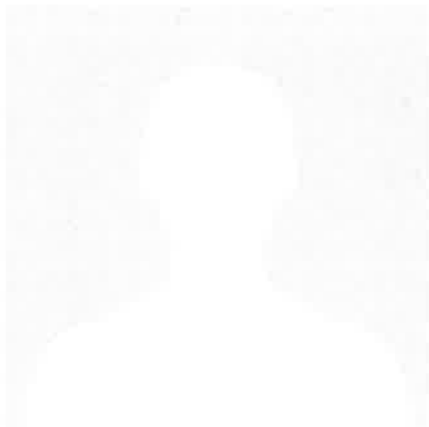
May 01, 2017



May 01, 2017

upvote reply show

This would be a great addition to Texas Blvd!



Alex White United States

May 01, 2017

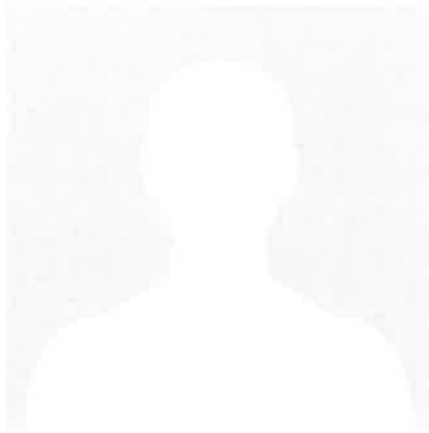


May 01, 2017

upvote reply show

All his work is done beautifully!

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



Courtney Hickey United States
May 01, 2017

May 01, 2017
upvote reply show

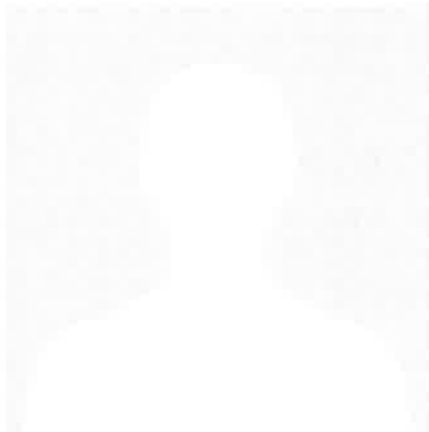
I live off of TX Blvd and would love to have this in my neighborhood!



Jane Bruner United States, Texarkana
May 01, 2017

May 01, 2017
upvote reply show

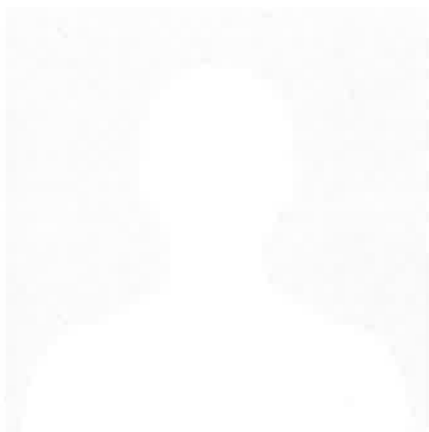
I would love to see this in my neighborhood!!!!



Jennifer Steele United States, Texarkana
May 01, 2017

May 01, 2017
upvote reply show

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



Jason Horton United States, Texarkana
May 01, 2017

May 01, 2017
upvote reply show

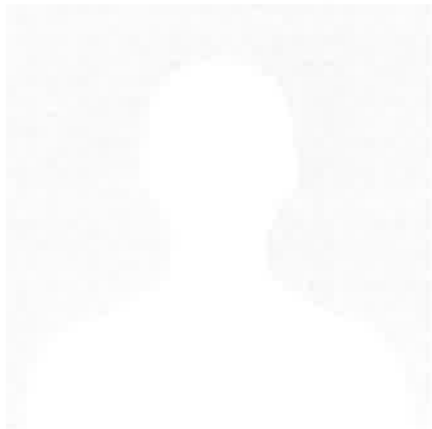
This business will be a welcome addition to Texas Boulevard.

Andy Woodman United States, Texarkana
May 01, 2017

May 01, 2017
upvote reply show



What a great idea!!!



Jordan Ewing-Schild United States, Dallas

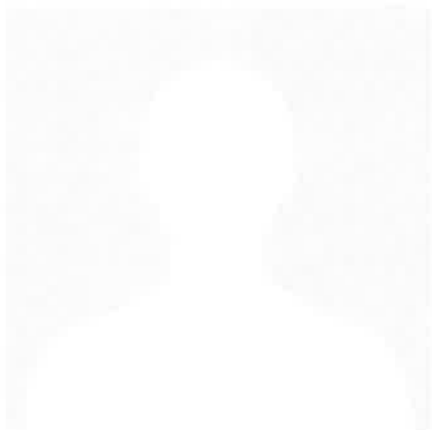
May 01, 2017



May 01, 2017

upvote reply show

I love this idea and fully support this venture.



Adriane Lippian United States, Dallas

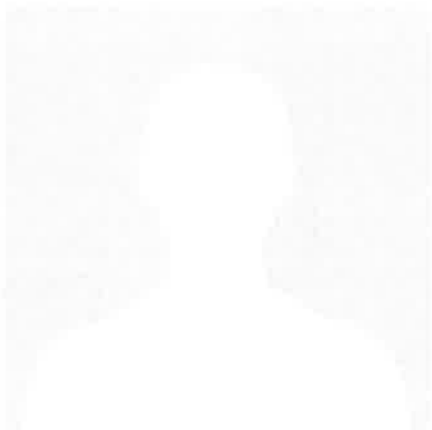
May 01, 2017



upvote reply show

May 01, 2017

Great idea



Monica Bruner United States, Boise

May 01, 2017



May 01, 2017

upvote reply show

Live off TX Blvd - gladly welcome to the neighborhood!

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



Amy owens United States, Houston
May 01, 2017

upvote  show May 01, 2017

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



Tiffany Robinette United States, Conway
May 01, 2017

upvote  show
May 01, 2017

Tiffany Robinette



Tiffany Robinette United States, Conway
May 01, 2017

upvote  show
May 01, 2017

Tiffany Robinette



Amanda Horton United States, Texarkana
May 01, 2017

upvote  show May 01, 2017

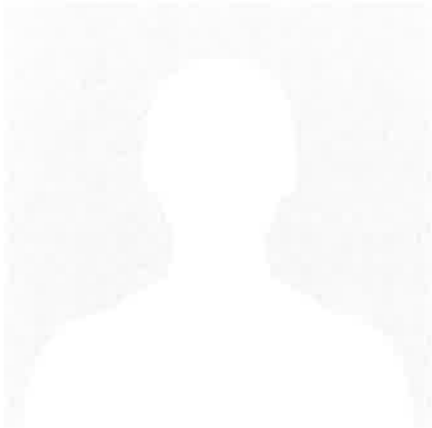
Bryan Callaway owns a landscape architecture/design business. He has plans to build an awesome office and retail space on Texas Boulevard. This is a last minute effort to show our support before going in front of Planning & Zoning again tonight. If you'd like to check out his work you can see some photos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

Joyce Cook United States, Dallas
May 01, 2017

upvote  show May 01, 2017

what kind of business?

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

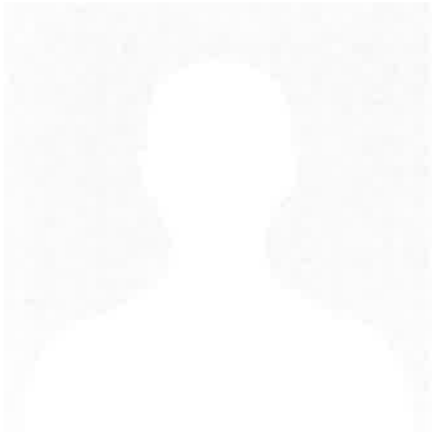


Jeffrey Turner United States, Richmond
May 01, 2017



upvote reply show
May 01, 2017

Byron is the best!

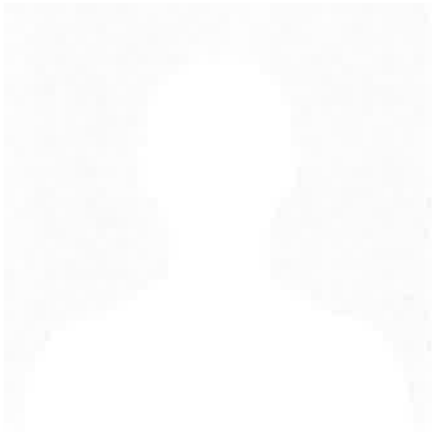


Brooke Dorsey United States
May 01, 2017



upvote reply show
May 01, 2017

Yes please!!!!

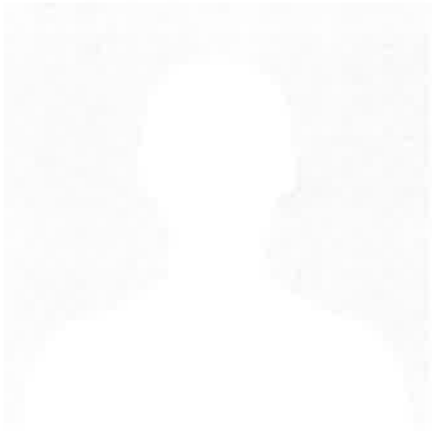


Katie Pesek United States, Texarkana
May 01, 2017

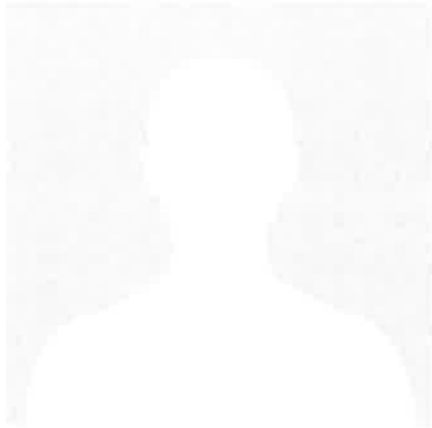


upvote reply show
May 01, 2017

This would be great!



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



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

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



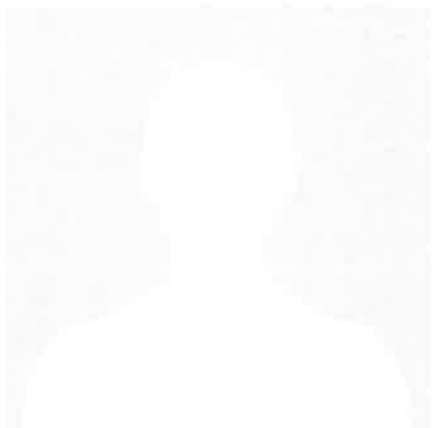
Paige Mims United States
May 01, 2017
upvote ↩️ reply show May 01, 2017

Great business that will thrive at this location!!

Sign in to comment

Sign in to comment

495 SIGNATURES



7 hours ago
Marina Stanley United States
7 hours ago

3 days ago
Jane Carl United States
3 days ago

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

Cody sims United States

May 01, 2017



May 01, 2017

upvote reply show

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

Paige Mims United States

May 01, 2017



May 01, 2017

upvote reply show

Great business that will thrive at this location!!

Sign in to comment

Sign in to comment

495

SIGNATURES

7 hours ago

Marina Stanley United States

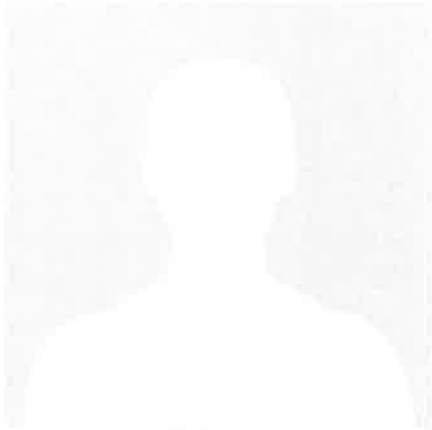
7 hours ago

3 days ago

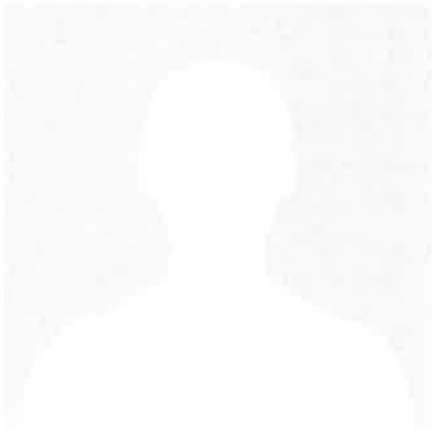
Jane Carl United States

3 days ago

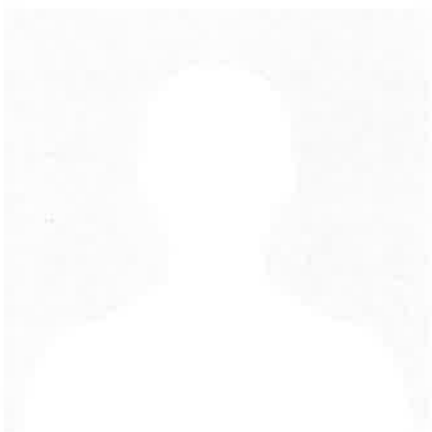
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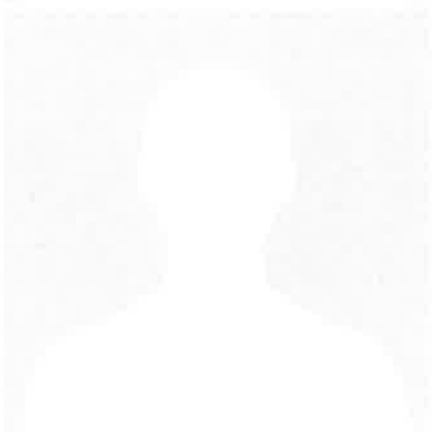
4 days ago
Carolyn Fowler United States
4 days ago



4 days ago
Pam Townsend United States
4 days ago



4 days ago
Robert Dowd United States
4 days ago

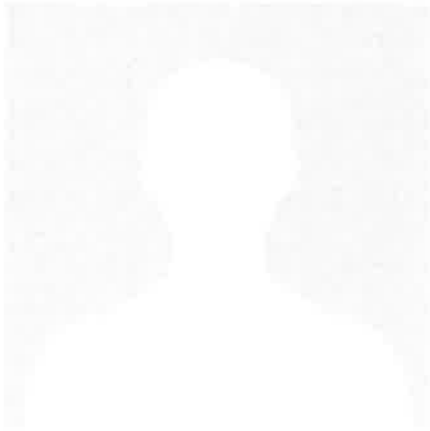


4 days ago
Rebecca Rapport United States

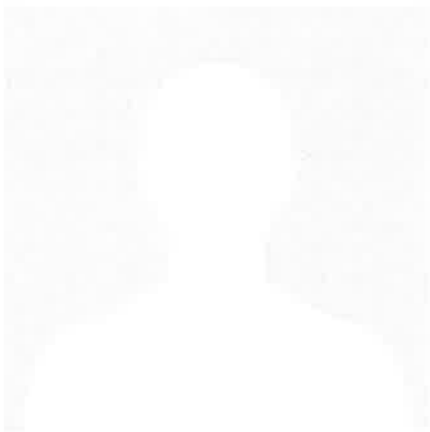
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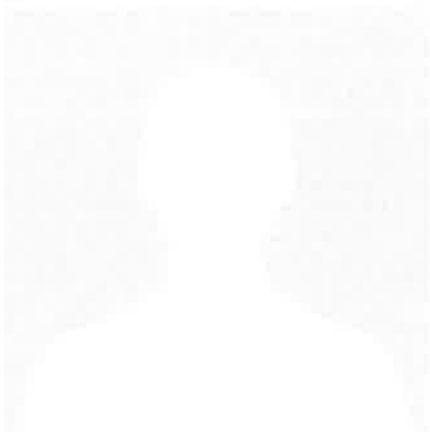
4 days ago



4 days ago
Nancy Barlow United States
4 days ago



4 days ago
Kirk Covert United States
4 days ago



4 days ago
Sonya Covert United States
4 days ago

5 days ago
Michael Donovan United States

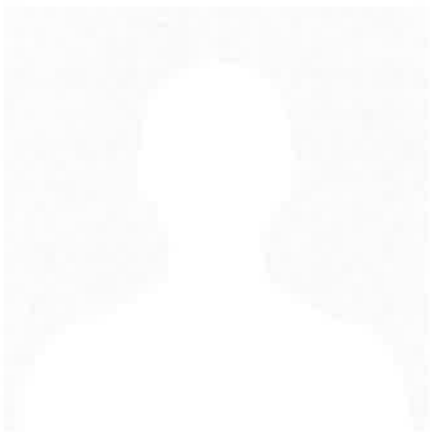
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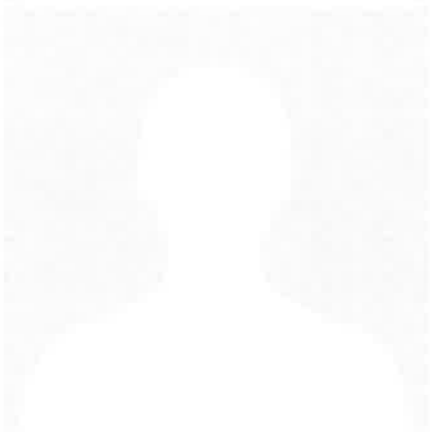
5 days ago



5 days ago
Karen Schmidt United States
5 days ago



6 days ago
Becky Blake United States
6 days ago



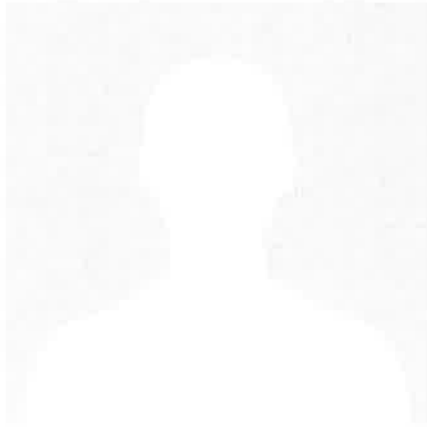
6 days ago
Megan Schroeder United States
6 days ago

6 days ago
Margaret Griffin United States

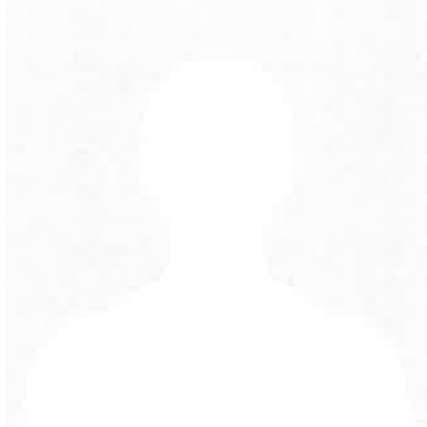
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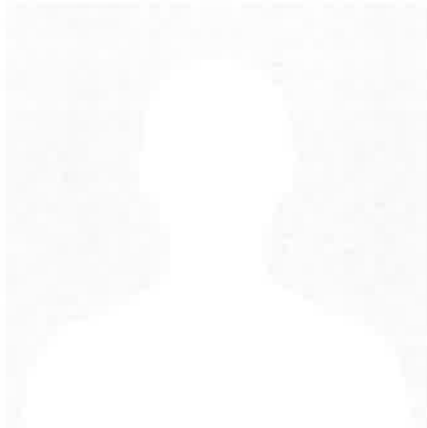
6 days ago



6 days ago
Chad Raney United States
6 days ago



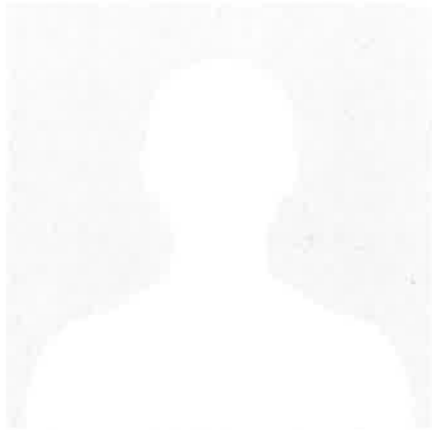
7 days ago
Amber Lawrence United States
7 days ago



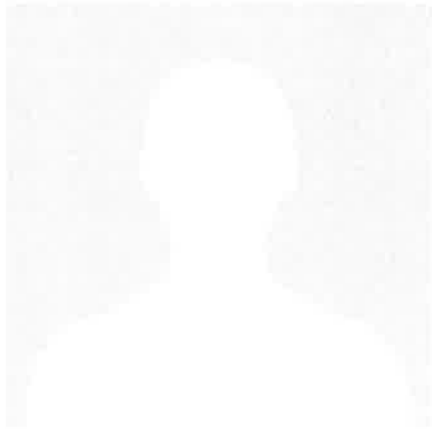
7 days ago
Lois Patterson United States
7 days ago

7 days ago
Bunny Dees United States

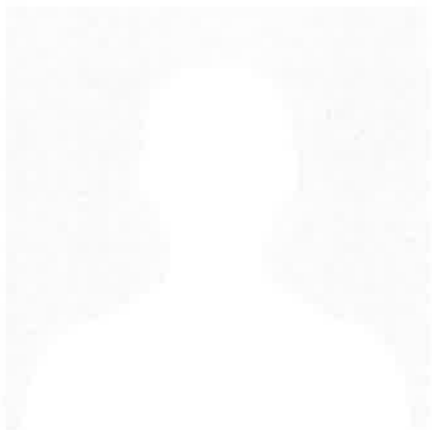
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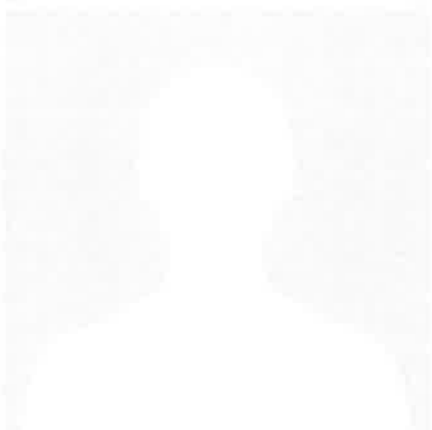
7 days ago



7 days ago
Ashley Lewis United States
7 days ago



7 days ago
Amanda beck United States
7 days ago



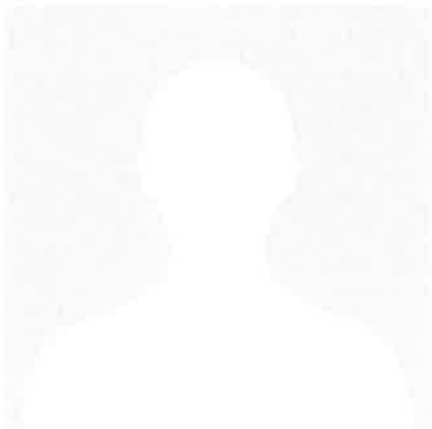
1 week ago
Matt Gann United States
1 week ago

1 week ago
Caitlin hoyt United States

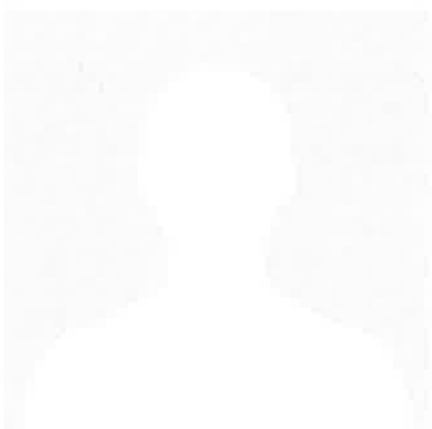
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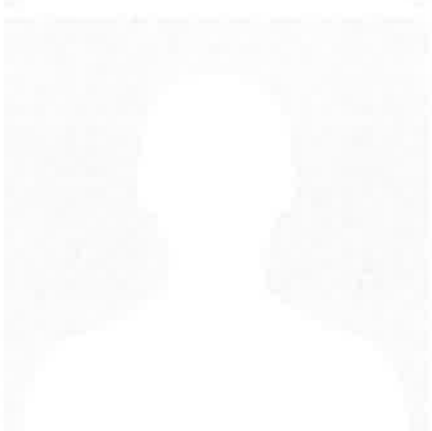
1 week ago



1 week ago
Regina Gonzales United States
1 week ago



1 week ago
Cary Patterson United States
1 week ago

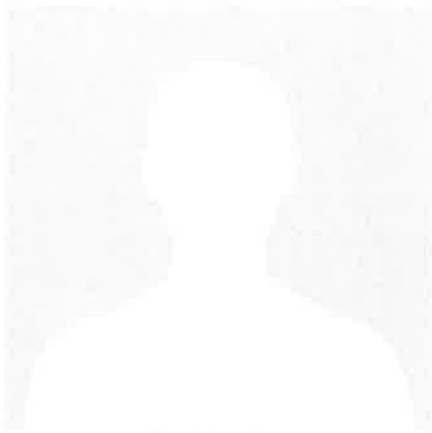


1 week ago
Kyle Barrett United States
1 week ago



1 week ago
Kathleen Buchanan United States

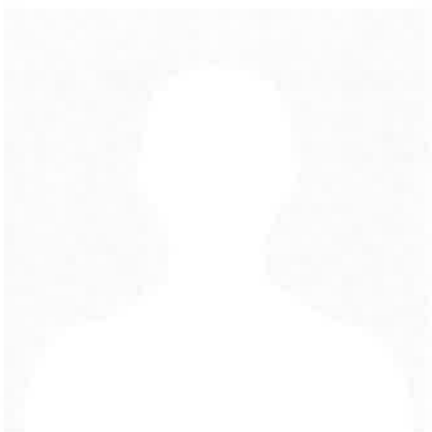
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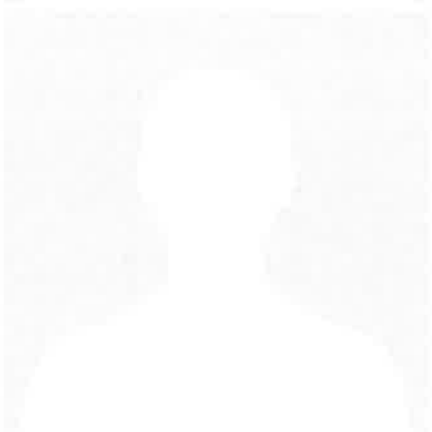
1 week ago



1 week ago
Melissa Cook United States
1 week ago



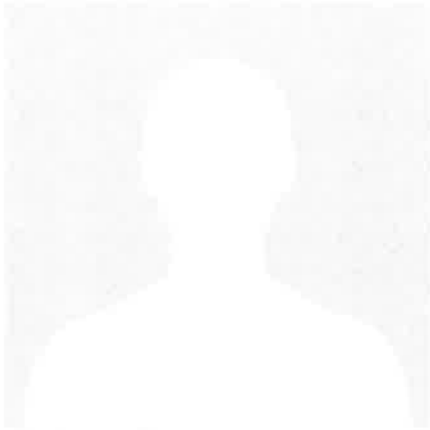
1 week ago
Seth Bailey United States
1 week ago



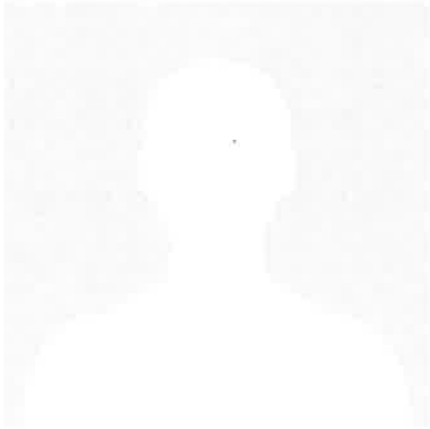
1 week ago
Lawanda Bridges United States
1 week ago

1 week ago
Glinda Hall United States

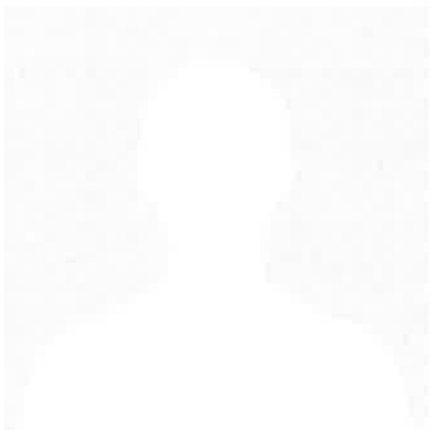
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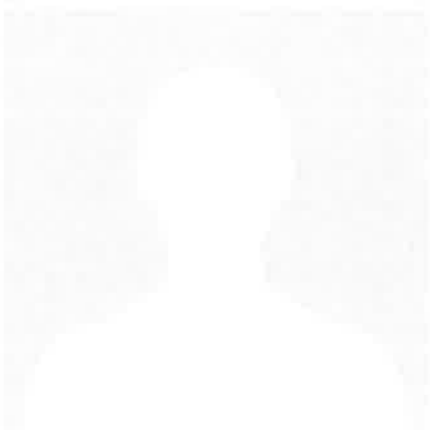
1 week ago



1 week ago
Tarah Gilliam United States
1 week ago



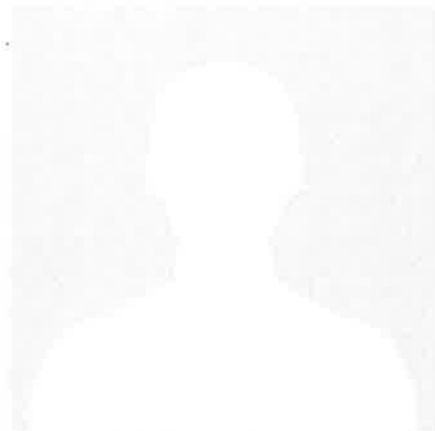
1 week ago
Jessica Stone Cauley United States
1 week ago



1 week ago
Farren Stover United States
1 week ago

1 week ago
Sherry mcwilliams United States

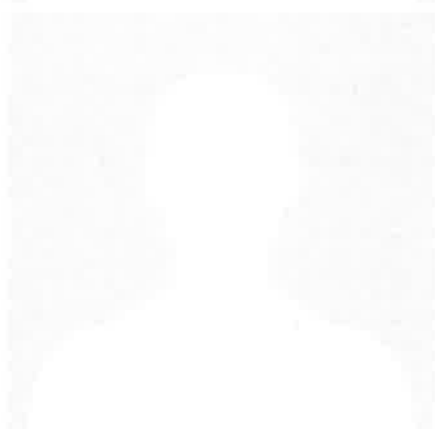
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1 week ago



1 week ago
Ashley Ferguson United States
1 week ago



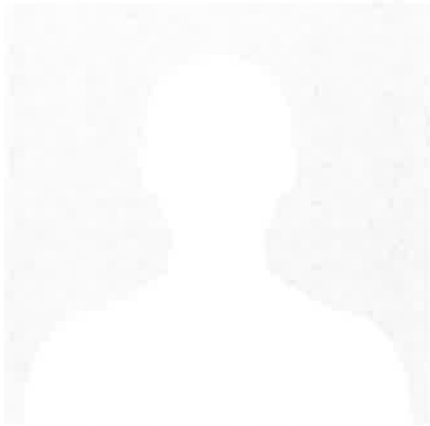
1 week ago
Zach Chichester United States
1 week ago



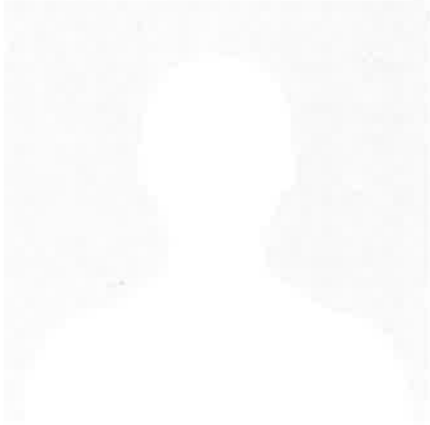
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Michelle couch United States
1 week ago

1 week ago
Daniel Ludwig United States

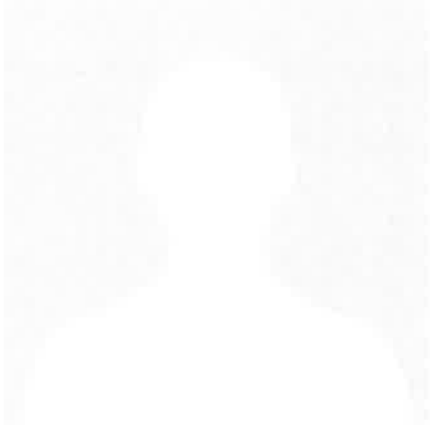
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



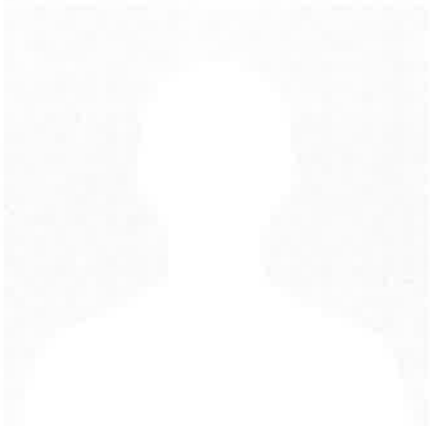
1 week ago



1 week ago
Terri Court United States
1 week ago



1 week ago
Luke Holley United States
1 week ago



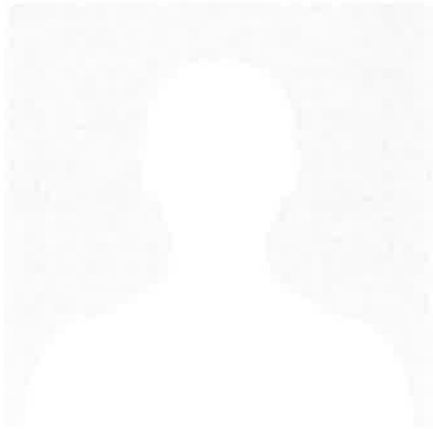
1 week ago
Scott taylor United States
1 week ago

1 week ago
Christal Prince United States

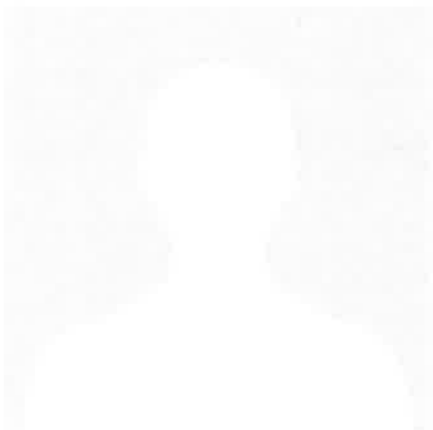
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



1 week ago



1 week ago
Katie Pesek United States
1 week ago



1 week ago
Peggy Burson United States
1 week ago



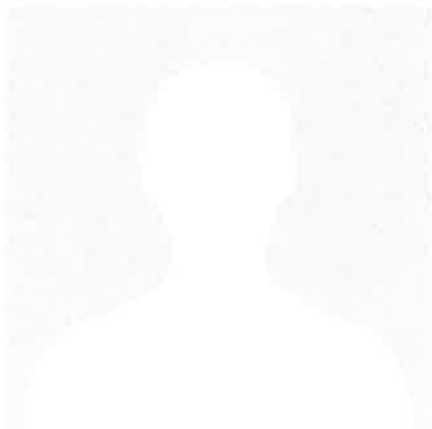
1 week ago
Pam frank United States
1 week ago

1 week ago
Jeff loving United States

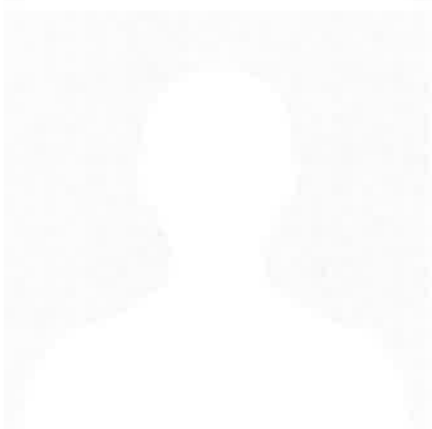
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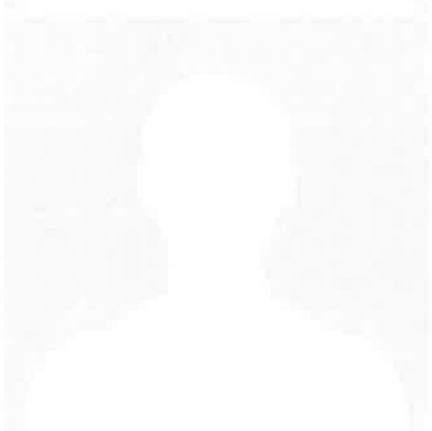
1 week ago



1 week ago
Andrew Curry United States
1 week ago



1 week ago
Billy Lavender United States
1 week ago



1 week ago
Carly Anderson United States
1 week ago

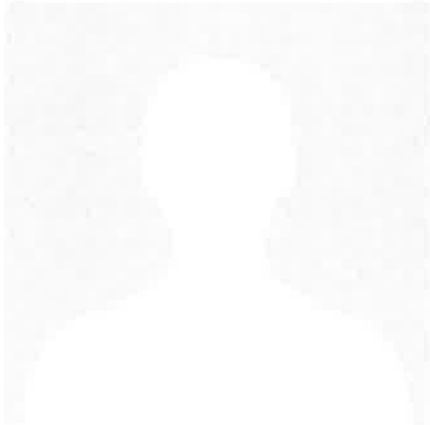


1 week ago
Traci mims United States

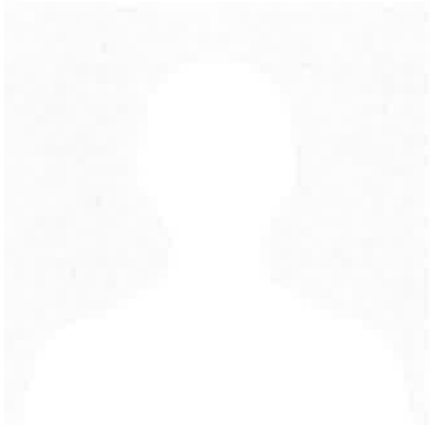
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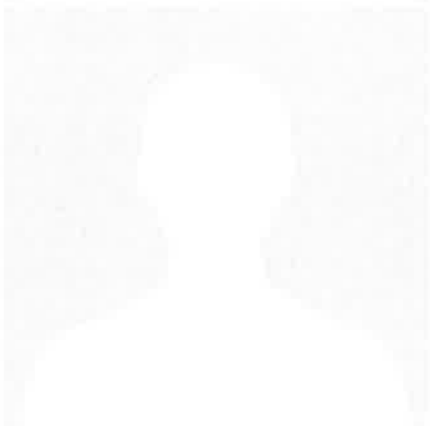
1 week ago



1 week ago
Amber Billingsley United States
1 week ago



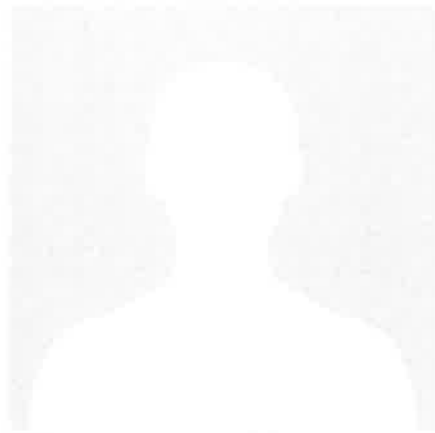
1 week ago
Mallory Grounds United States
1 week ago



1 week ago
Deborah Carter United States
1 week ago

1 week ago
Mike Smith United States

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



1 week ago



1 week ago
Paige Mims United States
1 week ago



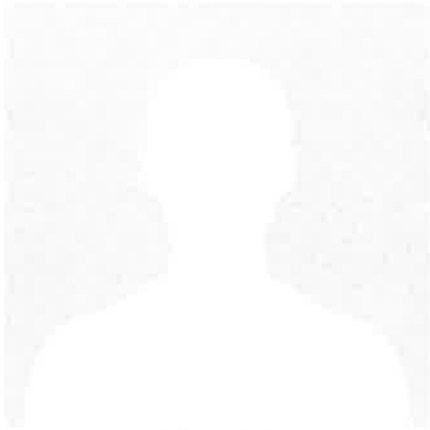
1 week ago
Pamela L Turner United States
1 week ago



1 week ago
Regulo Olvera United States
1 week ago

1 week ago
Deanna Sanders United States

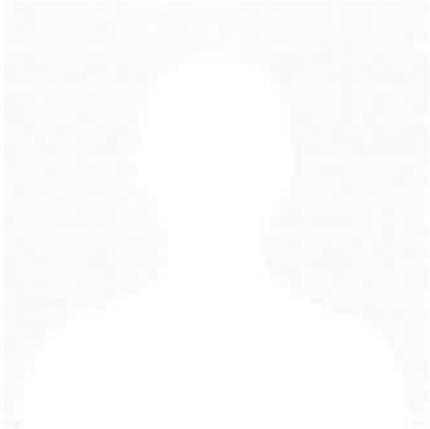
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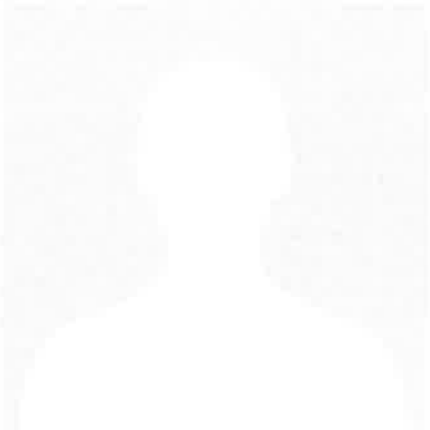
1 week ago



1 week ago
Julianna Register United States
1 week ago



1 week ago
Lucy Reyes United States
1 week ago



1 week ago
MHarris United States
1 week ago

1 week ago
Alyssa Talley United States

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



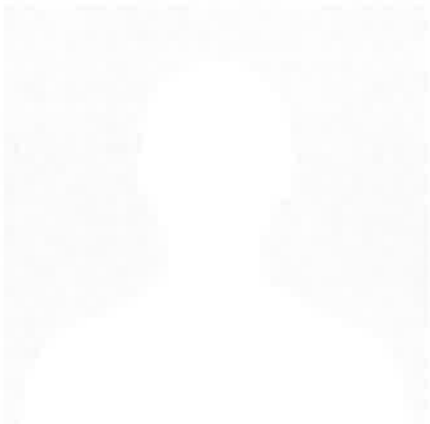
1 week ago



1 week ago
Sonya McBride United States
1 week ago



1 week ago
Brandy smith United States
1 week ago



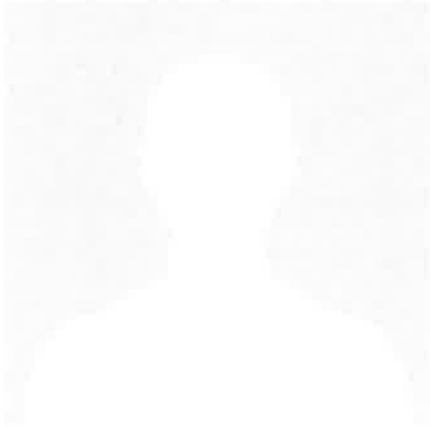
1 week ago
Samantha whitlow United States
1 week ago

1 week ago
Jennifer Ogburn United States

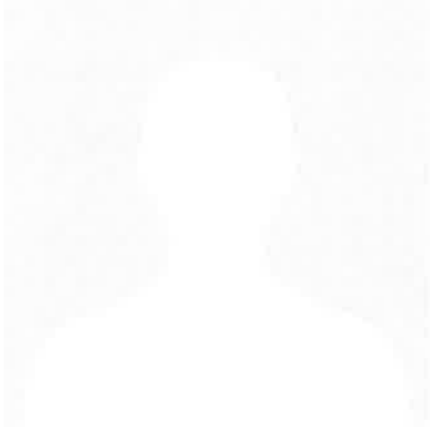
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



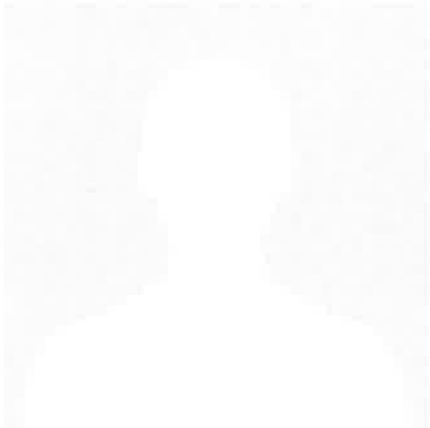
1 week ago



1 week ago
Lisa Kern United States
1 week ago



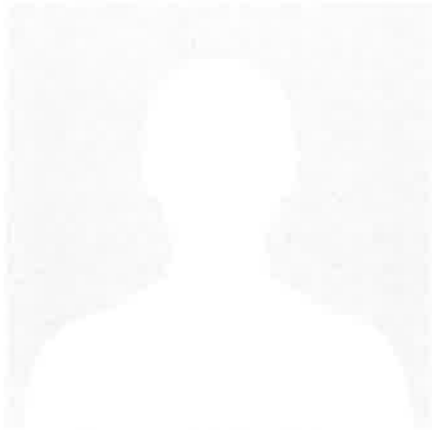
1 week ago
Brooke Marshall United States
1 week ago



1 week ago
Amber Stewart United States
1 week ago

1 week ago
Jill Flanagan United States

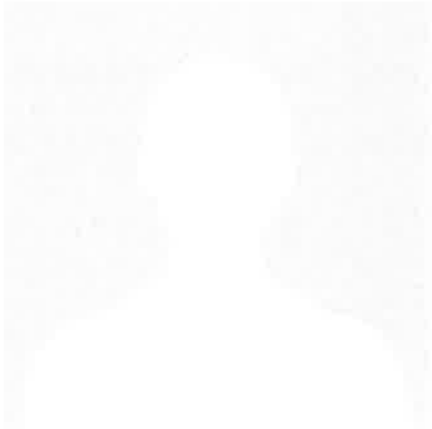
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



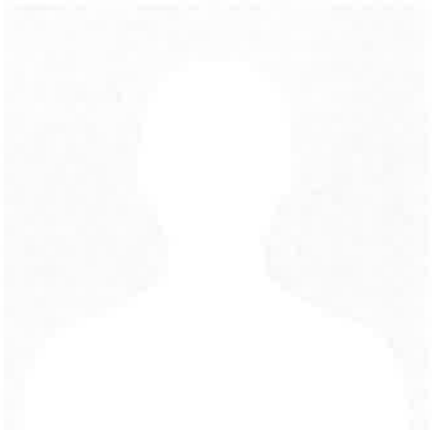
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1 week ago
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1 week ago



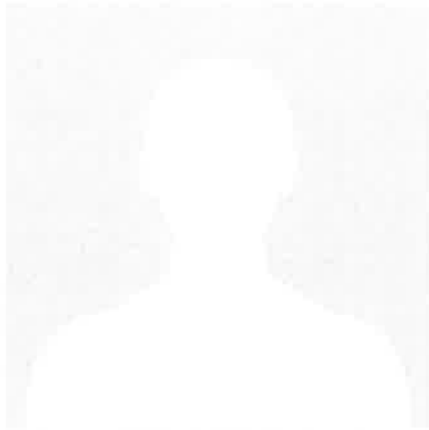
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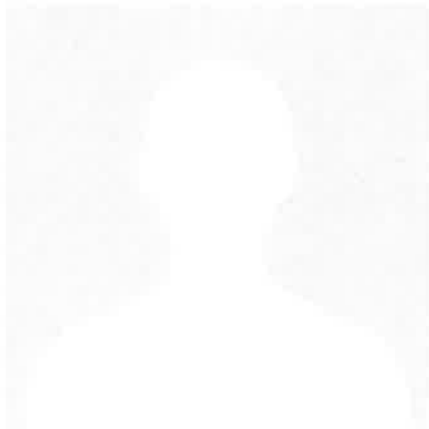
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Emily Bright United States
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Sarah Wright United States

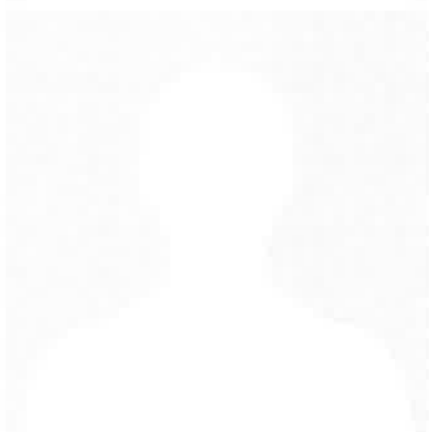
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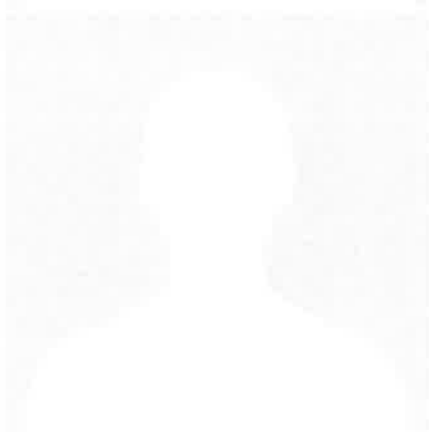
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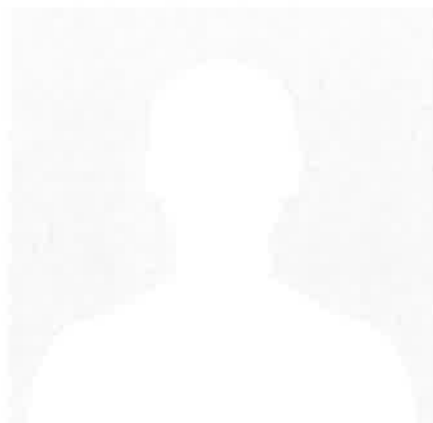
1 week ago
Chuck Dees United States
1 week ago



1 week ago
Claire Showmaker United States
1 week ago

1 week ago
Lauren Carmony United States

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



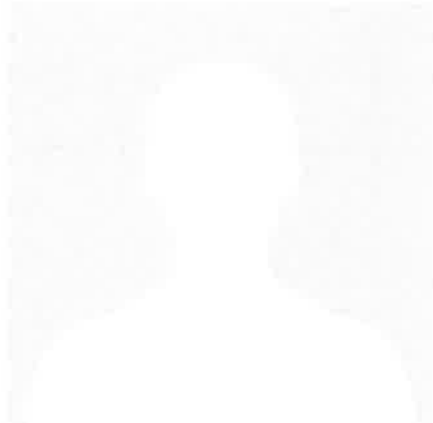
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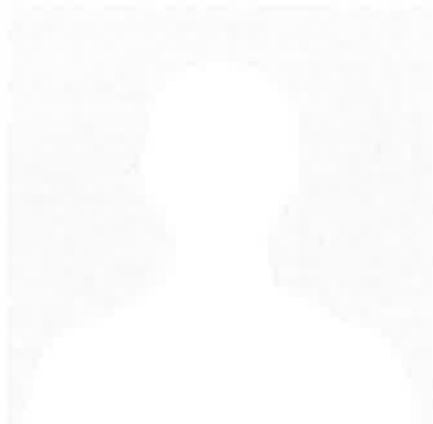
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Kim Morris United States

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1 week ago

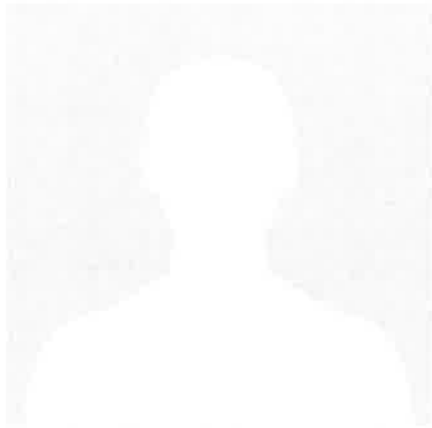
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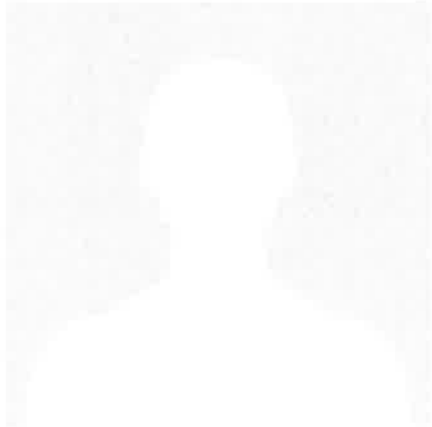
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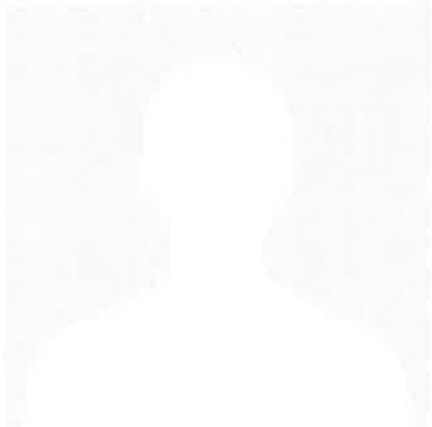
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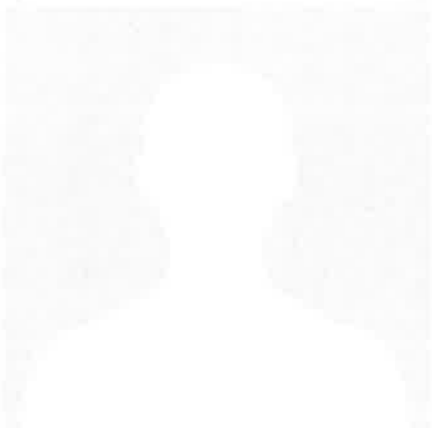
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Mark Duch United States
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Jon Sheppard United States
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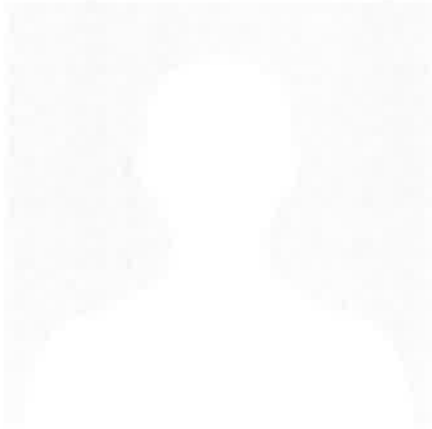
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Allen Arnold United States
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Jane Bruner United States

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



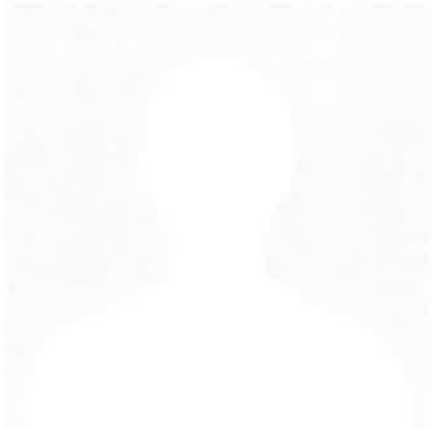
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Nicole Elam United States
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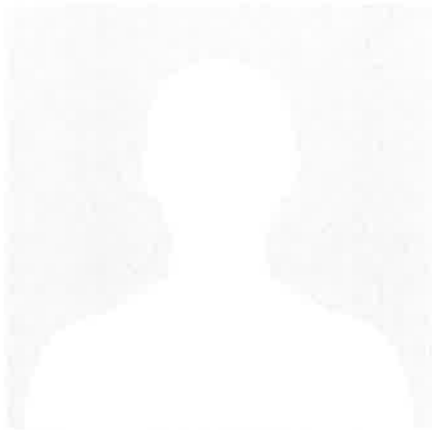
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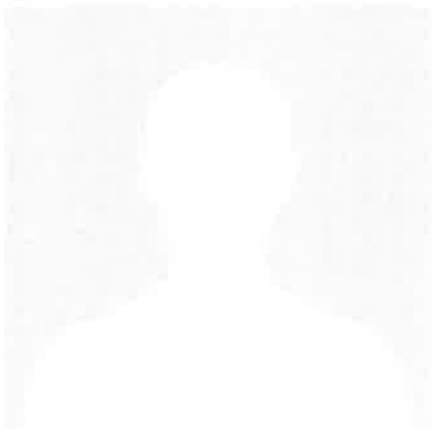
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Greg Cook United States

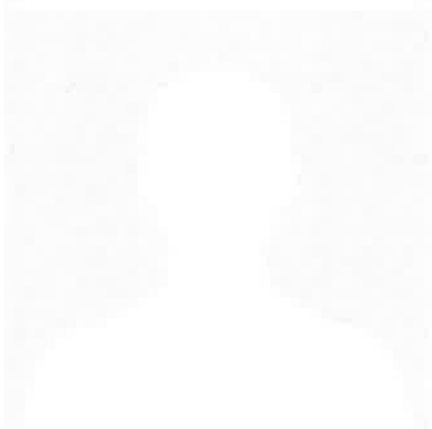
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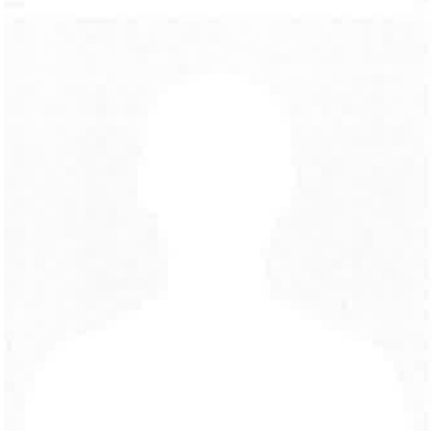
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1 week ago
Carol Langston United States
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1 week ago
Casey Boyette United States
1 week ago



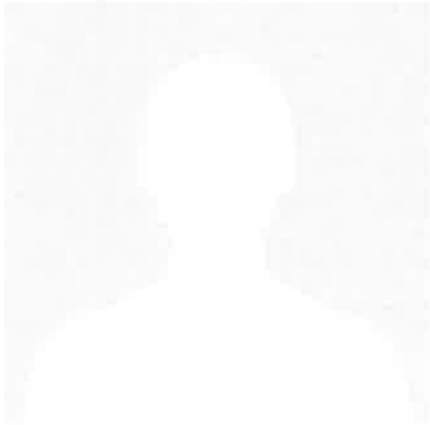
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Jade Evans United States

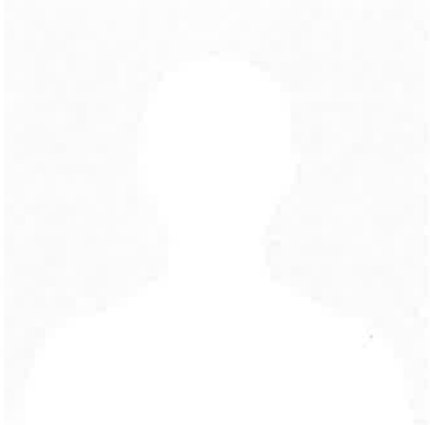
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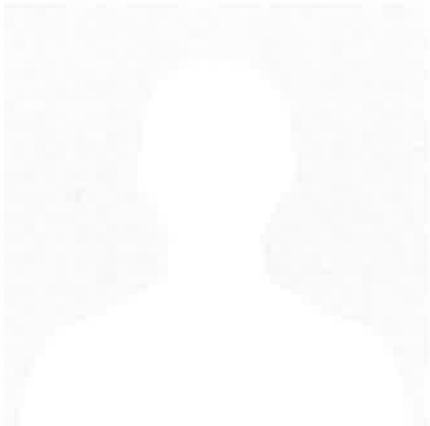
1 week ago



1 week ago
Shirley Cochran United States
1 week ago



1 week ago
April Holley United States
1 week ago



1 week ago
Terrie Arnold United States
1 week ago

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Zachary Lawrence United States

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

1 week ago

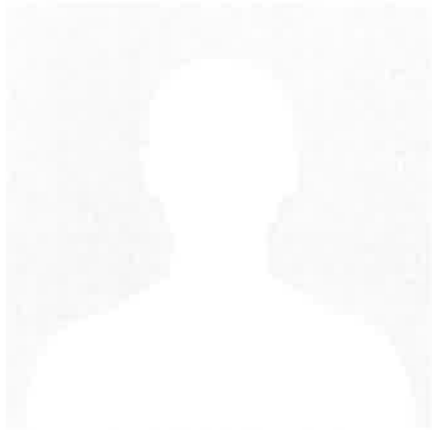
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Chloe' Mims United States
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Kellie United States
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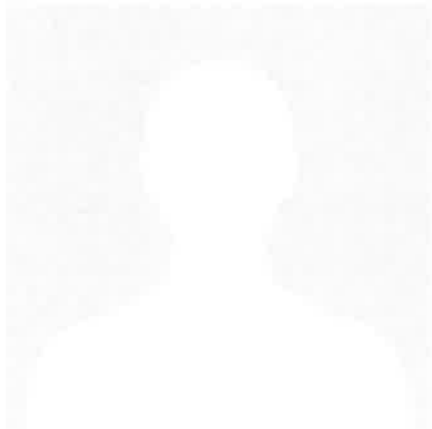
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Missy Dickens United States

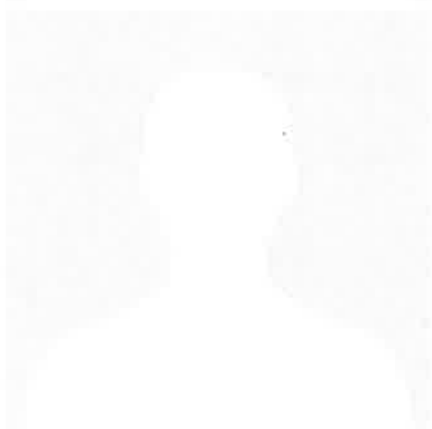
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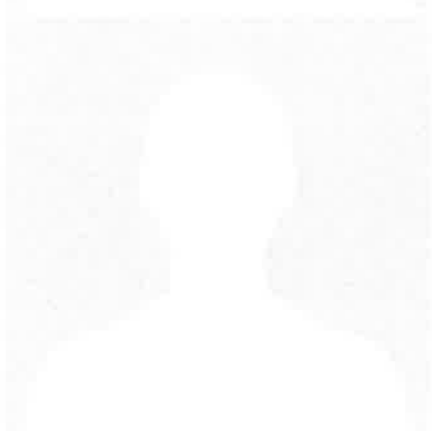
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1 week ago
Courtney Williams United States
1 week ago



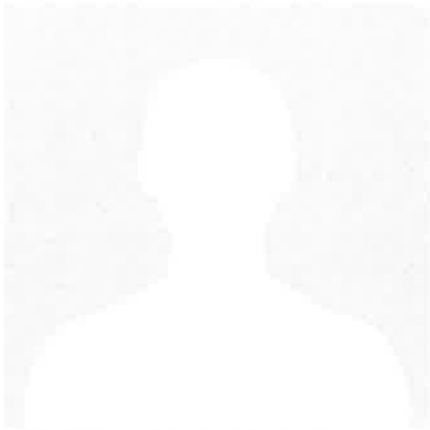
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Monica Robertson United States
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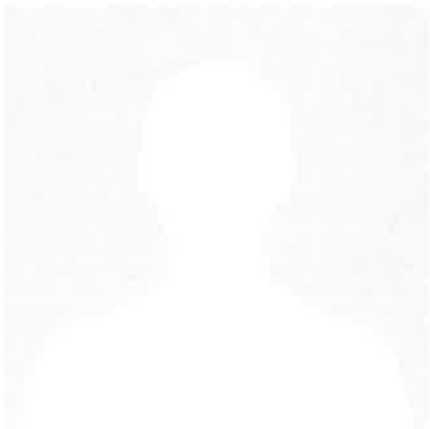
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Leah Orr United States
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Kelly Babb United States

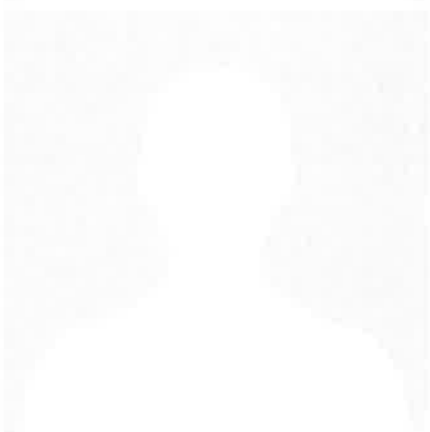
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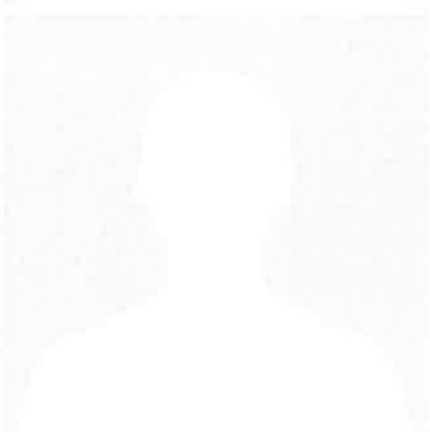
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1 week ago
Rebecca Shipp United States
1 week ago



1 week ago
Sandra Drew United States
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Robyn Johnson United States
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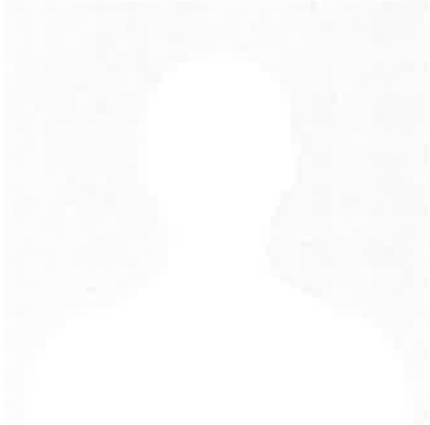


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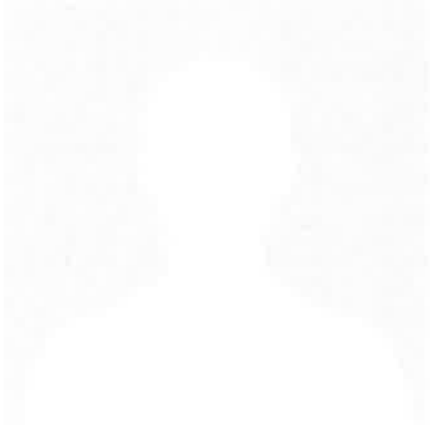
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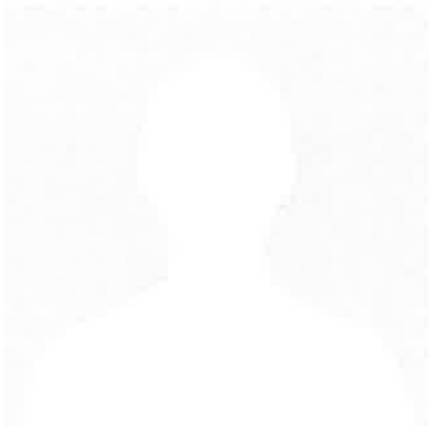
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1 week ago
Lyndsey tomatz United States
1 week ago



1 week ago
Richard Raney United States
1 week ago



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

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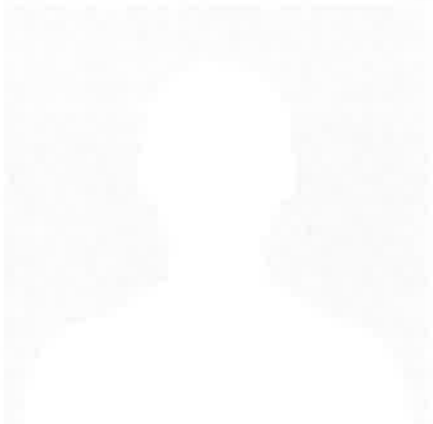
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Darla Clement United States
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Kelli Phillips United States
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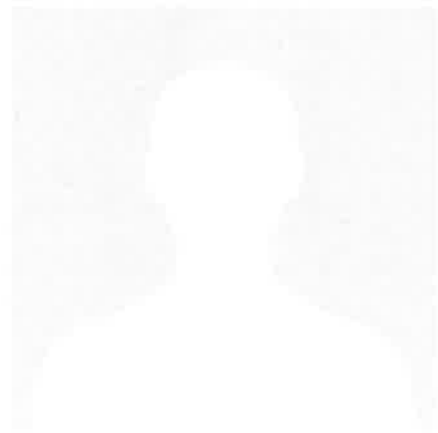
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3 weeks ago
Lori Rochelle United States

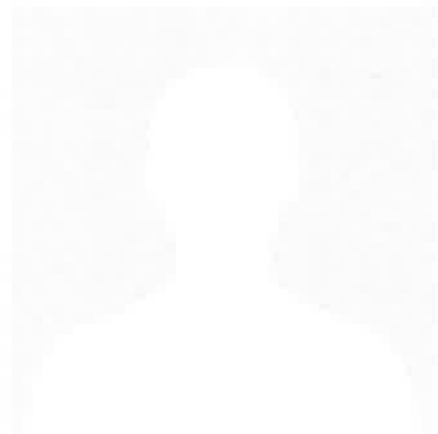
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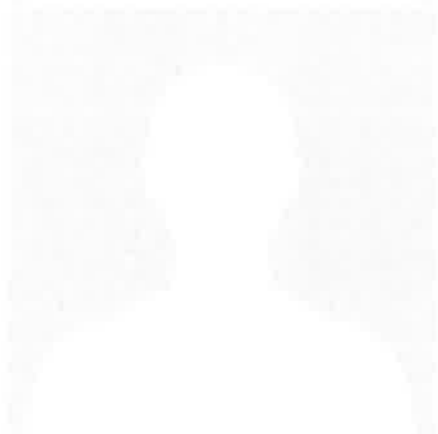
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4 weeks ago
Scott Sanders United States
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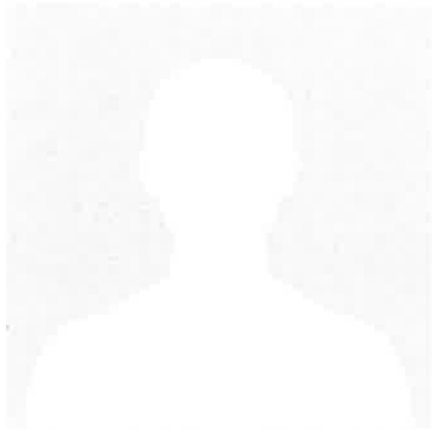
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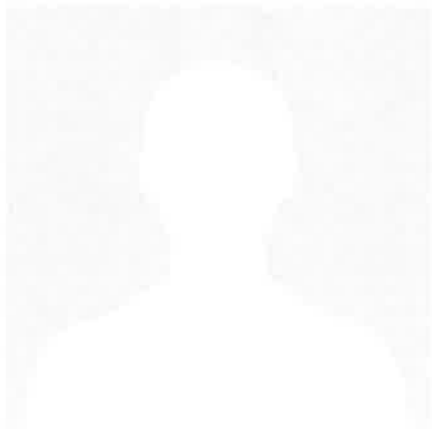
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1 month ago
Kayla Fleming United States

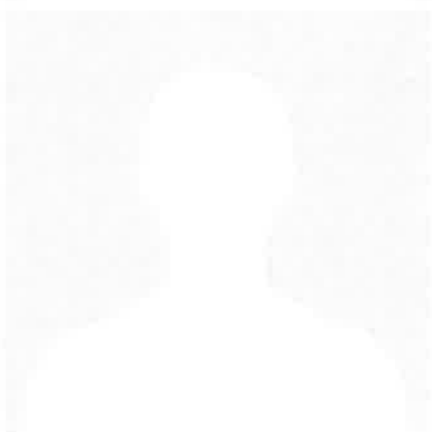
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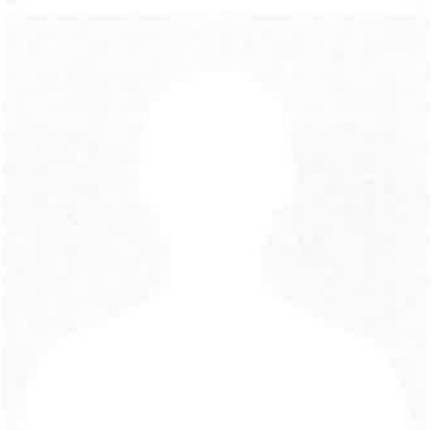
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1 month ago
Jennifer Nason United States
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Daniel Collier United States
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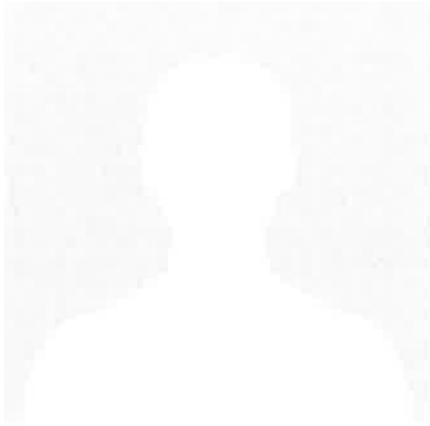


2 months ago
mike jones United States
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2 months ago
Tina Syphers United States

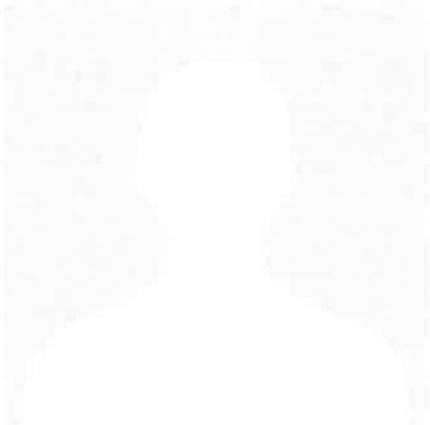
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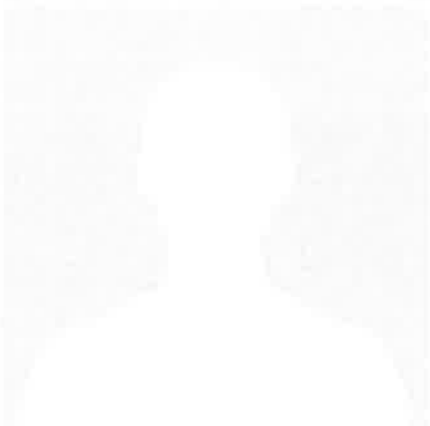
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Ann Marie Baker United States
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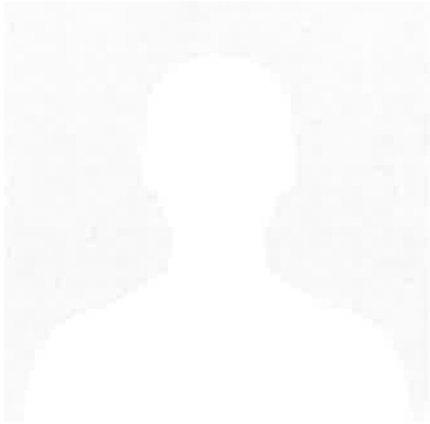
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Melinda Henry United States
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2 months ago
Hannah craigen United States
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Patricia D Goesl United States

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



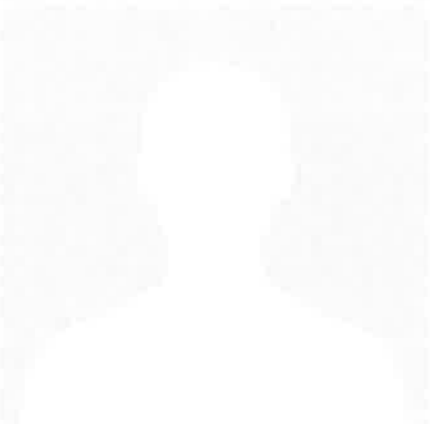
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Kolinda Jones United States
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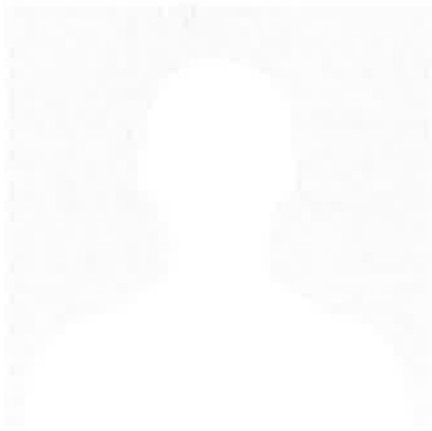
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Lee Medley United States

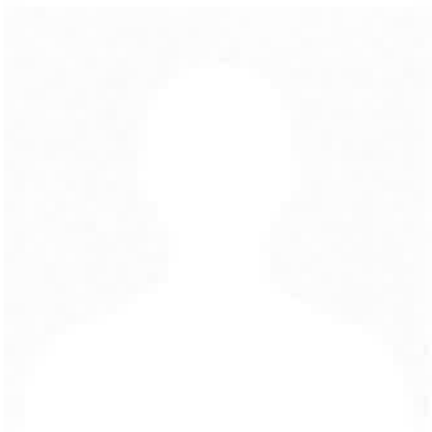
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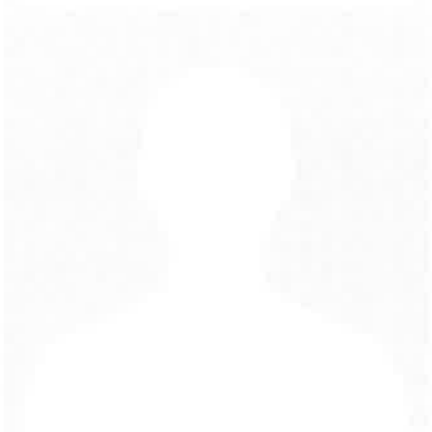
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2 months ago
Brenda Scurlock United States
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Brandon Wiley United States
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Patty James United States

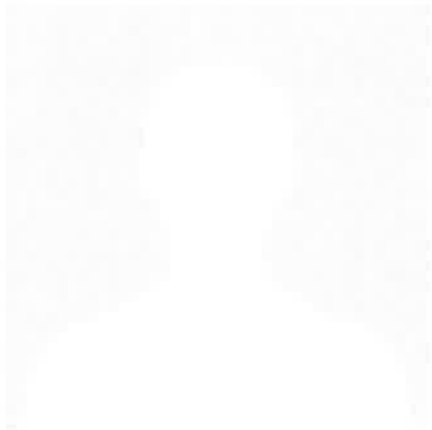
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2 months ago



2 months ago
Irene Stanfill United States
2 months ago



2 months ago
Tiffany Jewel United States
2 months ago



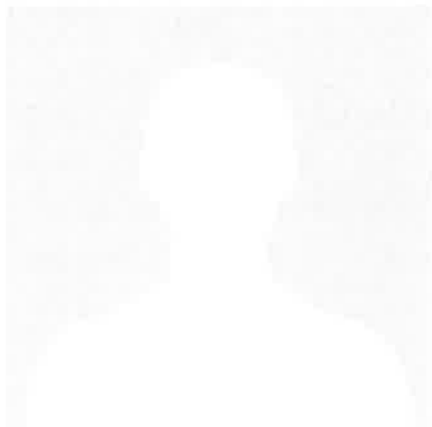
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Brenda Sutton United States
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Chelle Bennett United States

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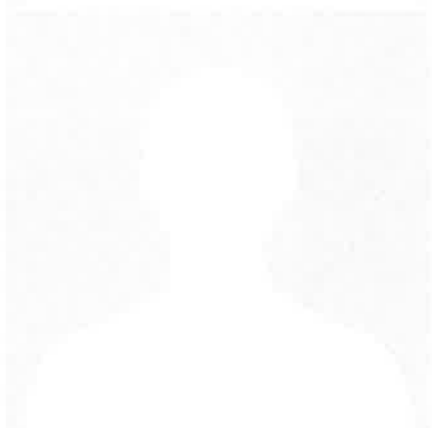
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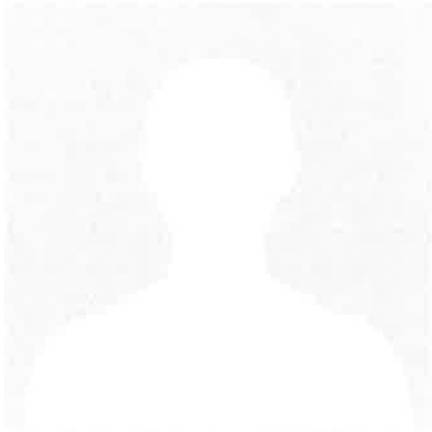
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Theresa Wardlaw United States
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Heather Hart United States
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Susan Allen United States

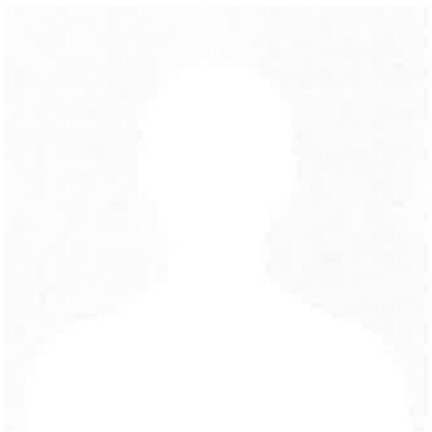
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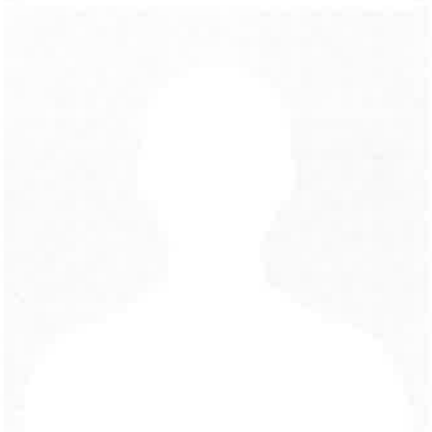
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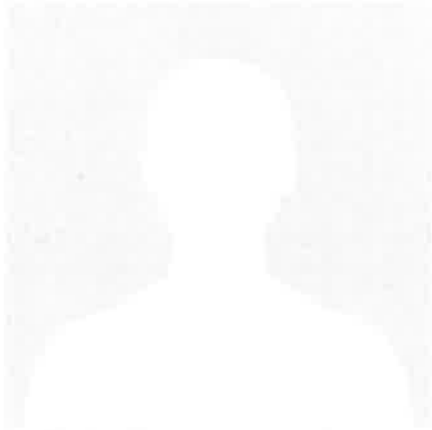
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2 months ago
Nicole Elam United States
2 months ago

2 months ago
Judy Philyaw United States

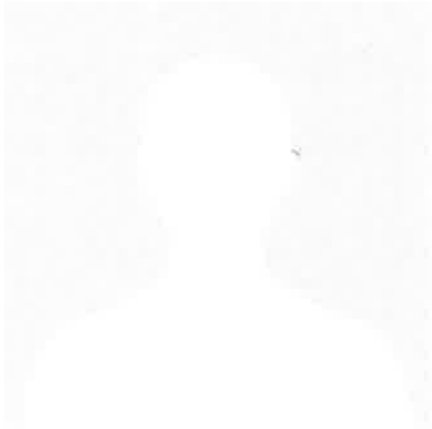
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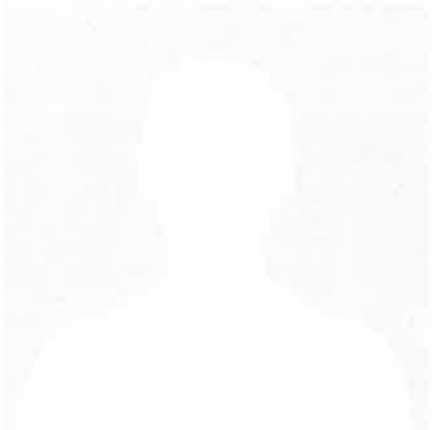
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Amy Pickelman United States
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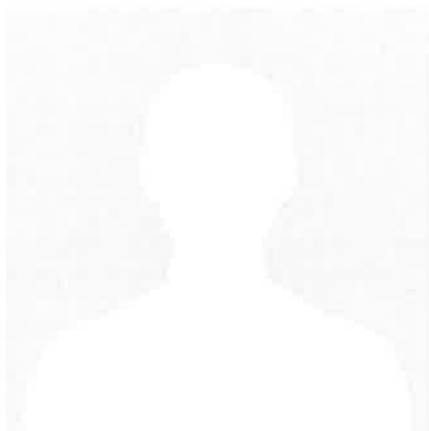
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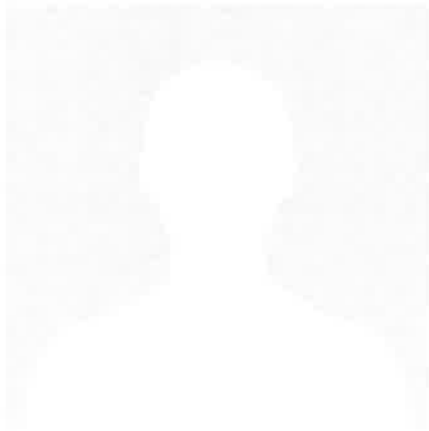
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Cassey martin United States

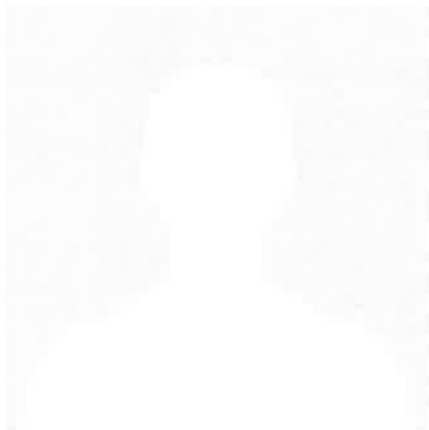
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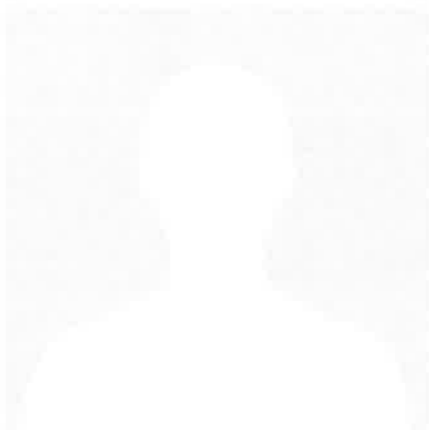
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Ashleyberton United States
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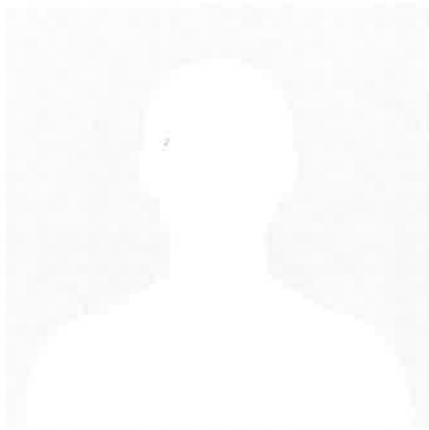
2 months ago
Patrick Wilder United States
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2 months ago
Bradley Haugh United States
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Sarah Ramirez United States

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



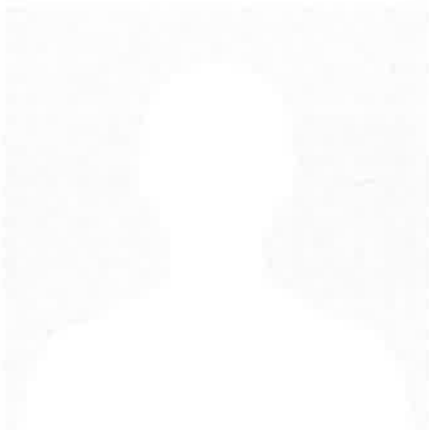
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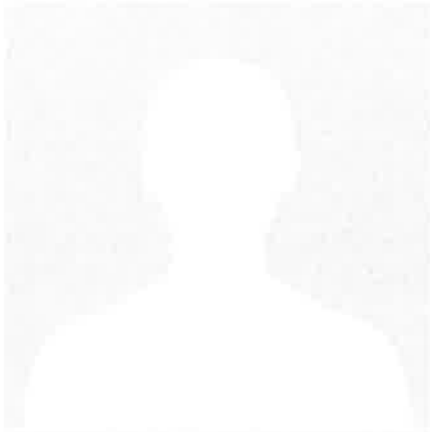
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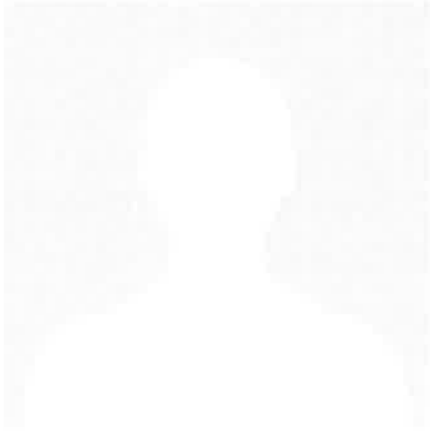
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Cyenthia Page United States
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Joshua bookout United States

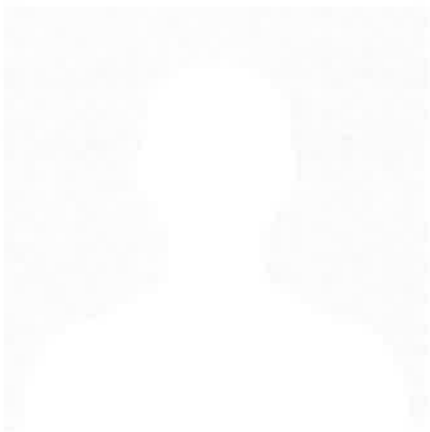
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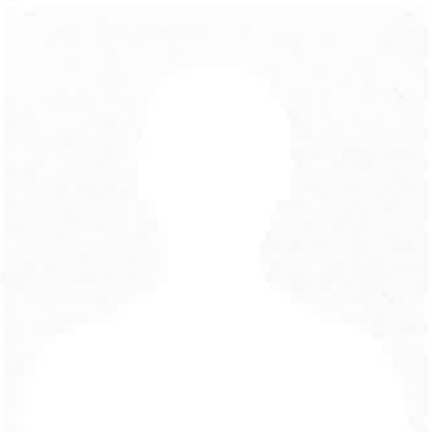
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2 months ago
Larissa McElhannon United States
2 months ago



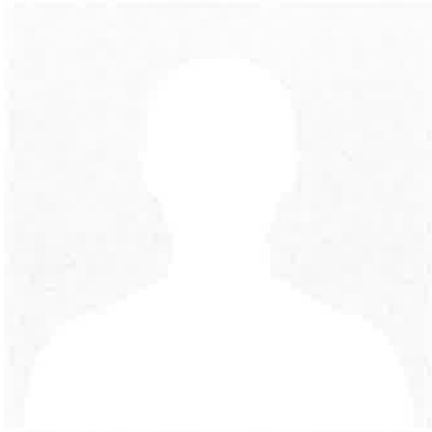
2 months ago
Hunter Byrd United States
2 months ago



2 months ago
Kara Lace Miller United States
2 months ago

2 months ago
Patricia Gunter United States

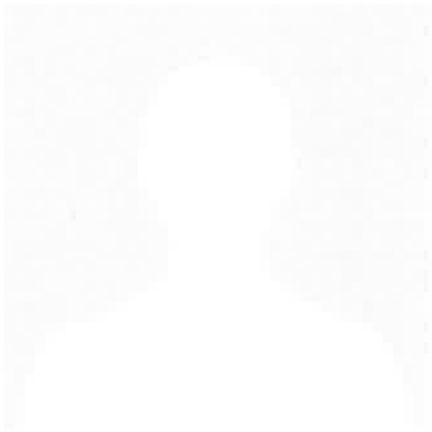
Attachment: 2017-056 ATTH 09 iPetition (Subm by Horton) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)



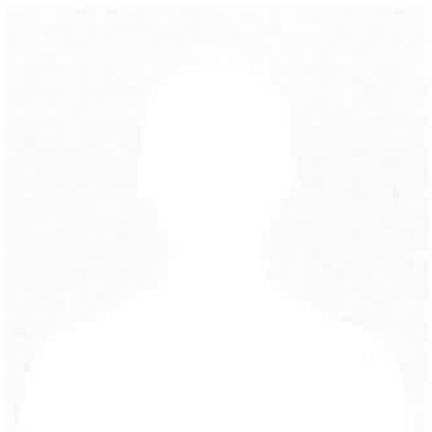
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2 months ago
Linda Turner United States
2 months ago



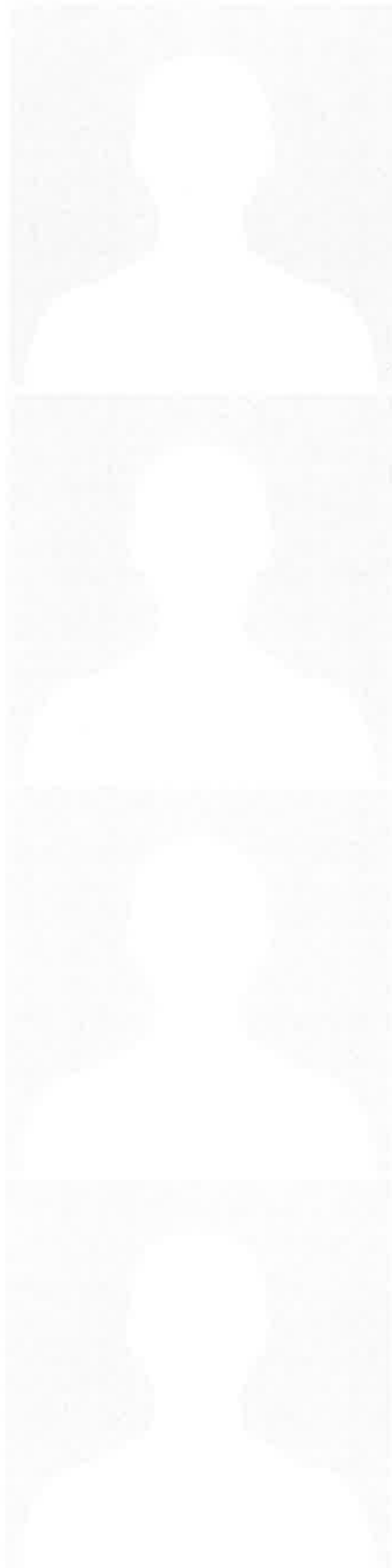
2 months ago
Jeff Kelly United States
2 months ago



2 months ago
Virginia Ann Prazak United States
2 months ago

2 months ago
Sarah fuglaar United States

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



2 months ago

2 months ago
Brenda M United States
2 months ago

2 months ago
Charlotte McCarver United States
2 months ago

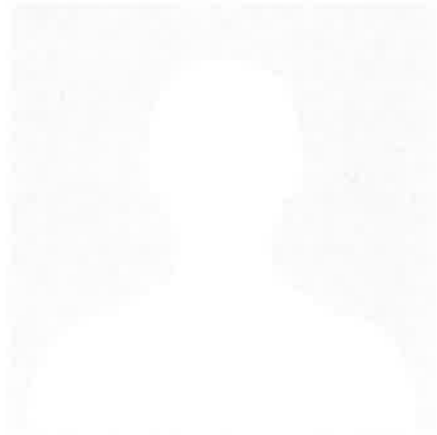
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Katie Yazel United States
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Katlyn woods United States

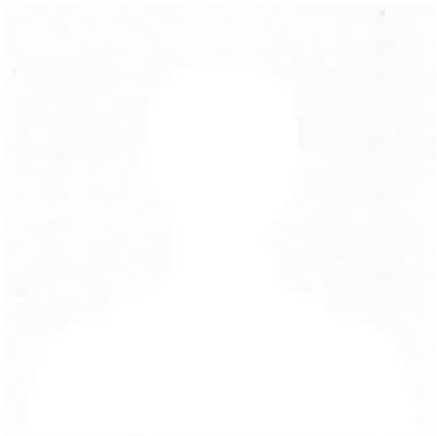
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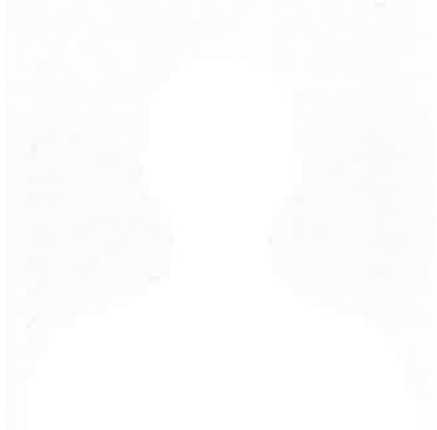
2 months ago



2 months ago
Judy Thompson United States
2 months ago



2 months ago
Natalie Haywood United States
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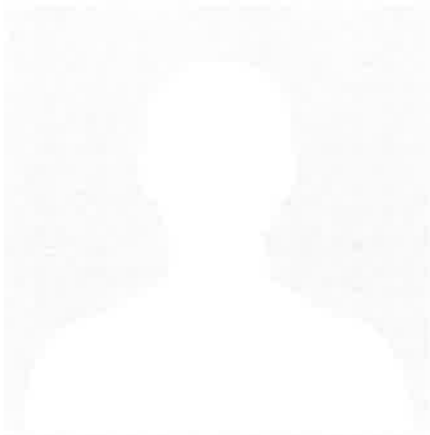


2 months ago
Megan Pappas United States
2 months ago



2 months ago
Kathy moore United States

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



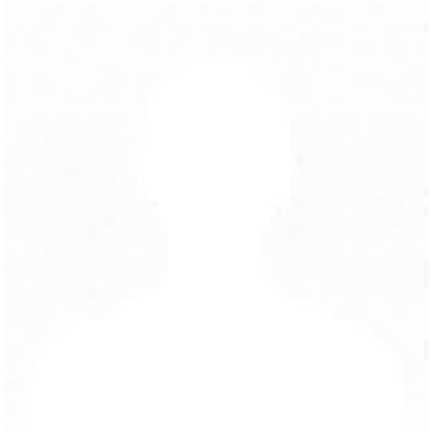
2 months ago



2 months ago
Robin Cope United States
2 months ago



2 months ago
Amanda DeLaRosa United States
2 months ago



2 months ago
Treyana Fielding United States
2 months ago

2 months ago
Ricky Hernandez United States

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

2 months ago

2 months ago
Christian Murchison United States
2 months ago

2 months ago
Ashley United States
2 months ago

2 months ago
Lindsey Oliver United States
2 months ago

2 months ago
Jordan Chandler Johnson United States

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



2 months ago

2 months ago
Karen Taylor United States
2 months ago

2 months ago
Brandy Early United States
2 months ago

2 months ago
Jason K Williams United States
2 months ago

2 months ago
Monica Whitehead United States

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



2 months ago



2 months ago
Dianne United States
2 months ago



2 months ago
Amanda Hanna United States
2 months ago

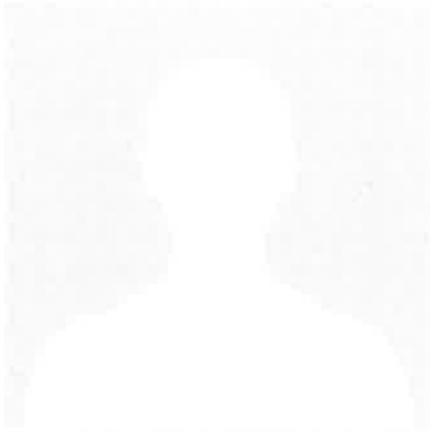


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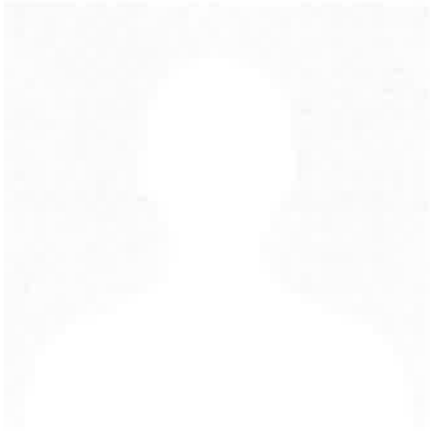


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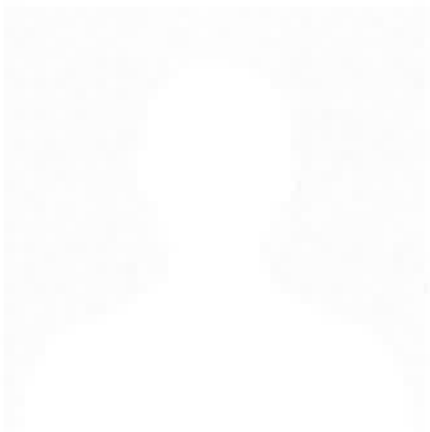
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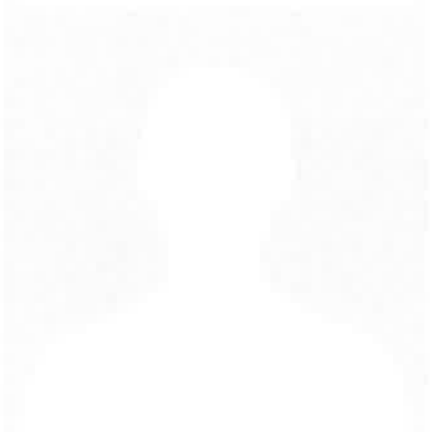
2 months ago



2 months ago
Kristi Cobb United States
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2 months ago
Terri Cunningham United States
2 months ago

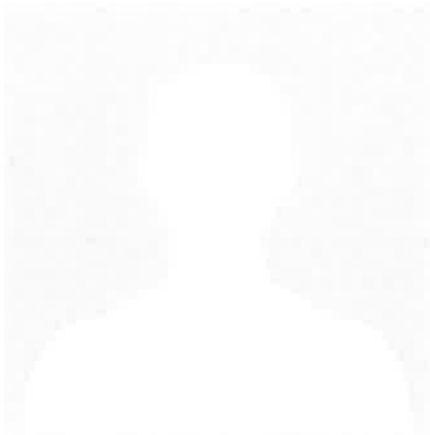


2 months ago
Liz Fazio Hale United States
2 months ago



2 months ago
Felicia United States

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



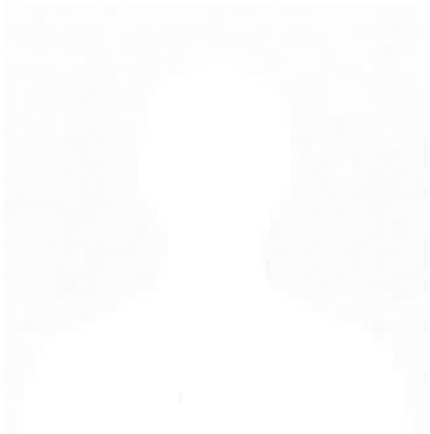
2 months ago



2 months ago
Stephanie WYLY United States
2 months ago



2 months ago
Haylea Morgan United States
2 months ago



2 months ago
Tom Dixon United States
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Sheena Richardson United States

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

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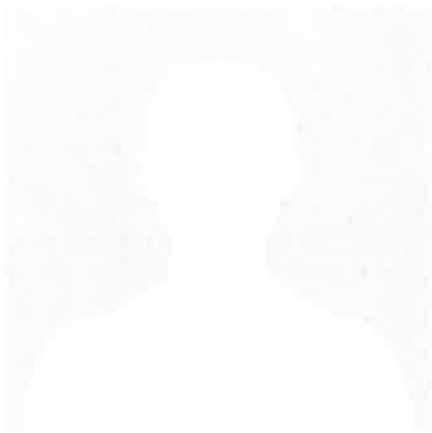
2 months ago
Courtney Thomas United States
2 months ago

2 months ago
Jami Hearne United States
2 months ago

2 months ago
Brin Wisdom United States
2 months ago

2 months ago
Chad Raney United States

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



2 months ago



2 months ago
Jimmie Mitchell United States
2 months ago



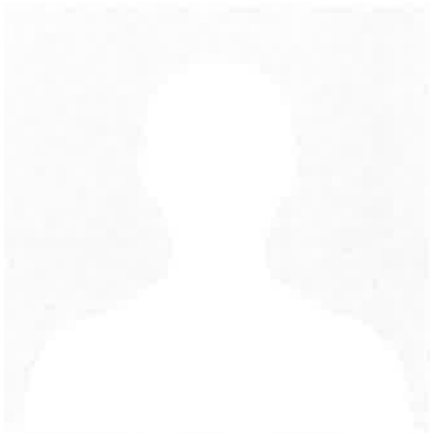
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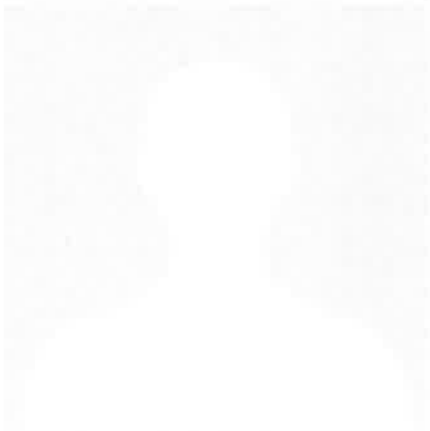
2 months ago
Ashley Hensley United States
2 months ago

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Vicki Tarter United States

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



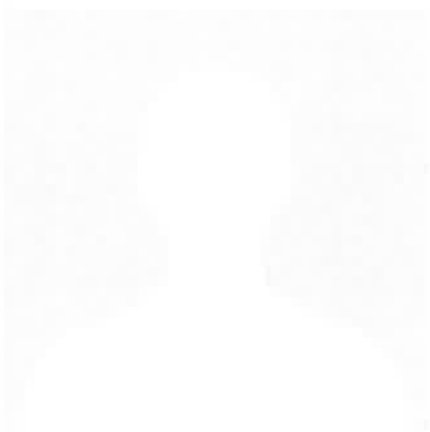
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Mark Missildine United States
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John Collins United States
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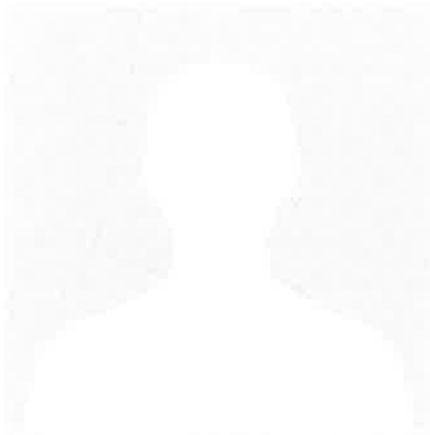


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Jana Hicks United States
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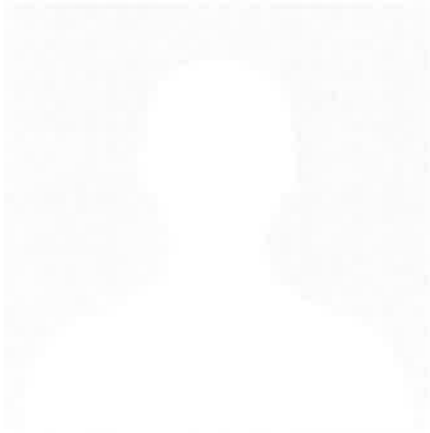


2 months ago
Stacy Loggins United States

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



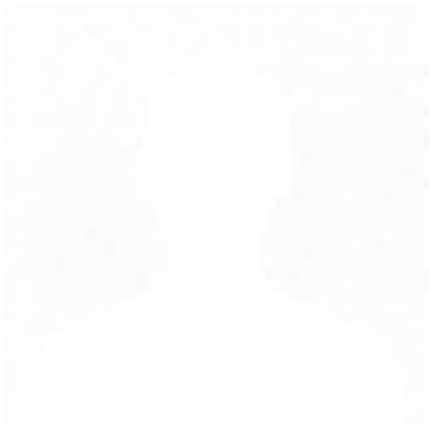
2 months ago



2 months ago
Claire Wilson United States
2 months ago



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April Smith United States
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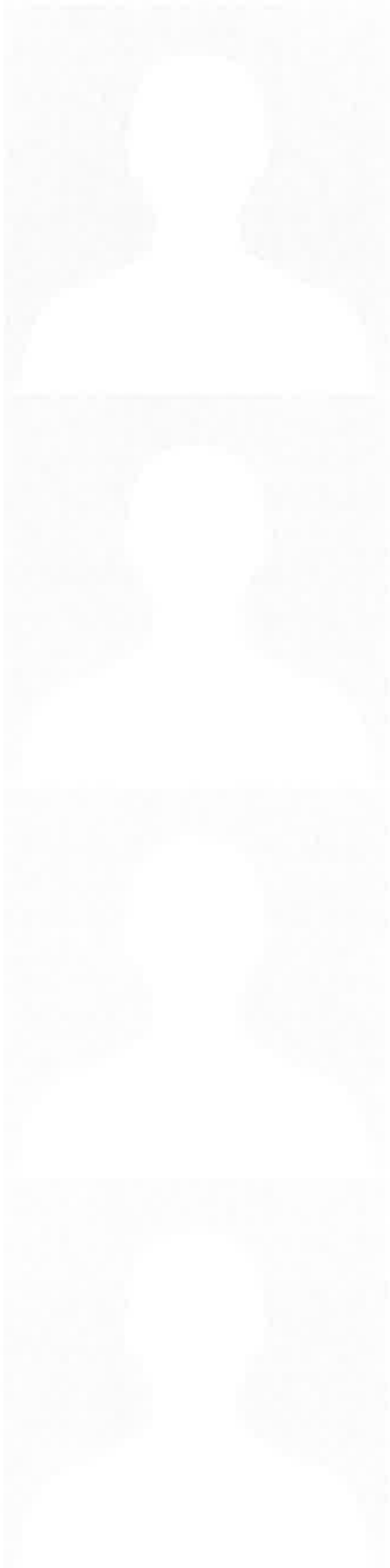


2 months ago
Tyler Hilton United States
2 months ago



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Sydney Cross United States

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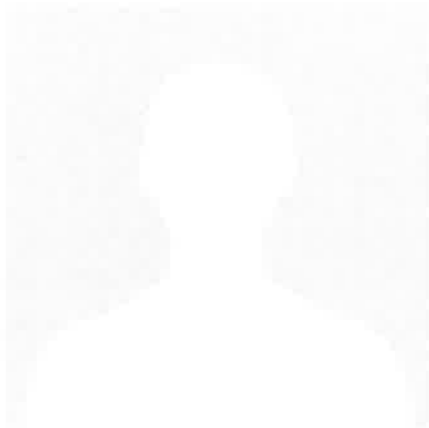
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Trystin's Reed United States
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Sandra Plunkett United States
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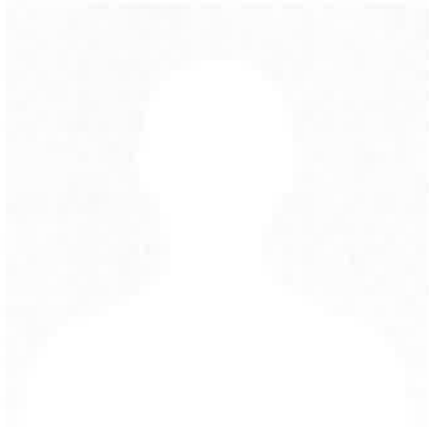
2 months ago
David smith United States
2 months ago

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Paige Hilton United States

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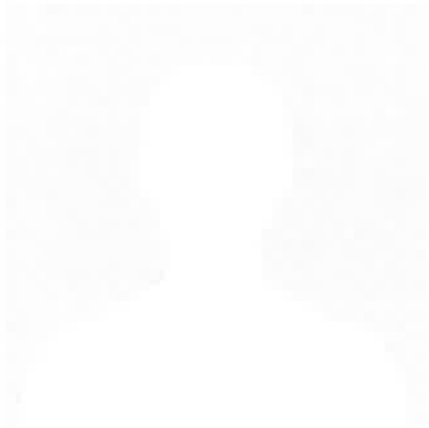
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Sarah Hagins United States
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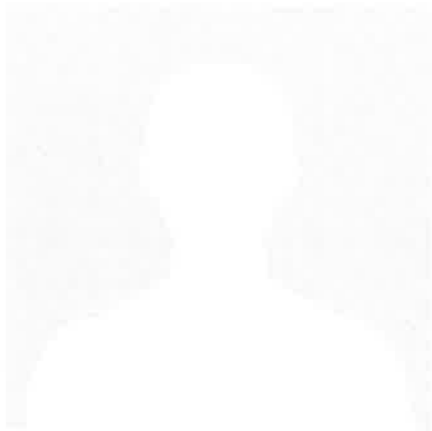
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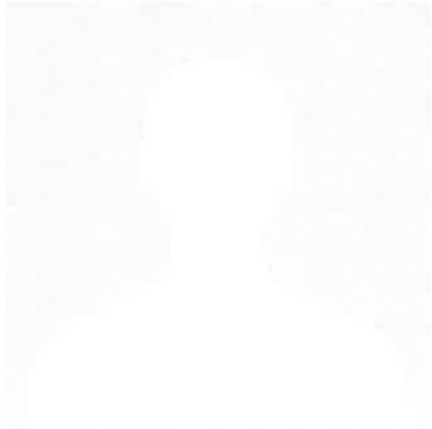
2 months ago
Donna Daniel United States
2 months ago

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Sybil Rice United States

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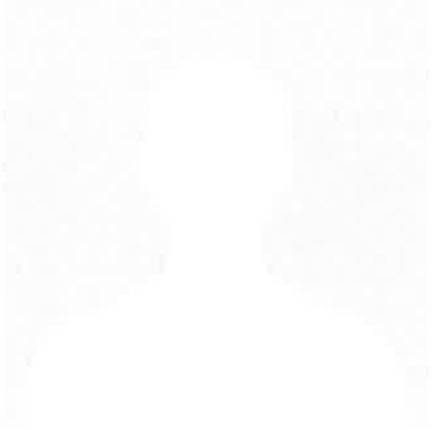
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Becca Holiday-Hobbs United States
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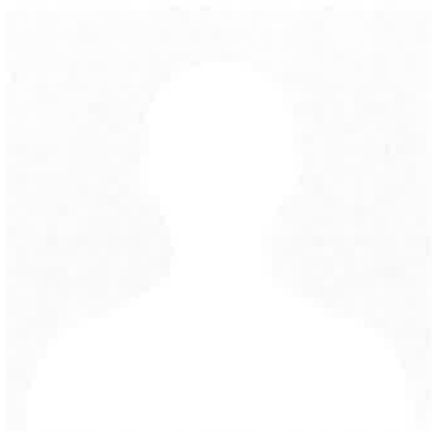
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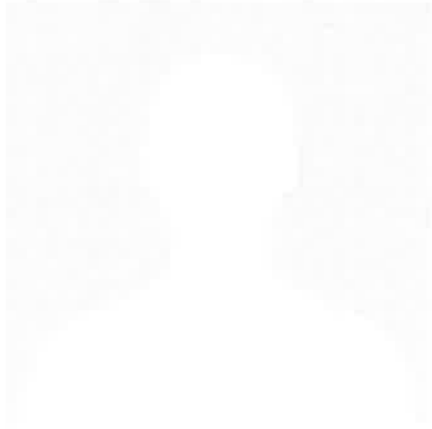
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Beth Hague United States
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Christa Rouse United States

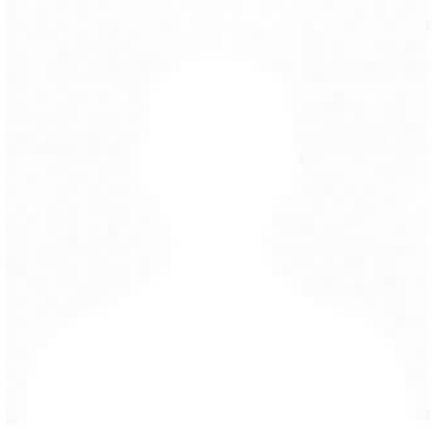
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2 months ago



2 months ago
Travis ONeill United States
2 months ago



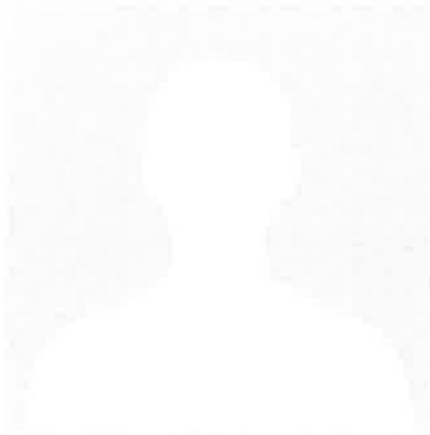
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Amy Price United States
2 months ago



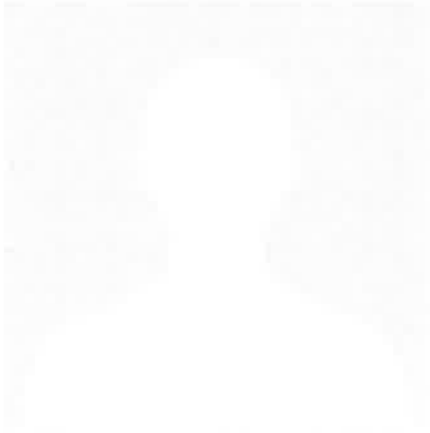
2 months ago
Kayla Watson United States
2 months ago

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Nicole brisco United States

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



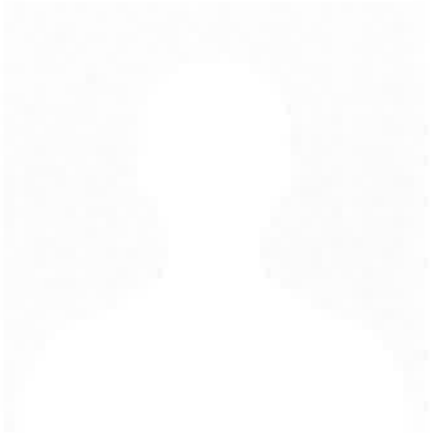
2 months ago



2 months ago
Taylor Barr United States
2 months ago



2 months ago
Lauren Ewald United States
2 months ago



2 months ago
Jenny United States
2 months ago

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Drew Mims United States

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2 months ago

2 months ago
Cheryl Hunter United States
2 months ago

2 months ago
Marina Stanley United States
2 months ago

2 months ago
Justin whitney United States
2 months ago

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Hope Littlejohn United States

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2 months ago

2 months ago
Melanie Allen United States
2 months ago

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Theresa Tarantino United States
2 months ago

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Austin Oglesby United States
2 months ago

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Jana Adcock United States

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

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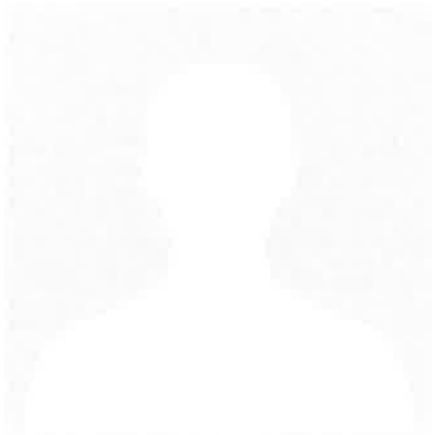
2 months ago
Karyn Eaves United States
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Jeffery Harvey United States
2 months ago

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Amberley Kimball United States
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Lauren Carmony United States

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



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2 months ago
Karen Mckee United States
2 months ago



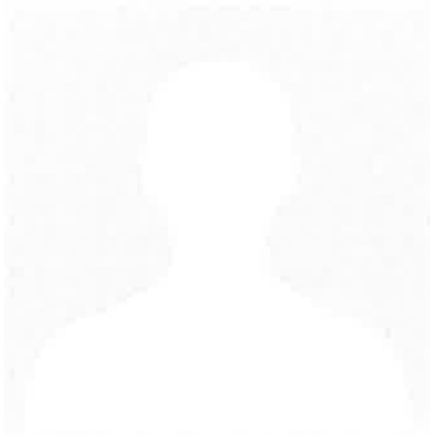
2 months ago
David Turner United States
2 months ago



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Clay Smith United States
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Jennifer United States

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2 months ago



2 months ago
Michelle United States
2 months ago



2 months ago
Arwen United States
2 months ago



2 months ago
Tami Douglas United States
2 months ago

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Kim Kinder United States

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2 months ago

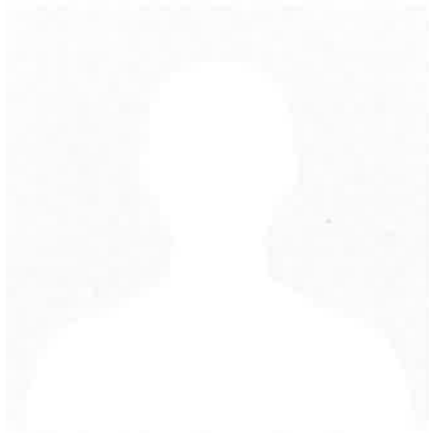
2 months ago
Katy hiscott United States
2 months ago

2 months ago
Jessi McIntosh United States
2 months ago

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Samantha Whitlow United States
2 months ago

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Mike Tidwell United States

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



2 months ago



2 months ago
James Clark United States
2 months ago



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Fran Mitchell United States
2 months ago



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Terra Butler United States
2 months ago



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Blair clark United States

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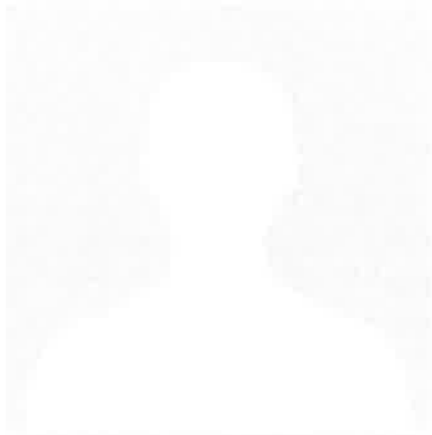
2 months ago
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Melanie Easley United States
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Yolanda Bone United States
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Gracie Lipscomb United States

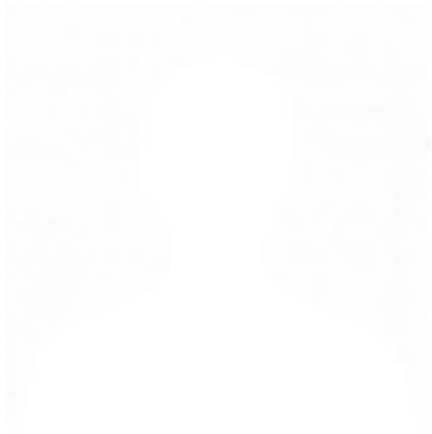
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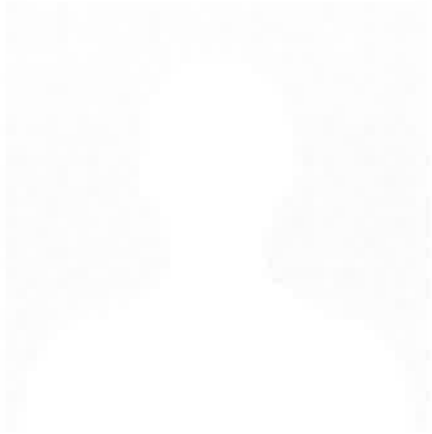
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Melissa jaynes United States
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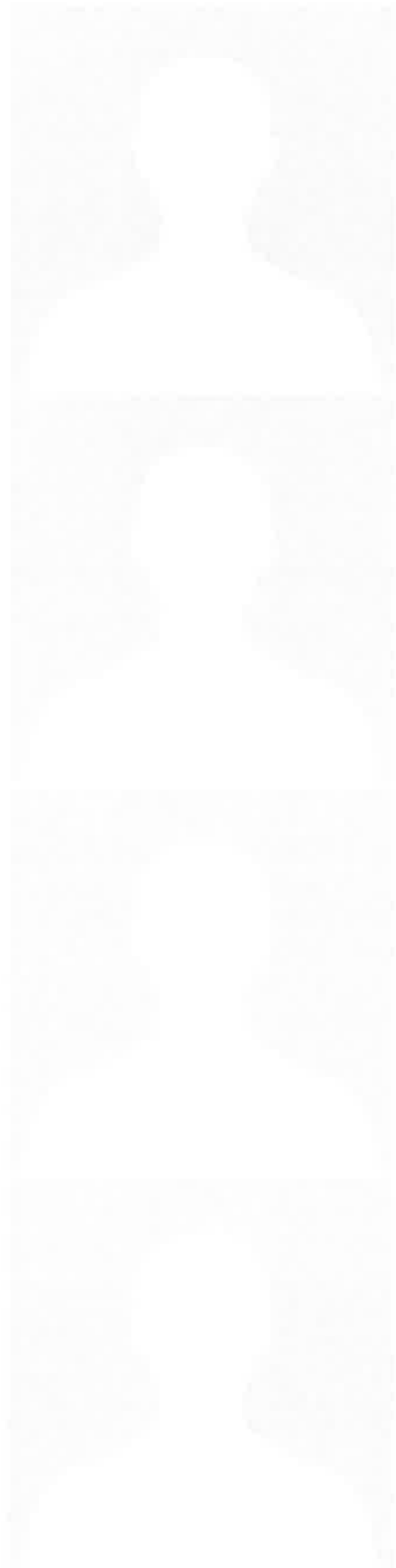
2 months ago
Brent jones United States
2 months ago



2 months ago
KAREN LANSDELL United States
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Stacey Shelly United States

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



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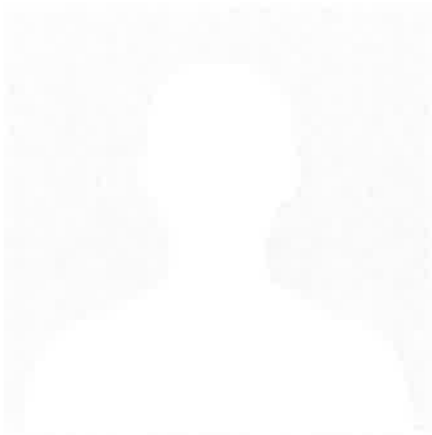
2 months ago
Susan Stovall United States
2 months ago

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Fabienne Thrash United States
2 months ago

2 months ago
Cindy Fletcher United States
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Tony Asbille United States

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



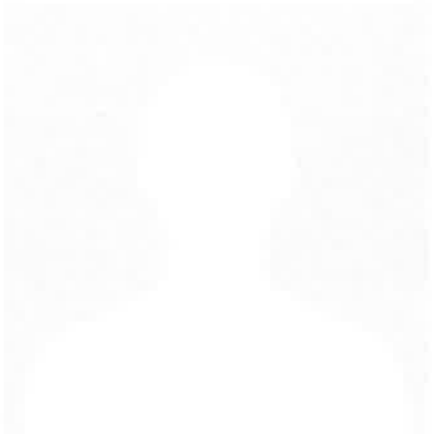
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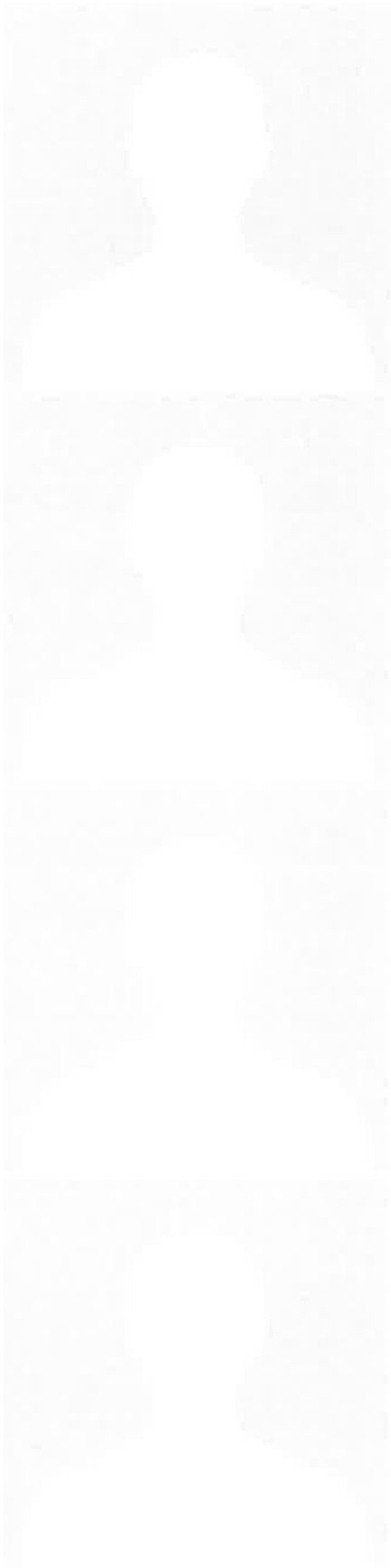
2 months ago
Jennifer Coccarelli United States
2 months ago



2 months ago
Mark burgess United States
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Taylor Hall United States

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



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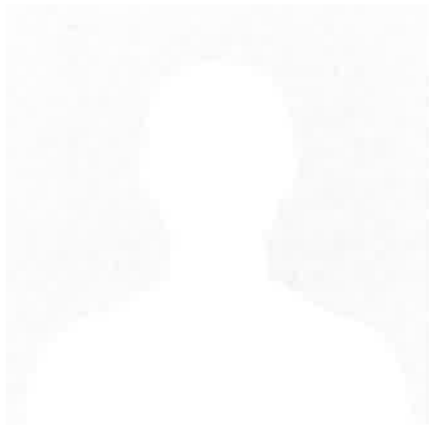
2 months ago
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Audra Pettus United States
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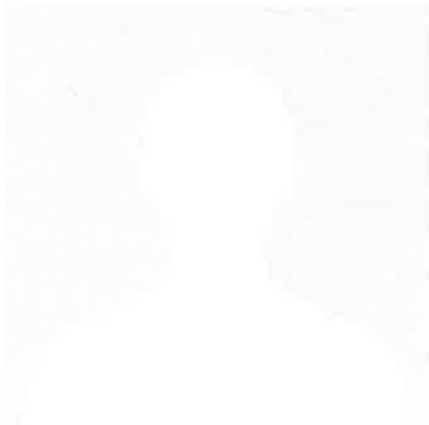
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Zelos abby United States
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Misty Johnston United States

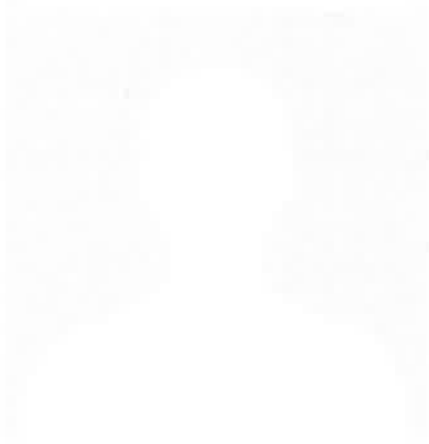
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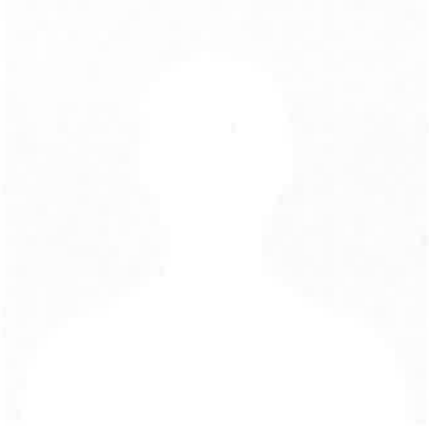
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2 months ago
Cindy Ross United States
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2 months ago
Angela L Jones United States
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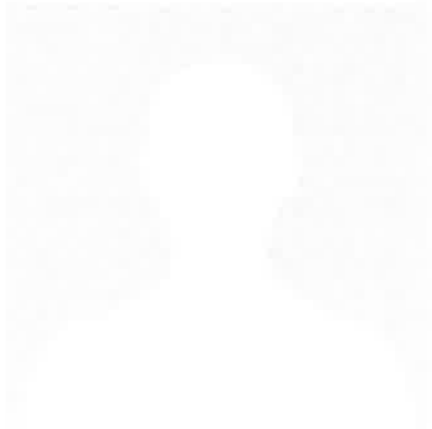
2 months ago
Gary Gathright United States
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Daniel Ludwig United States

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



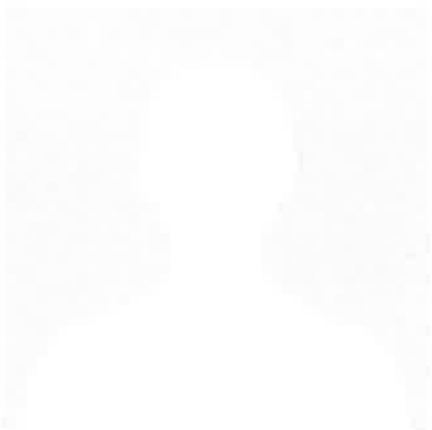
2 months ago



2 months ago
Jayna McKinnon United States
2 months ago



2 months ago
Brittney Elliott United States
2 months ago



2 months ago
Mary Lynn Patterson United States
2 months ago

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Breann horner United States

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2 months ago

2 months ago
Cathy Smith United States
2 months ago

2 months ago
Rebekah Camp United States
2 months ago

2 months ago
Ashley Patterson United States
2 months ago

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Lyndsey Tomatz United States

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

2 months ago

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Aleshia United States
2 months ago

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Michelle Oubre United States
2 months ago

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Terrie Arnold United States
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Sara Preston United States

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



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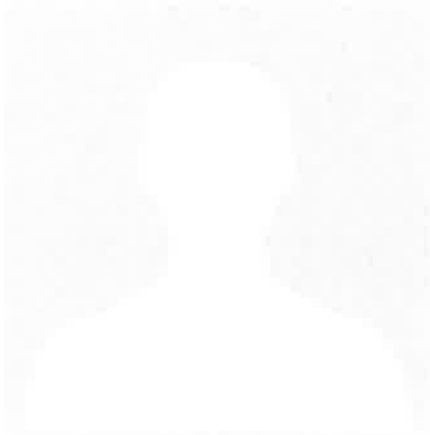
2 months ago
Jessica Roach United States
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2 months ago
John Rich United States
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Kayla long United States
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2 months ago
Mary Edwards United States

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



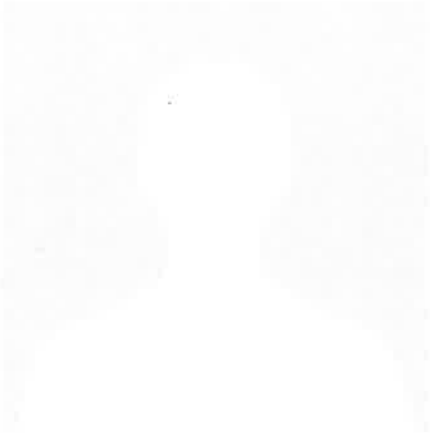
2 months ago



2 months ago
Aimee United States
2 months ago



2 months ago
Robin Rogers United States
2 months ago



2 months ago
Summer Floyd United States
2 months ago

2 months ago
Whitney Jones United States

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



2 months ago



2 months ago
Laura Bowers United States
2 months ago



2 months ago
Rebecca Sanford RN United States
2 months ago



2 months ago
Cathy Burgess United States
2 months ago

2 months ago
Lauren United States

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



2 months ago

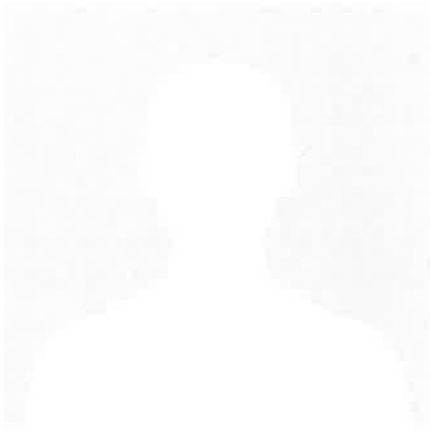
2 months ago
Randy King United States
2 months ago

2 months ago
Kara United States
2 months ago

2 months ago
Donna Smith United States
2 months ago

2 months ago
Kimberly Davis United States

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



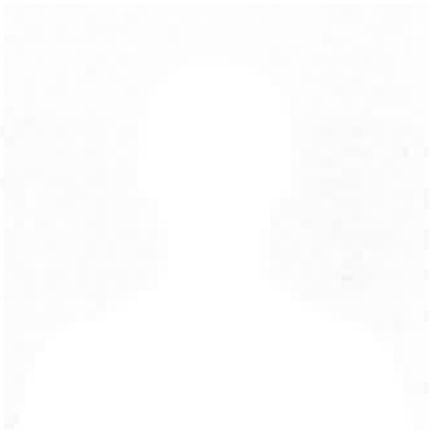
2 months ago



2 months ago
Chris Bannon United States
2 months ago



2 months ago
Laura Lacroix United States
2 months ago



2 months ago
Anthony Jewell United States
2 months ago

2 months ago
Lakeisha Booth United States

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



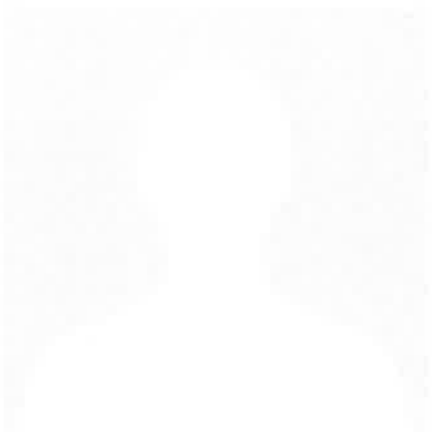
2 months ago



2 months ago
Heather Beaty United States
2 months ago



2 months ago
Shawna party United States
2 months ago



2 months ago
Jordan Ames United States
2 months ago

2 months ago
Aurelia McKinnon United States

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

2 months ago

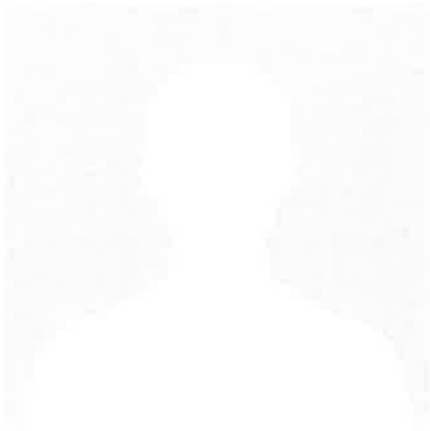
2 months ago
Ashleigh Anderson United States
2 months ago

2 months ago
Cylas Hall United States
2 months ago

2 months ago
Traci mims United States
2 months ago

2 months ago
Tammy Carter United States

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



2 months ago



2 months ago
Danielle Hamblett United States
2 months ago



2 months ago
LaNita Colley United States
2 months ago

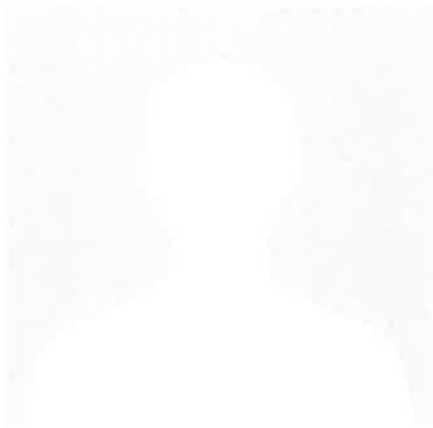


2 months ago
Holly Winchell United States
2 months ago



2 months ago
Abby McMillan United States

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



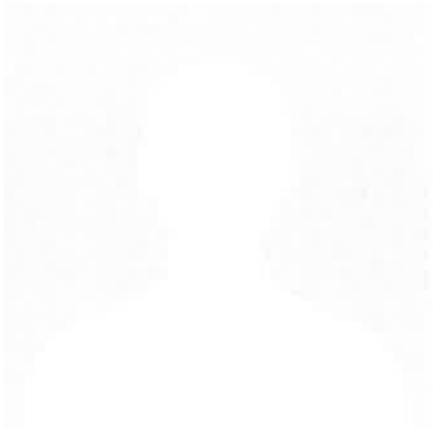
2 months ago



2 months ago
Laura martin United States
2 months ago



2 months ago
Ashley Boyd United States
2 months ago



2 months ago
Brenna Thomas United States
2 months ago

2 months ago
Missy Dickens United States

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



2 months ago

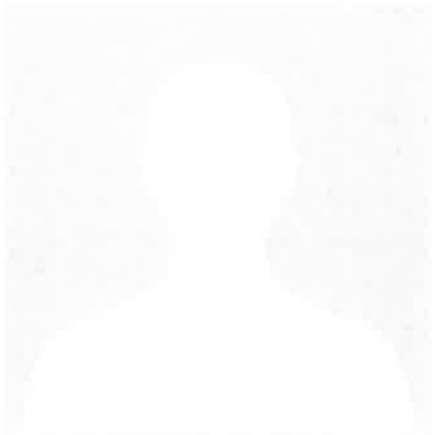
2 months ago
Jeff Wright United States
2 months ago

2 months ago
Kim Faughn United States
2 months ago

2 months ago
Angela O'Rorke United States
2 months ago

2 months ago
Melissa Massey United States

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



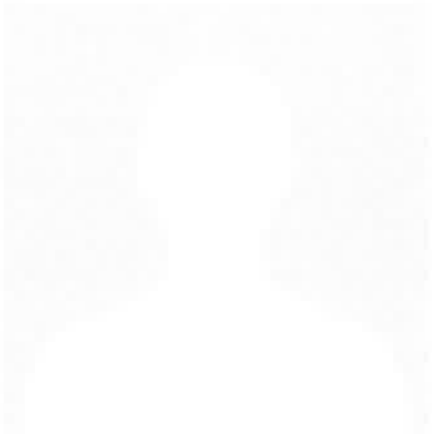
2 months ago



2 months ago
Diane Paolucci United States
2 months ago



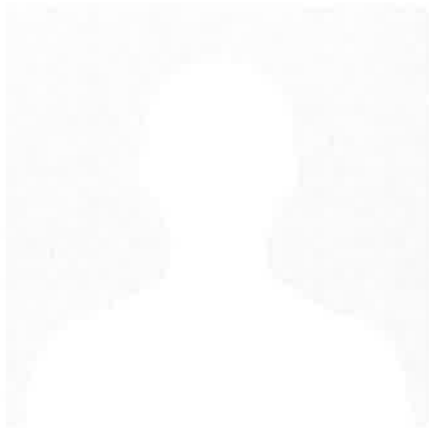
2 months ago
Whitney Nicklas fuentes United States
2 months ago



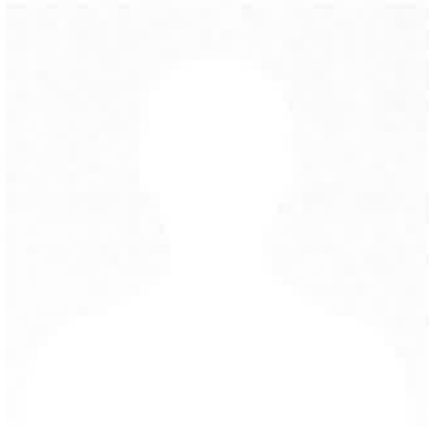
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Corie Woodman United States
2 months ago

2 months ago
Ron Mills United States

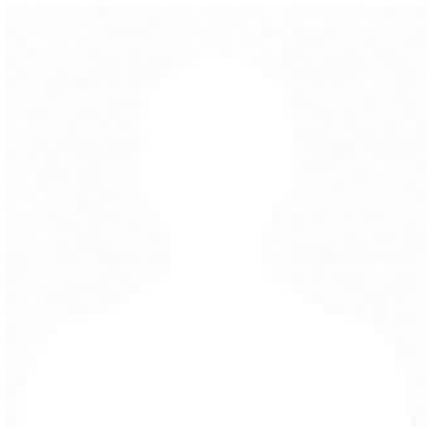
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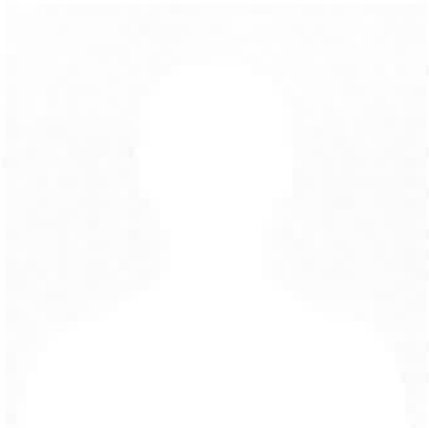
2 months ago



2 months ago
Joeann wright United States
2 months ago



2 months ago
Amber Terry United States
2 months ago



2 months ago
Ann Clowers United States
2 months ago

2 months ago
Cameron Calhoun United States

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2 months ago

2 months ago
Lindsey Graf United States
2 months ago

2 months ago
Jessica Palmer United States
2 months ago

2 months ago
Justin Bookout United States
2 months ago

2 months ago
Elizabeth McClure United States

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



2 months ago

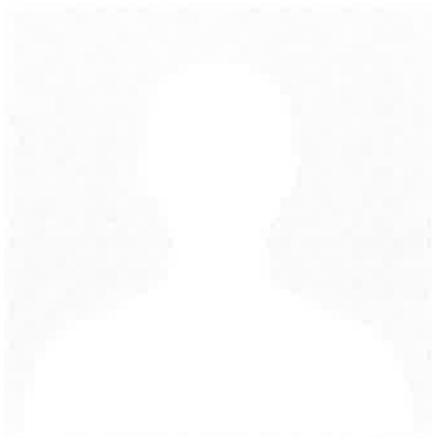
2 months ago
Jayme Culberson United States
2 months ago

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Caroline Tinsley United States
2 months ago

2 months ago
Jared Parker United States
2 months ago

2 months ago
Mary Palmore United States

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



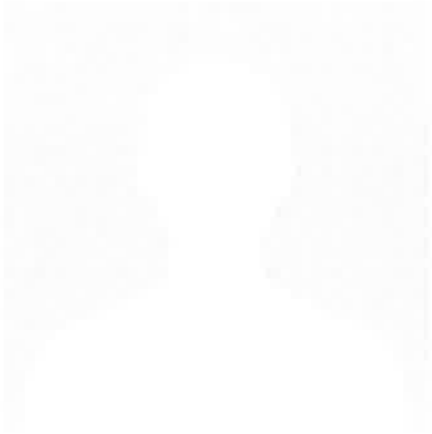
2 months ago



2 months ago
Kimberly Morris United States
2 months ago



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David Murphy United States
2 months ago



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Julie Calfee United States
2 months ago

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Lauren McWilliams United States

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2 months ago

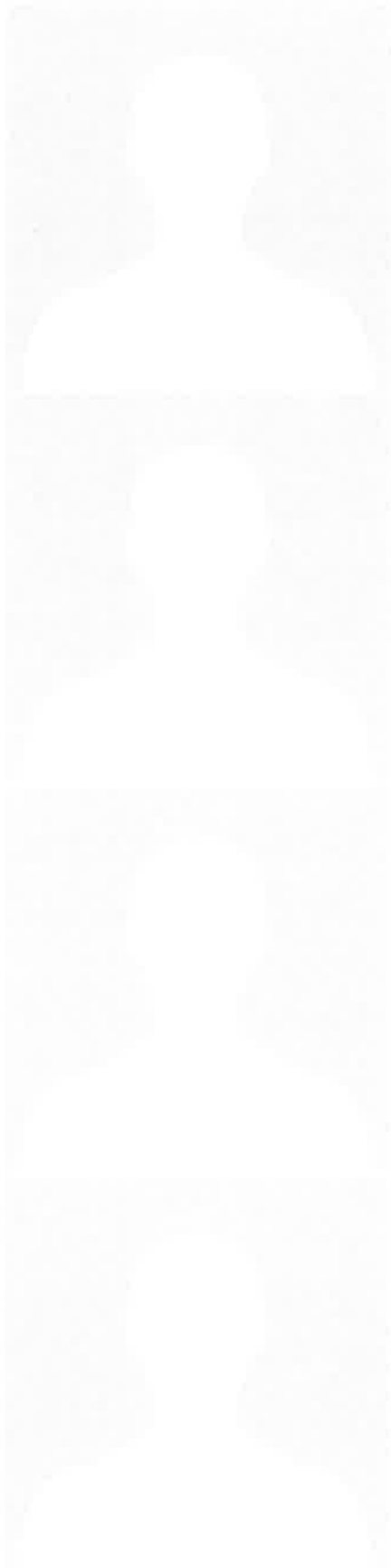
2 months ago
Keri Warren United States
2 months ago

2 months ago
Mary Collin Marracino United States
2 months ago

2 months ago
Tosha Jackson United States
2 months ago

2 months ago
Nicole Blackwell United States

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



2 months ago

2 months ago
Cody Adams United States
2 months ago

2 months ago
Rae Jarrell United States
2 months ago

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Paul McGuire United States
2 months ago

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Angela Honea United States

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2 months ago

2 months ago
Haylee mudford United States
2 months ago

2 months ago
Caleb Pittman United States
2 months ago

2 months ago
Mallory Bailey United States
2 months ago

2 months ago
Reala Jo Ward United States

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

2 months ago

2 months ago
Lyndsey Craig United States
2 months ago

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Alana Foster United States
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Lauren Ross United States
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Gena Shipp United States

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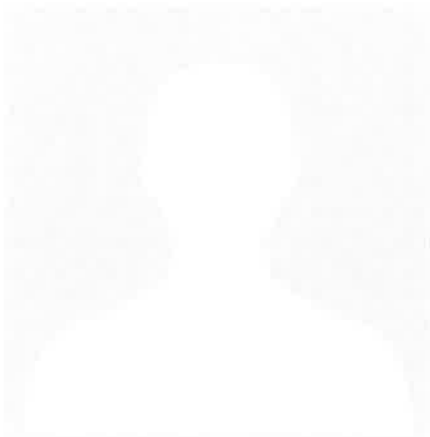
2 months ago
Jade Evans United States
2 months ago

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Dylan McNiel United States
2 months ago

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Jennifer Teeters United States
2 months ago

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Ashley White United States

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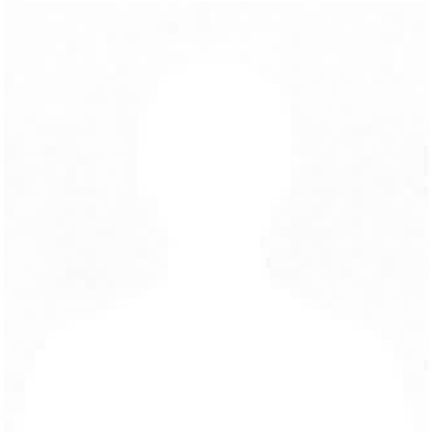
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2 months ago
Jennifer Lockman United States
2 months ago



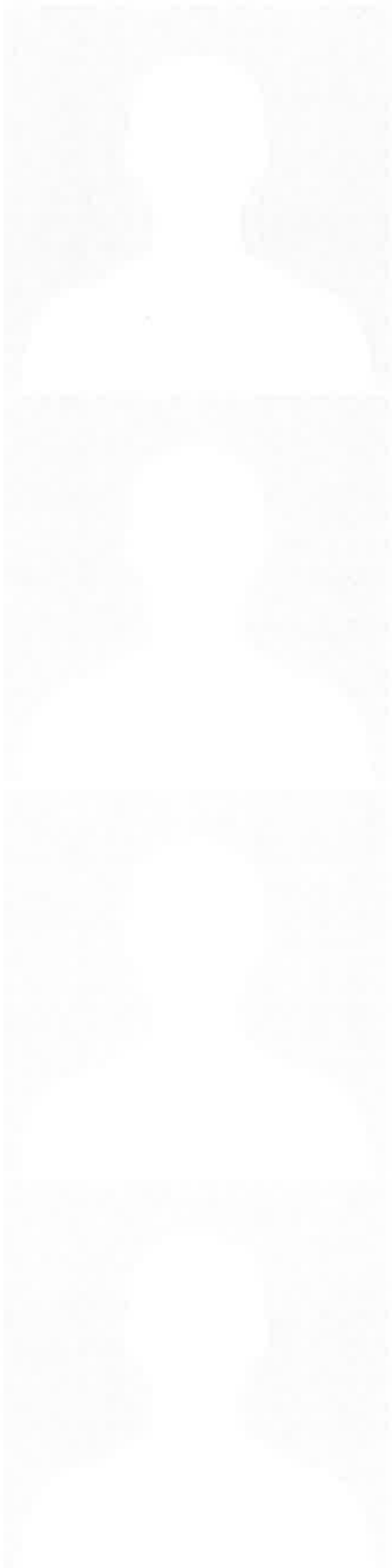
2 months ago
Marlana Oliver United States
2 months ago



2 months ago
Richard Reynolds United States
2 months ago

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Jon Raymond United States

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2 months ago

2 months ago
jaire minton United States
2 months ago

2 months ago
Jennifer Sheffield United States
2 months ago

2 months ago
Carolyn Moreland United States
2 months ago

2 months ago
Jo rogers United States

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

2 months ago

2 months ago
Mark James United States
2 months ago

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Alex White United States
2 months ago

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Bria Howe United States
2 months ago

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Danielle Patterson United States

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2 months ago

2 months ago
Courtney Hickey United States
2 months ago

2 months ago
Miranda Haywood United States
2 months ago

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Chad Patterson United States
2 months ago

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Jennifer brookes United States

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

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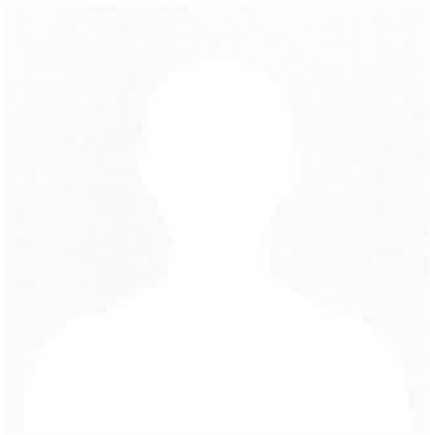
2 months ago
Jane Bruner United States
2 months ago

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Teresa Collins United States
2 months ago

2 months ago
Jennifer Steele United States
2 months ago

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Luke Holley United States

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



2 months ago



2 months ago
Heather thompson United States
2 months ago



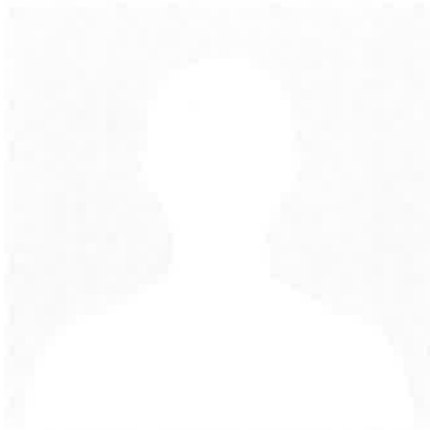
2 months ago
Jason Horton United States
2 months ago



2 months ago
Andy Woodman United States
2 months ago

2 months ago
Jordan Ewing-Schild United States

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2 months ago



2 months ago
Paige Formby United States
2 months ago



2 months ago
Ashley sterle United States
2 months ago



2 months ago
Whitney Long United States
2 months ago



2 months ago
Adriane Lippian United States

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

2 months ago

2 months ago
Rochelle Knighton United States
2 months ago

2 months ago
Josh Middleton United States
2 months ago

2 months ago
Monica Bruner United States
2 months ago

2 months ago
Donna Meeks United States

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

2 months ago

2 months ago
Amy owens United States
2 months ago

2 months ago
Treat Jordan United States
2 months ago

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Marianne Hawkins United States
2 months ago

2 months ago
Rob Carpenter United States

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



2 months ago

2 months ago
Cammie Moody United States
2 months ago

2 months ago
Jenni Hedrick United States
2 months ago

2 months ago
Amber Zaliski United States
2 months ago

2 months ago
Lacy White United States

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



2 months ago

2 months ago
Jessica Plant United States
2 months ago

2 months ago
Stephanie Wright United States
2 months ago

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Joyce Cook United States
2 months ago

2 months ago
Jeffrey Turner United States

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



2 months ago

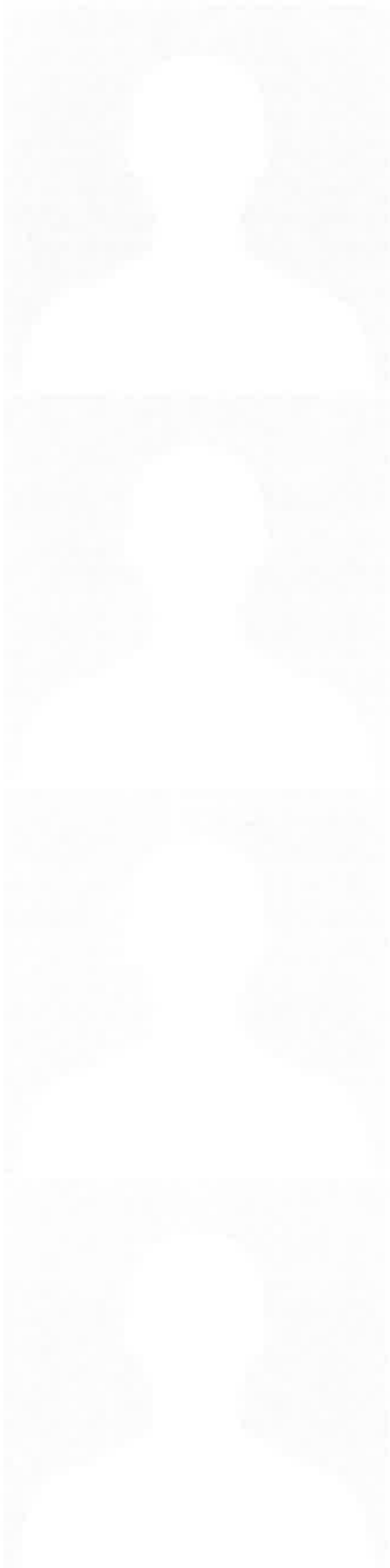
2 months ago
Amanda Razaq United States
2 months ago

2 months ago
Liz Flippo United States
2 months ago

2 months ago
Katie Middleton United States
2 months ago

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Caitlin Hoyt United States

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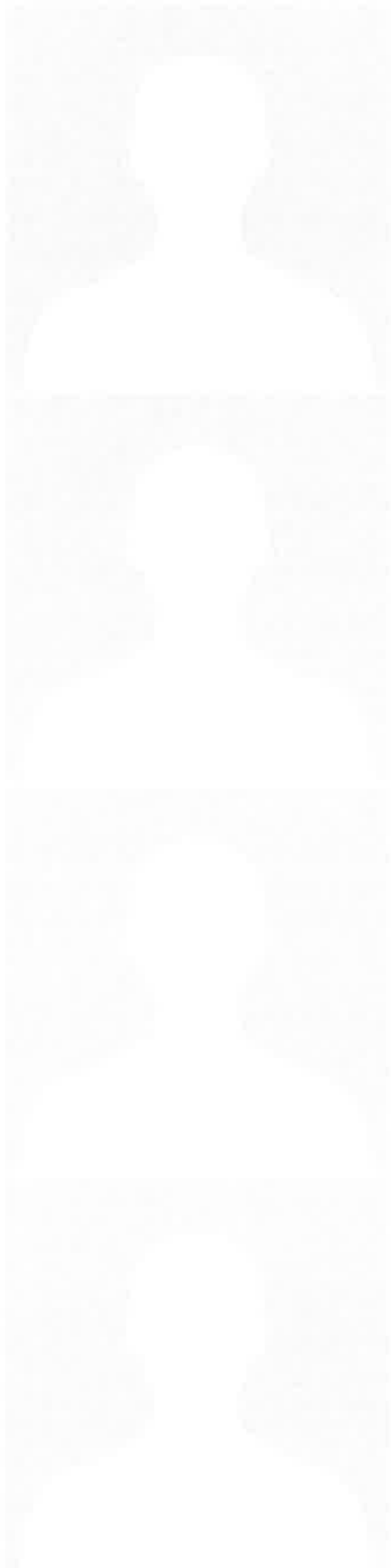
2 months ago
Heather Morris United States
2 months ago

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Garnet United States
2 months ago

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kelly United States
2 months ago

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Rebecca Duke United States

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



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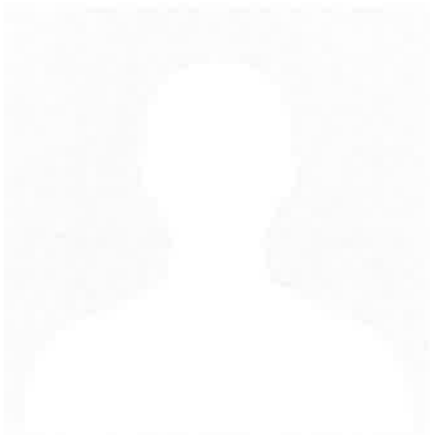
2 months ago
Bertha Shipp United States
2 months ago

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Kelly Rogers United States
2 months ago

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Brooke Dorsey United States
2 months ago

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Katie Pesek United States

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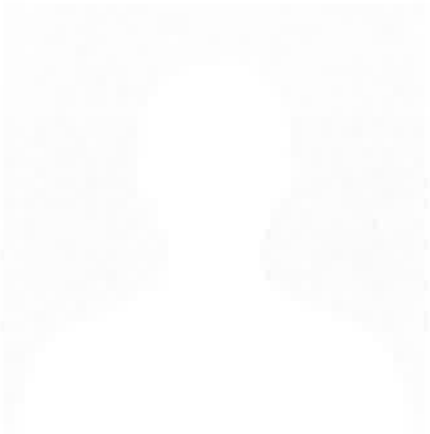
2 months ago



2 months ago
Alaina burkett United States
2 months ago



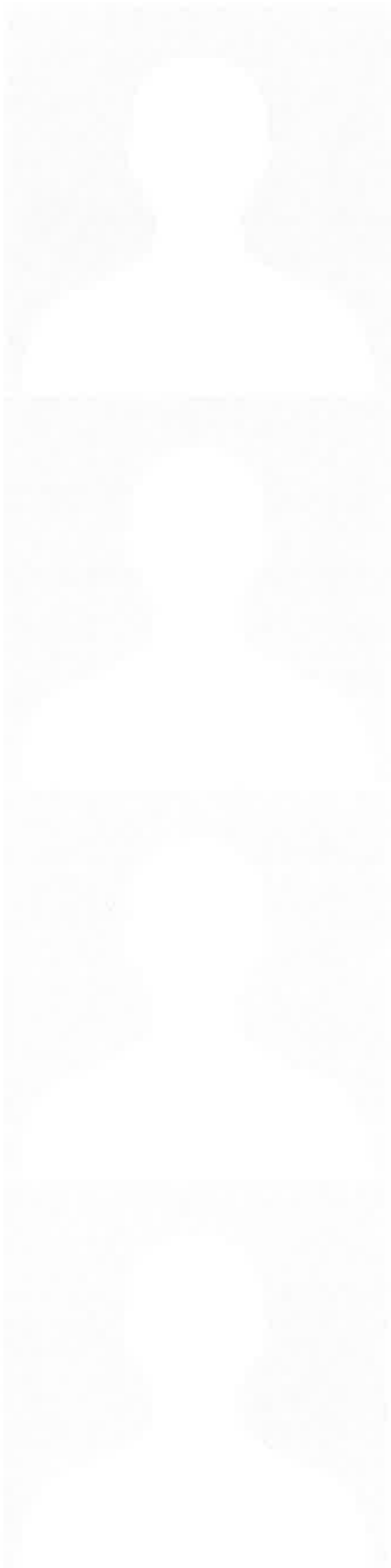
2 months ago
Leah Reed United States
2 months ago



2 months ago
Brooke Coleman United States
2 months ago

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Kim Johnston United States

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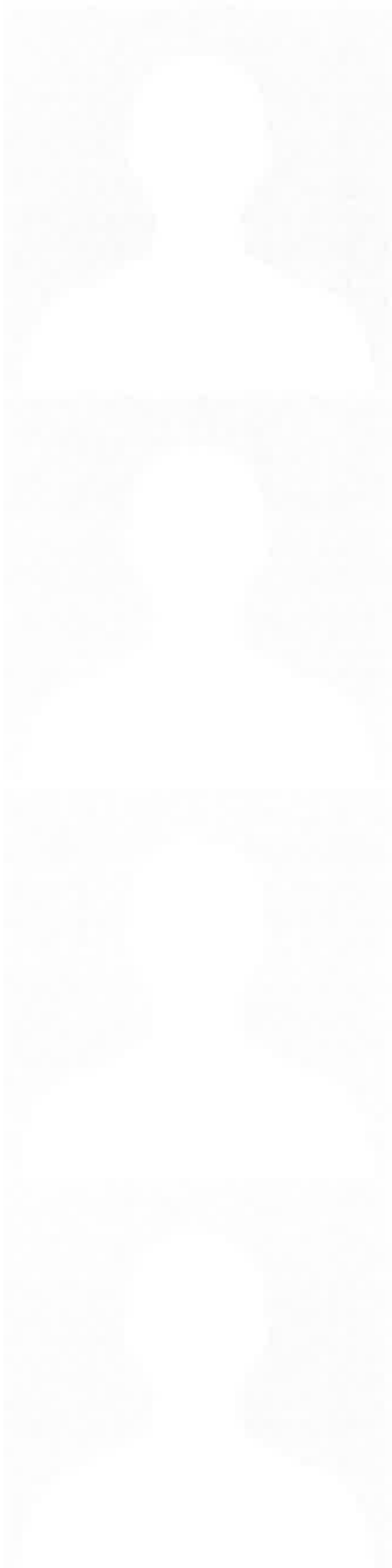
2 months ago
Amanda Moore United States
2 months ago

2 months ago
Cody sims United States
2 months ago

2 months ago
Kali Bannon United States
2 months ago

2 months ago
Kelsey Patterson United States

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



2 months ago

2 months ago
Ali deal United States
2 months ago

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Eric Dickeson United States
2 months ago

2 months ago
Michael S Boyd United States
2 months ago

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Leah Orr United States

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

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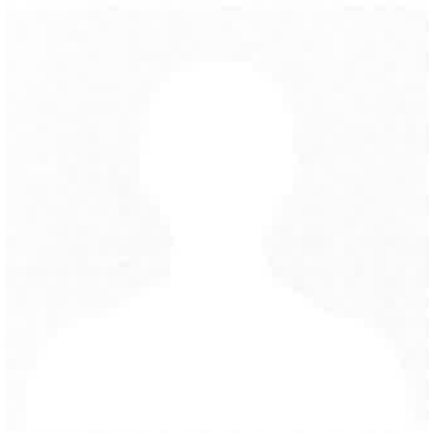
2 months ago
Paige Mims United States
2 months ago

2 months ago
Stephanie Shuffield United States
2 months ago

2 months ago
Bryan callaway United States
2 months ago

2 months ago
Patrick Rhodes United States

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



2 months ago



2 months ago
Brian Steele United States
2 months ago



2 months ago
Amanda Horton United States
2 months ago

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



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

2017-056 ATTH 11

ITEM INDEX – CITY COUNCIL MEETING JUNE 12, 2017

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ITEM 2 – INSTAGRAM POSTS OF APPLICANT

ITEM 3– PUBLIC NOTICE AND STAFF COMMENTARY PAGES

ITEM 4 – WAREHOUSE EMAIL—DAVID ORR

ITEM 5 – SITE PLANS

ITEM 6 – SITE ENTRY PICTURES

ITEM 7 – P & Z MINUTES—MAY 1

ITEM 8 – TREES BELOW 75 GALLONS

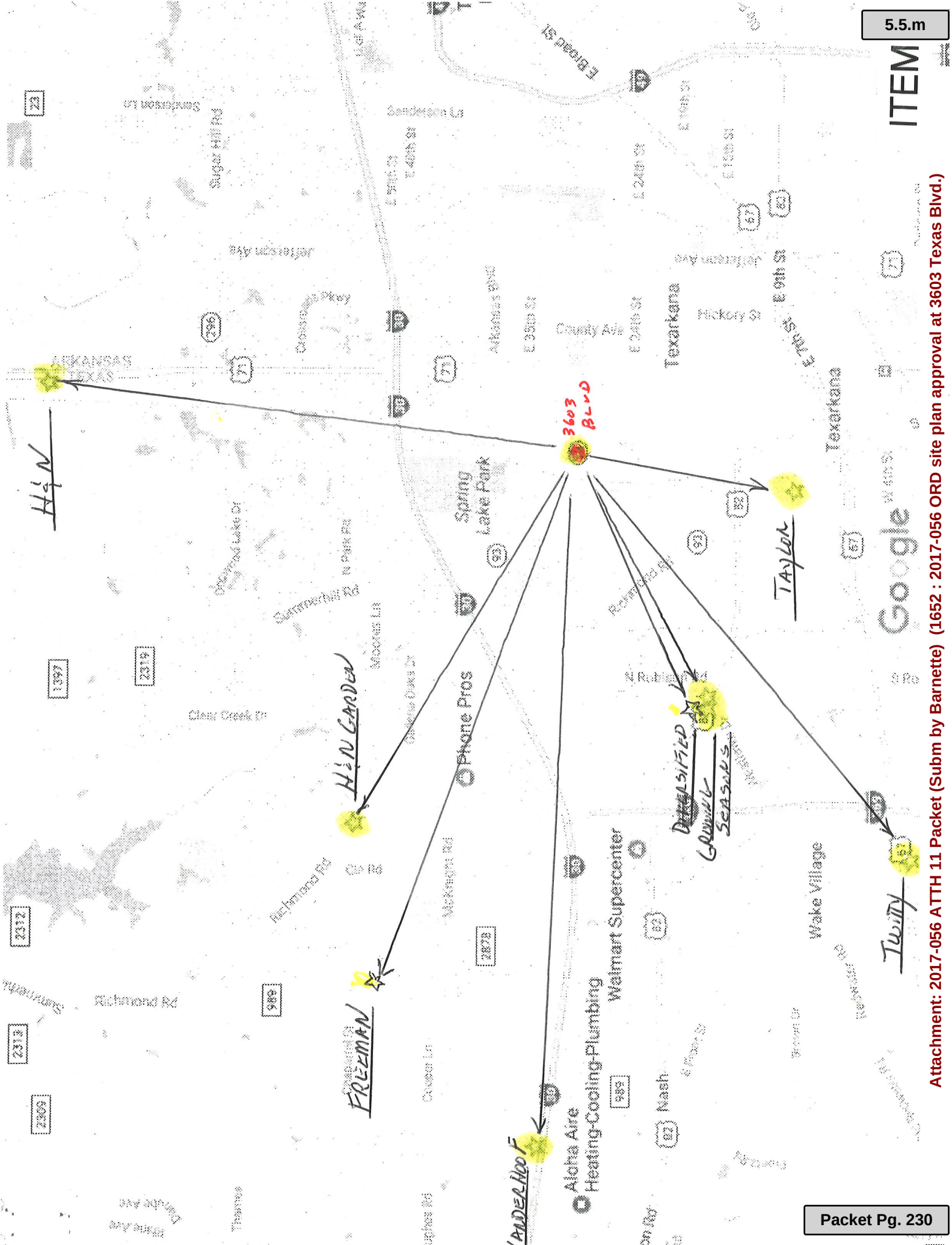
ITEM 9 – OSHA FORKLIFT HAND OUT

ITEM 10 – GARBAGE TRUCK

ITEM 11 – DRAINAGE ISSUES

ITEM 12 – BIG OAK TO BE CUT

ITEM 13 – 18 WHEELER DIMENSIONS



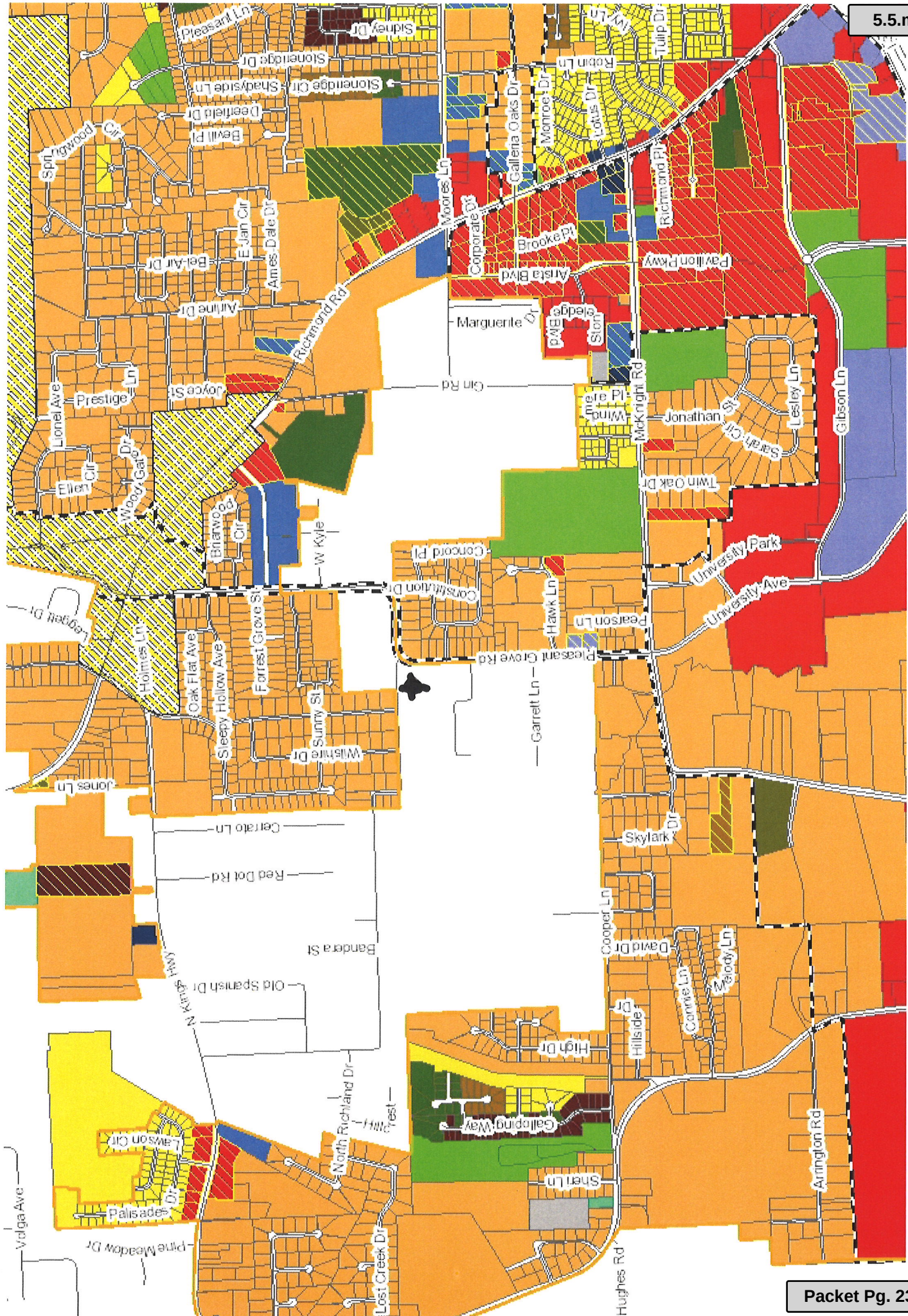
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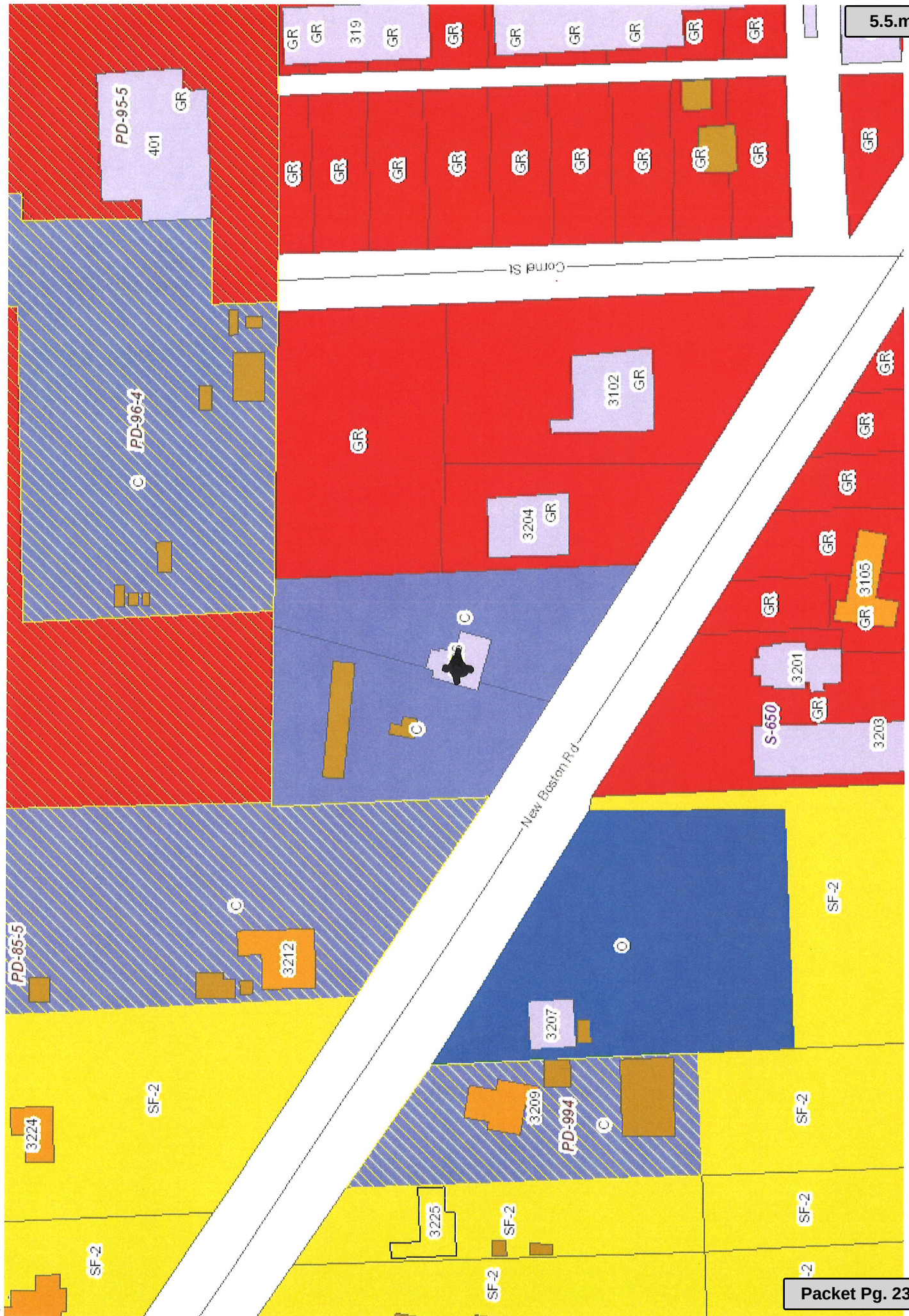
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FREEMAN

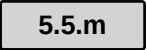


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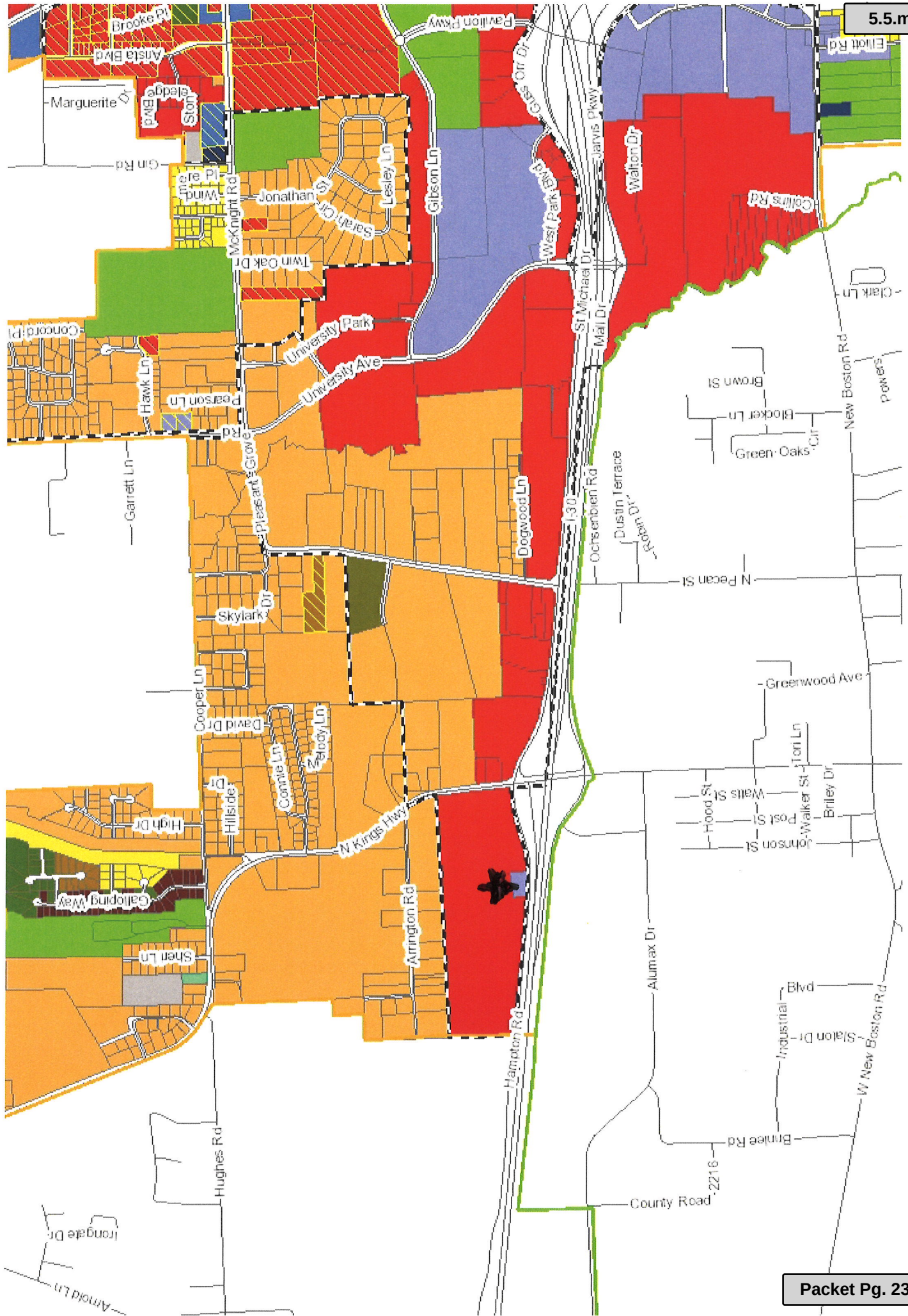












X



bryancallaway

Follow

36 likes

2w

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

Log in to like or comment.

...

MAR. 23

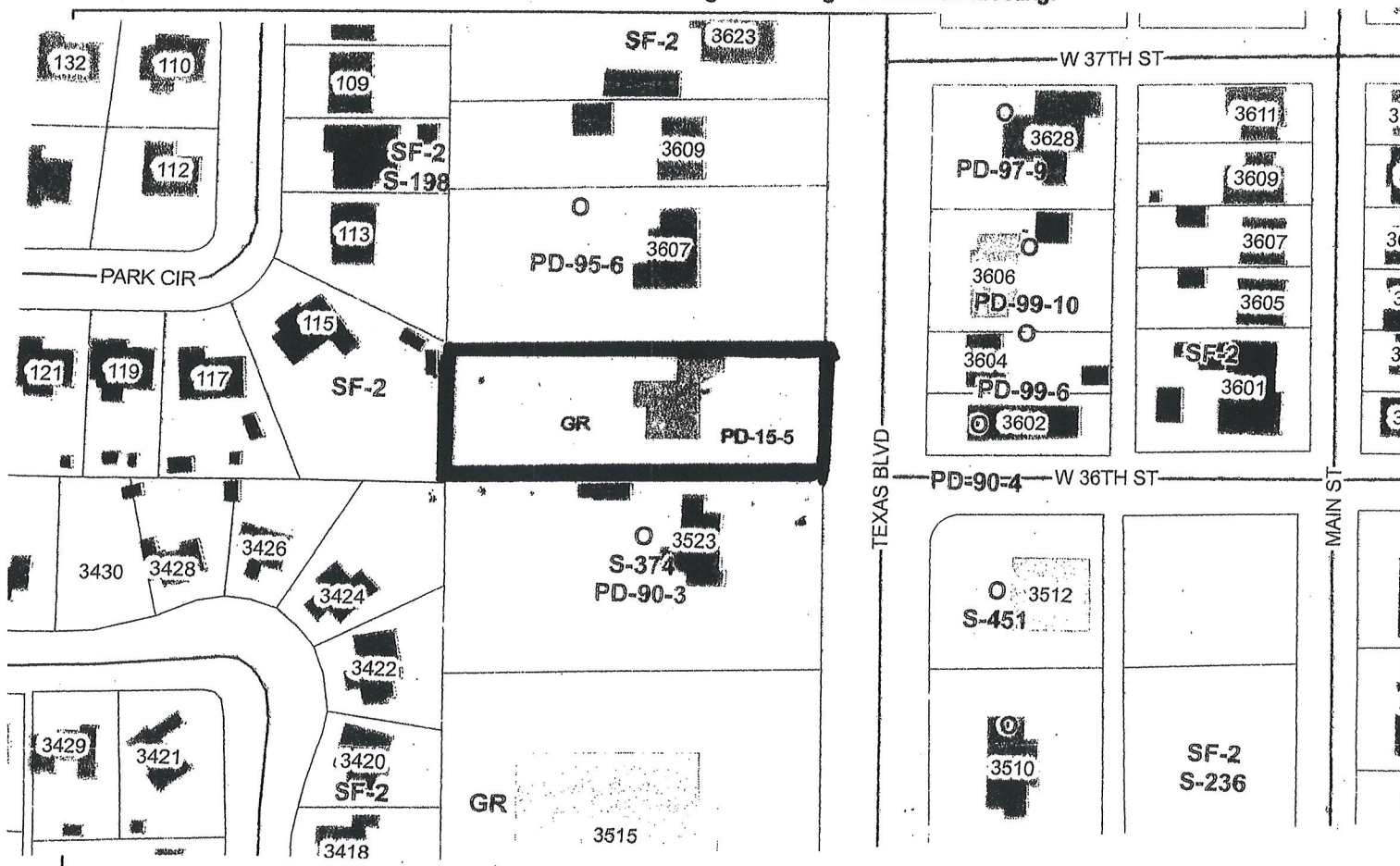
NOTICE OF PUBLIC HEARINGS

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

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

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

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



APPLICANT'S NAME **Bryan Callaway**

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

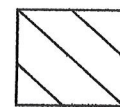
LOCATION OF REZONING: 3603 Texas Boulevard, Texarkana, TX

PROPOSED CHANGE: Specific Use Permit to allow the location of outside storage of plants/trees for proposed landscape business. *Dr Bric Bunk*

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

CASE NUMBER: S-677

DATED MAILED: 3-23-17



MAP LEGEND
Proposed
Change

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

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

OLD
STAFF COMMENTARY
+
OLD SITE PLAN
ATTACHED

REC.
Prior to
April 3

SUMMARY SHEET

Requested Zoning: Specific Use Permit

Proposed Use: Landscape business

Present Use: Vacant land

Location/Address: 3603 Texas Boulevard

Comprehensive Plan Designation: Retail area

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

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

Adjacent Usage: North Residence South Insurance office

East Residence West Residence

Case No.: S-677

Present Zoning: PD-GR

To P&Z: April 8, 2017

To C.C.: May 8, 2017

STAFF COMMENTARY

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

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

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

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

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

Staff recommends for approval of the Specific Use Permit.

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

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

APRIL 3

"Comments From
Fire Dept**SUMMARY SHEET**

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

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

STAFF COMMENTARY

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

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

The attached site plan consists of the following:

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

The following needs to be added to the site plan:

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

See page 2

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

City of Texarkana, Texas

Version:

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

Briefing Sheet

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

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

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

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

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

The site plan consists of the following:

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

Cable One Webmail

dbarn0418@cableone.net

3603 Texas Blvd PD-15-5 Site Plan Approval

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

Doug,

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

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

Thanks,

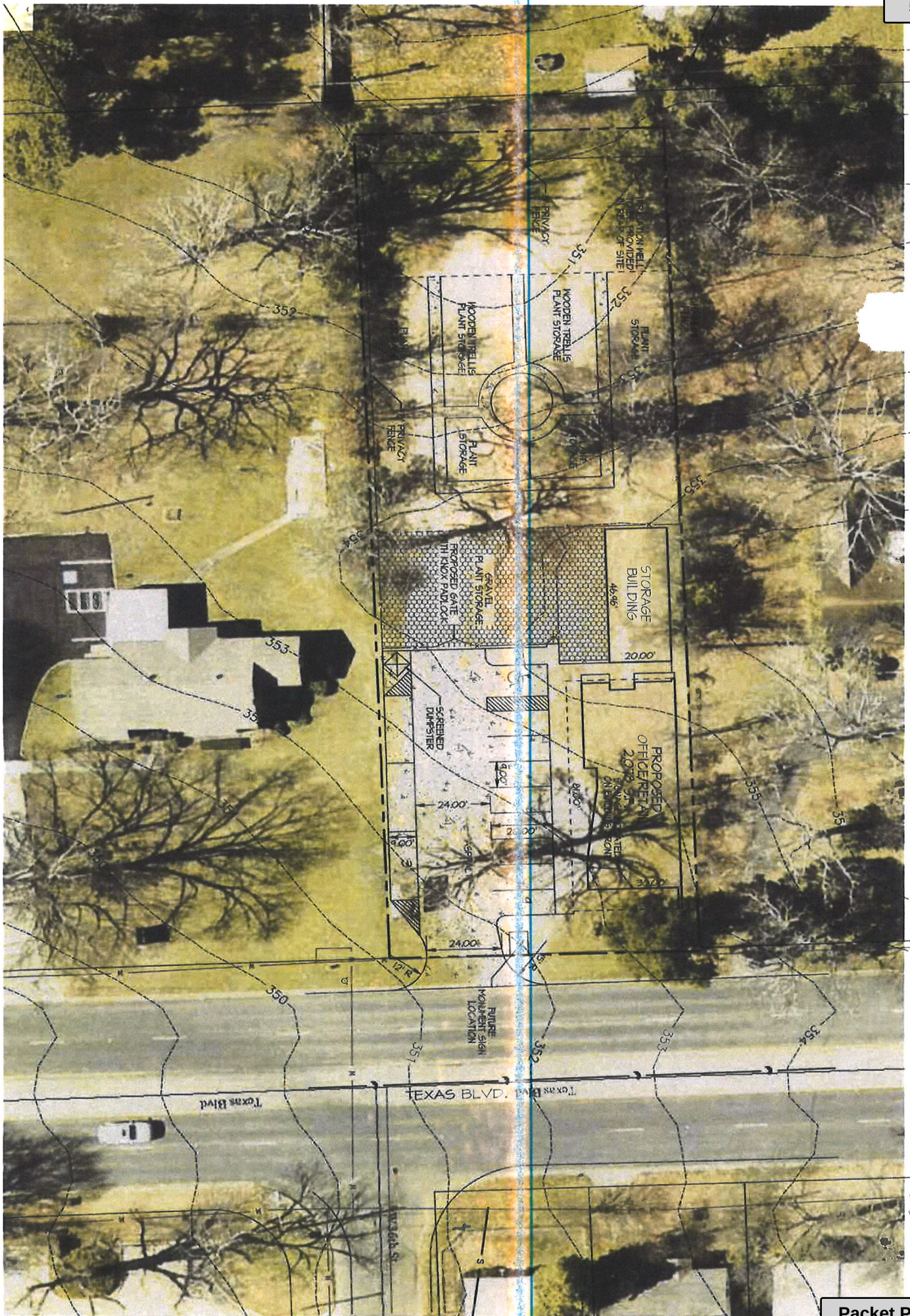
David

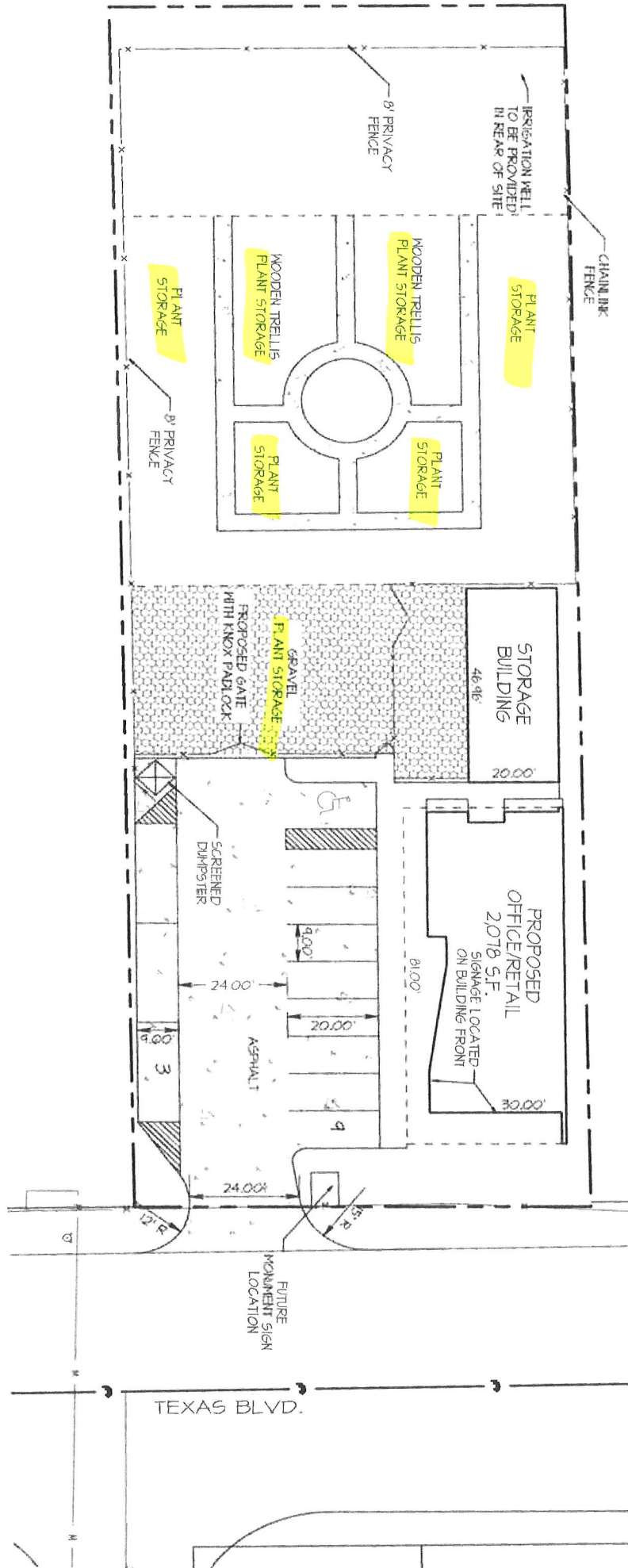
David W. Orr
Director of Planning & Community Development

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

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

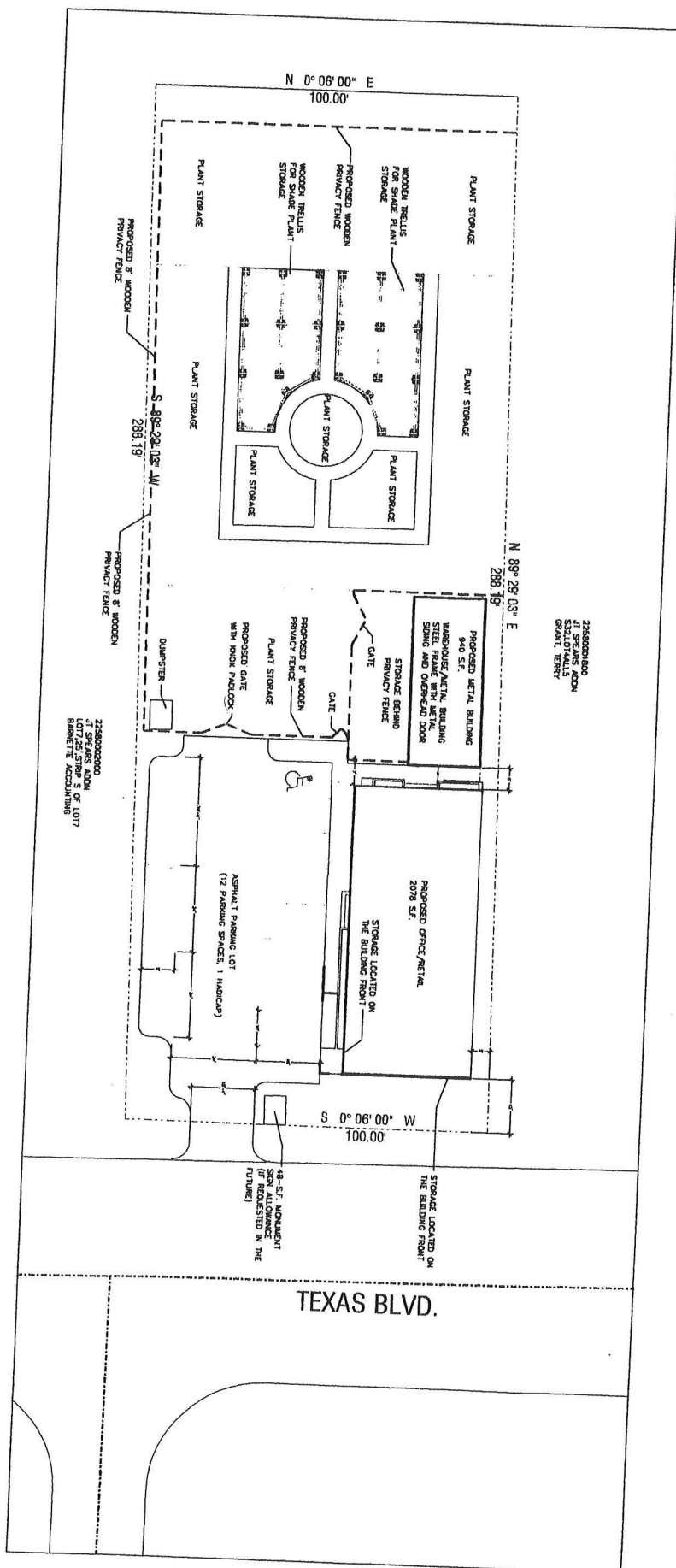
Attachment: 2017-056 ATTH 11 Packet (Subm by Barnette) (1652 : 2017-056 ORD site plan approval at 3603 Texas Blvd.)







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







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

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

ATTENDING:

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

ABSENT:

Mr. Gene Joyce, III

ALSO ATTENDING:

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

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

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

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

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

RECOMMENDED FOR APPROVAL

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

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

Mr. Henslee stated there were some concerns about easements.

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

RECOMMENDED FOR APPROVAL

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

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

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

RECOMMENDED FOR APPROVAL

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

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

REMOVED FROM TABLE

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

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

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

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

RECOMMENDED FOR APPROVAL WITH STAFF STIPULATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDED FOR APPROVAL

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

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

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

RECOMMENDED FOR APPROVAL

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

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

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

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

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

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

Ms. Kinsey asked what time the park would close.

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

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

RECOMMENDED FOR APPROVAL

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

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

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

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

RECOMMENDED FOR APPROVAL WITH STIPULATIONS

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

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

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

RECOMMENDED FOR APPROVAL

Staff updates.

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

Consider approval of April 3, 2017 Minutes.

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

RECOMMENDED FOR APPROVAL

There being no further business, the meeting was adjourned.

Dianna Patterson Kinsey, Acting Chairman

Debbie Burk, Secretary



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



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DEPARTMENT OF LABOR

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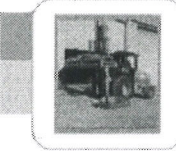
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Safety and Health Topic Page | Credits



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Operating the Forklift

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

Operating the Forklift: Traveling & Maneuvering

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

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



Figure 1. Employee traveling and maneuvering a forklift.

Mounting and Dismounting

Potential Hazards:

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

Requirements and Recommended Practices:

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

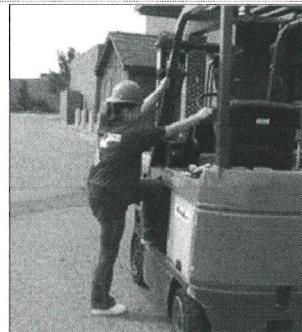


Figure 2. Operator grasping hand grips when mounting the vehicle.

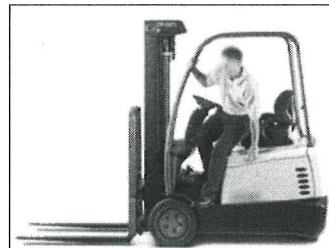


Figure 3. Operator dismounting a forklift.

Starting/Stopping

Starting

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

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



Figure 4. Stop signs posted to regulate traffic flows.

Stopping

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

For more information, see Parking.

Operating at Speed**Potential Hazards:**

While traveling avoid these potential hazards:

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

Requirements and Recommended Practices:

Be aware of the travel conditions along your planned route:

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



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

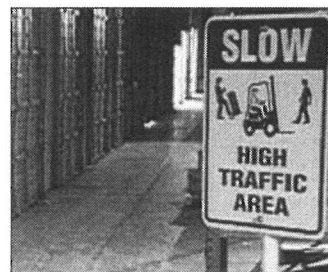


Figure 6. Observe all posted speed limits and warning signs.

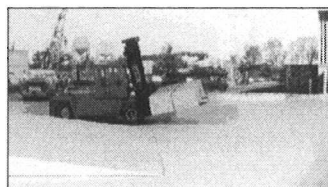


Figure 7. Forklifts are less stable on turns and grades and can tipover.
[View animation](#)

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

While changing directions, be aware of these potential hazards:

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

Requirements and Recommended Practices:

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

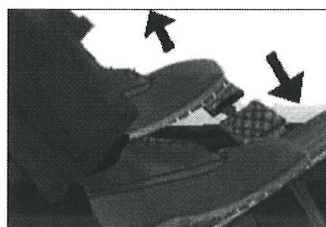


Figure 8. Operator is releasing the inching pedal, setting the direction control to forward and pressing the accelerator. (The brake is the middle pedal.)

Reversing

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

Potential Hazards:

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

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

Requirements and Recommended Practices:

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



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

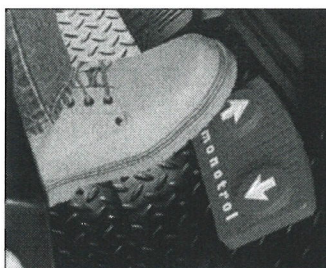


Figure 10. Using pedal to shift from reverse to forward.

Turning and Steering**Potential Hazards:**

While steering, be aware of these potential hazards:

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

Requirements and Recommended Practices:

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

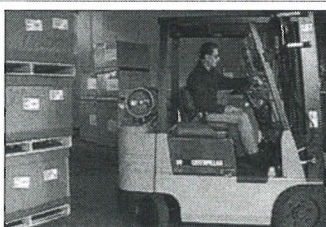


Figure 11. An exaggerated tail swing is caused by rear wheel steering; the operator is turning left and the rear is swinging toward the right.

Traveling on Inclines

Potential Hazards:

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

- Tipover
- Falling load

Requirements and Recommended Practices:

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

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



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

Parking

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

Potential Hazards:

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

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

Requirements and Recommended Practices:

A powered industrial truck is considered "unattended":

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

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

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

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

Safe Travel Practices

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

Potential Hazards:

While traveling, be aware of these potential hazards:

- Overturning forklift
- Falling load

- Being struck or crushed by forklift
- Collisions

Requirements and Recommended Practices:

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

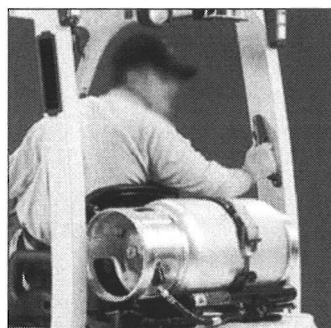


Figure 13. Operator looking in the direction of travel and keeping arms in the confines of the vehicle.



Figure 14. Operator traveling with load lowered.



Figure 15. Do not travel with the load elevated.

Visibility

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

Potential Hazards:

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

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

Requirements and Recommended Practices:

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

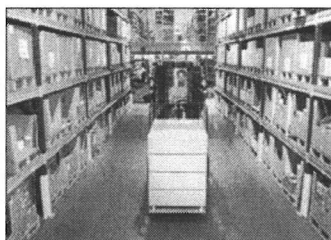


Figure 16. Operator keeping a clear view.

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



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

Tipover

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

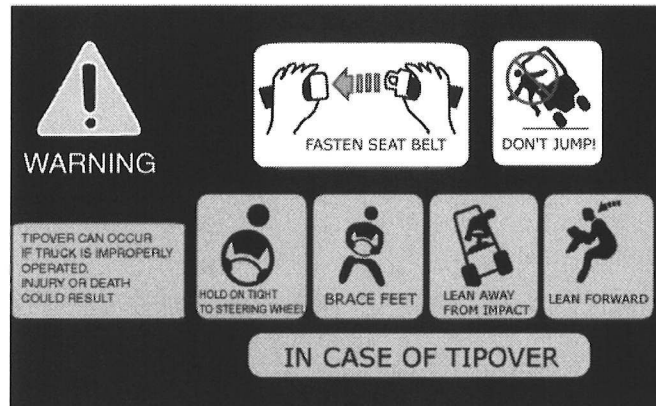


Figure 18. Example of warning label on a powered industrial truck showing actions to take in the event of a tipover of a sit-down counterbalanced truck. Note that the operator's seatbelt should already be fastened.

IN CASE OF A TIPOVER:

For tipovers on sit-down counterbalanced trucks:

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

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

[Types & Fundamentals](#) | [Operating the Forklift](#) | [Understanding the Workplace](#) | [Training Assistance](#)

[eTools Home](#) : [Powered Industrial Trucks](#)

[Safety and Health Topic Page](#) | [Credits](#)

[Freedom of Information Act](#) | [Privacy & Security Statement](#) | [Disclaimers](#) | [Important Web Site Notices](#) | [International](#) | [Contact Us](#)

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

www.OSHA.gov











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

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

KEEP LEARNING

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

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

How big is a horse trailer?



Credit: TIM MCCAIG Vetta Getty Images

FULL ANSWER

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

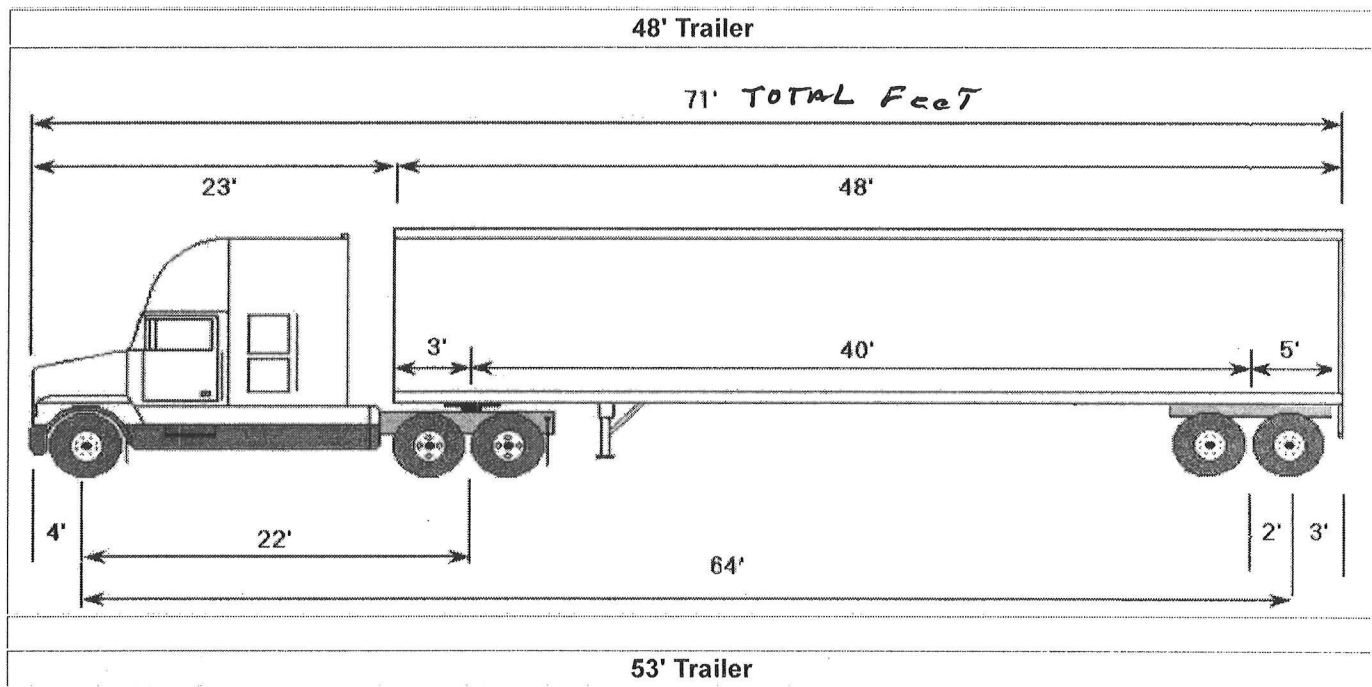
Specialized equipment, such as low-boy trailers, are not included in federal regulations.

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

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

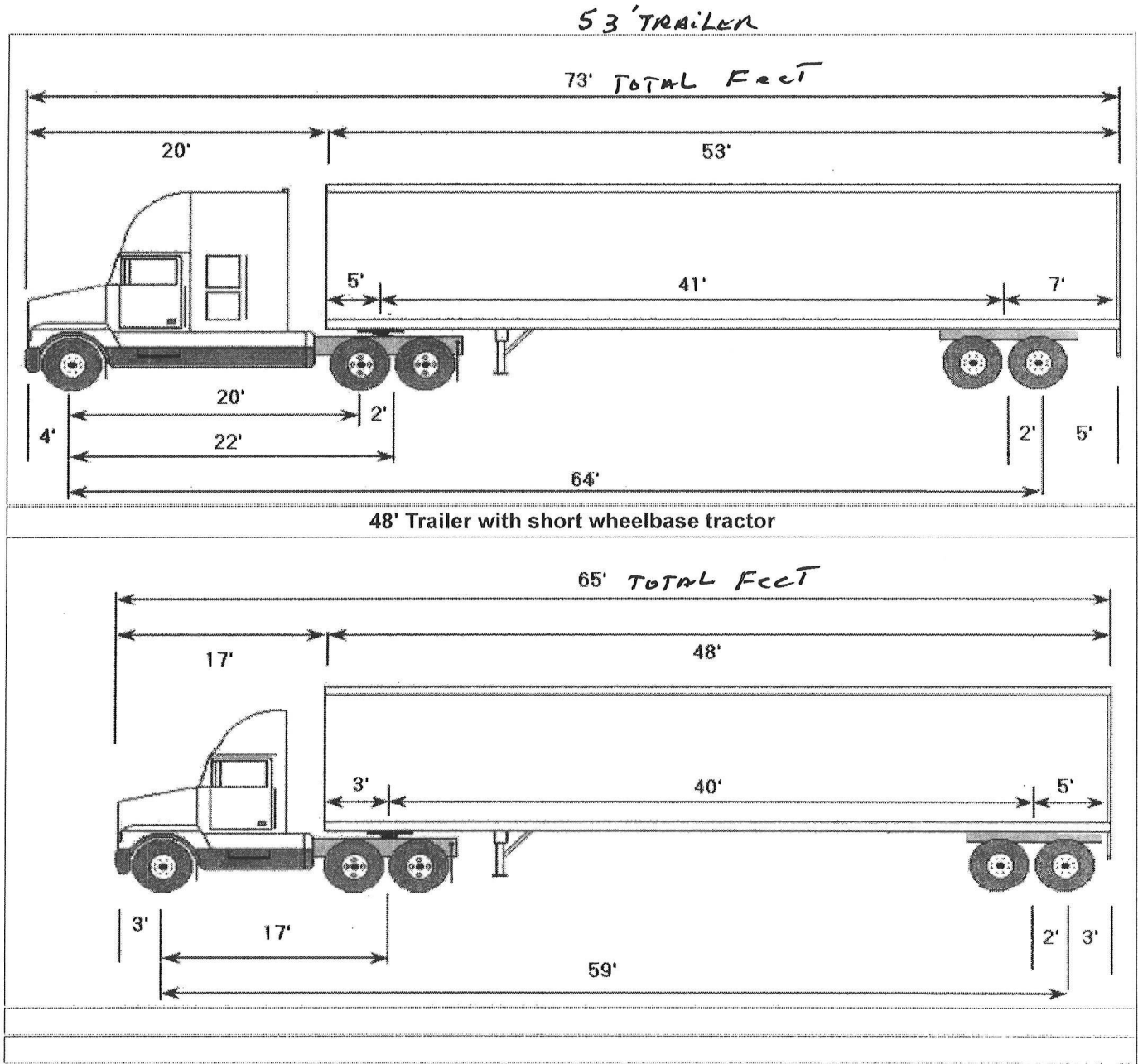
Many states such as Michigan and western states allow multi trailer combinations which cannot be weighed on standard length truck scales. Partially weighing these trucks is not legal for trade, therefore scales of 100' to 120' are typical. We have several 140' scales in western states for that application.

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



53' Trailer

↓
NEXT PAGE



Re

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

2017-056 ATTH 12

June 22, 2017

Mr. Bryan Callaway

Delivered via email: studio230llc@gmail.com

Re: Texas Boulevard Site Design



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

Dear Mr. Callaway:

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

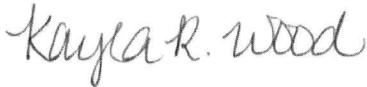
- Drive Aisle and Turning Radii
 - A 24-foot drive aisle is provided and this is in compliance with City of Texarkana, Texas requirements and traffic circulation needs for customer pickups and deliveries;
 - This width of drive aisle is adequate to provide passenger vehicles the room to maneuver within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

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

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

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

Sincerely,



Kayla R. Wood, PE
Project Manager

Attachments

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: A

Update Date: 7/11/2017 3:31 PM

Briefing Sheet

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Resolution No. 2017-065 authorizing the City Manager to enter into a three-
year contract for the annual audit for the fiscal years ending September 30,
Subject: 2017, 2018, and 2019, with the option to renew.

Public **Second** **Council**
Briefing: 7/24/2017 **Hearing:** 6/26/2017 **Briefing:** July 10, 2017 **Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

(7 JUL 17) – City Manager: As requested by the city council the resolution has been revised. Since HLC addressed the city council during 26 JUN 17 meeting prompting the city council to direct the changes to the resolution it seems appropriate to also permit BKD to directly address the city council. The city council is correct in their statement that the Independent Auditor works for the city council and as such the city council should likely have the opportunity to hear from the staff recommended firm as well as the challenging firm.

Both firms have been invited to attend the next city council meeting and make presentations to the city council. Both firms realize that the each firm will be presenting.

The audit review committee has listed the following reasons for the selection of BKD, LLP of Dallas, TX:

- The audit review committee attempted to include both local and non-local firms in the RFQ process to gain a large pool of potential candidates for the City’s financial audit services. All proposals were given adequate review and the committee met on May 2, 2017 and again on May 18, 2017 to review all the proposals and form a recommendation for the City Council. All aspects of the proposals were reviewed. None of the proposing firms were excluded from the review process. The committee ultimately decided on the recommendation of BKD of Dallas, TX with the following items listed as support for the recommendation:
- **Fresh Perspective**
 - It is the consensus of the audit committee that after 30 years with the same firm, it is necessary to engage a new firm to gain a fresh perspective and a new set of eyes on the financial workings of the City. This is not only a recommendation of the committee, but also a recommendation of GFOA best practices as stated in the following excerpt below from GFOA Best Practice in Audit Procurement:

“Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit

City of Texarkana, Texas

*contract, consistent with applicable legal requirements. **Ideally, auditor independence would be enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract, as is often the case in the private sector.** Unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.*

- **Operate in a paperless and electronic environment**

- Over the last two years, the finance department has consistently worked to scan all possible supporting documentation into our Springbrook accounting software. This allows documentation to be viewed easily by city staff as well as auditors. BKD has informed us that we can provide them with a temporary Springbrook login to review these files electronically. This promotes efficiency in our office because we are not required to pull an employee from their daily duties to pull paper files (and re-file them after the audit is complete), which leads to less disruption in our office. In the past, staff have been required to pull supporting documentation from an original paper file. Scanned electronic invoices were not considered acceptable supporting documentation.

- **Fees**

- Below is the proposed fee schedule for all the proposing firms as well as the contract price with Holliday, Lemons & Cox for the most recent five (5) years. The schedule below includes only the agreed upon contract pricing and does not include any fees agreed to outside the scope of the audit.
- Texas Local Government Code 2254.003 gives guidance on the selection of professional services and the fees associated with that service.
- The code states:
 - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - (1) on the basis of demonstrated competence and qualifications to perform the services; and
 - (2) for a fair and reasonable price
- Because the fees proposed by BKD are in line with contracted amounts from the previous five years, the committee feels like the proposed fee by BKD is a fair and reasonable price.

City of Texarkana, Texas

Proposed Audit Pricing

	Gollob	BKD	HLC	McConnel	Pattillo
2017	152,500	135,000	125,000	115,000	92,000
2018	145,000	140,000	128,750	115,000	93,800
2019	145,000	146,000	135,000	115,000	96,175
2020	146,000	151,500	139,000	119,600	97,375
2021	146,000	158,000	143,000	124,400	99,375
Total	734,500	730,500	670,750	589,000	478,725
Average	146,900	146,100	134,150	117,800	95,745

Historical Audit Pricing - Previous 5 Years

		HLC		
2012		132,650		
2013		137,950		
2014		143,450		
2015		149,000		
2016		154,000		
Total		717,050		
Average	-	-	143,410	-

City of Texarkana, Texas

- **Large Knowledge Base and Experience in Governmental Accounting**
 - BKD has locations in the states of Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Mississippi, Missouri, Nebraska, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, and Wisconsin.
 - Four offices are located in Texas; specifically in Dallas, Houston, San Antonio, and Waco.
 - The firm employs 27 partners that have a specific focus in Not-for-Profit and Governmental Accounting. The large number of partners who specialize in Not-for-Profit and Governmental Accounting offers the ability to switch between partners should the need arise.
 - The lead partner that would be assigned to Texarkana, TX is responsible for providing audit services to approximately 12 municipalities in Texas and Arkansas. He has more than 23 years of experience providing audit and management consulting services to a client base that includes municipalities and their component units, counties, utilities, state agencies, and numerous service-related entities receiving government assistance. His team performs more than 75 single audits annually.
 - BKD has the following municipal clients in Texas and Arkansas:
 - City of Balch Springs, TX
 - City of Bedford, TX – GFOA Award Recipient for 20 consecutive years
 - City of Bentonville, AR– GFOA Award Recipient for 4 consecutive years
 - City of El Paso, TX– GFOA Award Recipient for 18 consecutive years
 - City of Eureka Springs, AR
 - City of Fort Smith, AR– GFOA Award Recipient for 31 consecutive years
 - City of Greenville, TX– GFOA Award Recipient for 41 consecutive years
 - City of Kerrville, TX– GFOA Award Recipient for 32 consecutive years
 - City of Lancaster, TX– GFOA Award Recipient for 19 consecutive years
 - City of Little Rock, AR– GFOA Award Recipient for 34 consecutive years
 - City of Lubbock, TX– GFOA Award Recipient for 35 consecutive years
 - City of McKinney, TX– GFOA Award Recipient for 32 consecutive years
 - City of Mesquite, TX– GFOA Award Recipient for 41 consecutive years
 - City of North Richland Hills, TX– GFOA Award Recipient for 33 consecutive years
 - City of Roanoke, TX– GFOA Award Recipient for 11 consecutive years
 - City of Springdale, AR
 - City of Texarkana, AR – GFOA Award Recipient for 30 consecutive years
 - Town of Addison, TX– GFOA Award Recipient for 40 consecutive years
 - Town of Highland Park, TX– GFOA Award Recipient for 34 consecutive years

City of Texarkana, Texas

- BKD National Governmental Group works with approximately 500 governmental clients nationwide.
 - The audit review committee believes that multiple staff members with extensive knowledge in not-for-profit and governmental accounting offers a vast amount of resources for questions and guidance.
- **GFOA Certificate of Achievement for Excellence in Financial Reporting**
 - BKD has several team members, including Kevin Kemp, the proposed lead engagement partner, who serve on the GFOA's special review committee, so they are very familiar with the process involved in obtaining the annual GFOA award. The audit review committee views this as an important component of the audit process and feels that BKD is more than capable of continuing to assist with the successful completion of this process.
 - **Continuing Professional Education**
 - In an effort to keep City staff up-to-date on emerging issues in our industry, BKD will provide BKD Thoughtware which includes webinars, seminars, and articles to enhance our continuing professional education. They have also offered to come on sight and do CPE training for City staff as needed/requested. This is a service that we do not currently have.
 - **Other Local Municipalities**
 - The committee reached out to other local municipalities to find out who they are currently using and who had previously performed their audit. Below are the responses received.
 - **City of Nash, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **Bowie County**
 - Current auditor: Patillo, Brown, & Hill of Waco, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Texarkana, AR**
 - Current auditor: BKD of Little Rock, AR
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Atlanta, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - Previous auditor: Holliday, Lemons & Cox of Texarkana, TX
 - **City of Wake Village, TX**
 - Current auditor: Wilf & Henderson of Texarkana, TX
 - **TexAmericas**
 - Current auditor: Knauth & Company of Frisco, TX
 - Current accounting support: Holliday, Lemons & Cox of Texarkana, TX

City of Texarkana, Texas

Executive Summary and Background Information:

In March of 2017, the City submitted a Request for Qualifications to both local and non-local qualified and experienced public accounting firms to obtain independent audit services for performance of the City's annual financial audits for the fiscal years ending September 30, 2017, 2018, and 2019, with the option of auditing financial statements for each of the two subsequent fiscal years, 2020 and 2021, based upon satisfactory performance. Notice of the Request for Qualifications was also posted to the City's website. Sealed proposals were opened on April 20, 2017. Proposals were received from BKD, LLP of Dallas, TX; Patillo, Brown & Hill, LLP of Waco, Texas; McConnell & Jones, LLP of Houston, Texas; Gollob, Morgan & Peddy of Tyler, Texas; and Holliday, Lemons & Cox, P.C. of Texarkana, Texas. Proposed pricing for all five years (2017 – 2021) ranged from a total of \$478,725 to \$734,500. A committee consisting of the City Manager, City Chief Financial Officer, City Assistant Chief Financial Officer, TWU Executive Director, and TWU Finance Director was established to review all of the proposals. After considerable review of all proposals, the committee selected BKD, LLP of Dallas, TX.

Potential Options:

- Approve
- Deny

Fiscal Implications:

To maintain fiscal responsibility and verify that financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

Audit proposals were reviewed by a committee consisting of the City Manager, City Chief Financial Officer, City Assistant Chief Financial Officer, TWU Executive Director, and TWU Finance Director.

Board/Committee Recommendation:

Committee recommends approval.

Advisory Board/Committee Meeting Date and Minutes:

The committee met on May 2, 2017 and May 18, 2017.

Attachments

- a. 2017-065 RES Authorizing CM to enter into contract for audit services (DOC)
- b. 2017-065 ATTH 01 Audit RFQ (DOCX)
- c. 2017-065 ATTH 02 GFOA Best Practice Audit Procurement (PDF)
- d. 2017-065 ATTH 03 Gollob Morgan Peddy Proposal(PDF)
- e. 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (PDF)
- f. 2017-065 ATTH 05 McConnell and Jones Proposal (PDF)

City of Texarkana, Texas

- g. 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (PDF)
- h. 2017-065 ATTH 07 BKD Proposal (PDF)
- i. 2017-065 ATTH 08 HLC Presentation 071017 (PDF)
- j. 2017-065 ATTH 09 BKD LLP Presentation Final Version 071017 (PDF)
- k. 2017-065 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	05/19/2017 3:44 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	05/19/2017
	3:44 PM			
Purchasing and Contracting		Sharon Moore	Purchasing Review	
	Completed	05/19/2017 4:09 PM		
Deputy City Manager - Shirley Jaster		Shirley Jaster	Deputy City Manager	
Review	Completed	05/22/2017 11:31 AM		
Deputy City Manager - Kyle Dooley		Kyle Dooley	Deputy City Manager	
Review	Completed	05/22/2017 1:19 PM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	05/22/2017 1:32 PM			
City Manager	John Whitson	City Manager Review	Completed	06/02/2017
	2:54 PM			
City Council	Jennifer Evans	Meeting	Completed	06/12/2017
	6:00 PM			
Finance Department	Kristin Peeples	Review	Completed	06/30/2017
	9:44 AM			
Deputy City Manager - Shirley Jaster		Shirley Jaster	Review	Completed
	06/30/2017 10:52 AM			
Public Information Officer		Lisa Thompson	Review	Completed
	07/06/2017 6:31 PM			
City Manager	John Whitson	Review	Completed	07/06/2017
	9:04 PM			
City Council		Review	Pending	

Meeting History

06/12/17 City Council MOVED FORWARD Next: 06/26/17
 Kristin Peeples briefed this item.

06/26/17 City Council MOVED FORWARD Next: 07/10/17
 Rhonda Jones, of Holliday Lemons & Cox, P.C., expressed concerns relating to a proposed contract for independent audit services with BKD, LLP.
 Ms. Jones asked council to reconsider continuing contracted independent audit services with Holliday, Lemons & Cox, P.C.

07/10/17 City Council MOVED FORWARD Next: 07/24/17
 Rhonda Jones, of Holliday, Lemons & Cox, P.C., made a presentation asking for council consideration in retaining this firm for continued contracted independent audit services.
 David Coleman, of BKD LLP, answered questions for council and made a presentation asking for council consideration in retaining this firm for new contracted independent audit services.

RESOLUTION NO. 2017-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH _____ TO PERFORM THE ANNUAL AUDIT FOR THE CITY OF TEXARKANA, TEXAS, AND TEXARKANA WATER UTILITIES (TWU) FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2017, 2018, AND 2019, WITH THE OPTION TO RENEW FOR THE TWO SUBSEQUENT FISCAL YEARS OF 2020 AND 2021; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is necessary to secure the professional services of an accounting firm to perform the annual audits for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU); and

WHEREAS, a Request for Qualifications was prepared and the City received a total of five (5) proposals from qualified firms that are capable of performing this service; and

WHEREAS, the City received a proposal from _____ to perform the above mentioned services for a total of three fiscal years with the option to renew for the two subsequent fiscal years; and

WHEREAS, the proposed cost per fiscal year is _____ for the fiscal year ending September 30, 2017, _____ for the fiscal year ending September 30, 2018, _____ for the fiscal year ending September 30, 2019, _____ for the fiscal year ending September 30, 2020, _____ for the fiscal year ending September 30, 2021; and

WHEREAS, the City Council has selected _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) for the fiscal years ending September 30, 2017, 2018, and 2019, with the option to renew for the two subsequent fiscal years of 2020 and 2021.

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

SECTION 1: That the City Manager be and is hereby authorized to execute a three-year agreement with the firm of _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) at a total cost not to exceed _____ for the fiscal year ending September 30, 2017, _____ for the fiscal year ending September 30, 2018, _____ for the fiscal year ending September 30, 2019.

SECTION 2: That the City Manager be and is hereby authorized to execute an additional two-year agreement with the firm of _____ to perform the annual audit for the City of Texarkana, Texas, and Texarkana Water Utilities (TWU) at a total cost not to exceed _____ for the fiscal year ending September 30, 2020, and _____ for the

fiscal year ending September 30, 2021 if the City Council deems the firm to be an acceptable choice for the two subsequent fiscal years renewal.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **24th day of July, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
CONTACT PERSON: SHARON MOORE			
TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org			
TITLE: Audit Services Contract		NUMBER: 17-1601-01	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:			SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED
Enter Respondent Name:			
Enter Respondent's Business Name:			
Enter Respondent Address:			
Enter the following information: Business Number: () _____ - _____ Cell Number: () _____ - _____ Email Address: _____ Federal Tax ID Number or Social Security Number			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

Authorized Signature

Title

Print/Type Name

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment: 2017-065 ATTH 01 Audit RFQ (1661 : 2017-065 RES approving audit contract)

The City of Texarkana, Texas ("City") is requesting a statement of qualifications and proposal (RFQ/RFP) for audit services (proposals) from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants, to obtain independent audit services for performance of the City's annual financial audits for the fiscal years ending September 30, 2017, 2018, and 2019 with the option of auditing its financial statements for each of the two subsequent fiscal years, 2020 and 2021, based upon satisfactory performance. Audits are to be performed in accordance with generally accepted auditing standards.

Your proposal shall be governed by the following schedule:

3/27/17	RFQ posted to City website and distributed
4/14/17	Deadline for inquiries, questions, or requests for information
4/20/17	Responses due at 2:00 pm
4/20/17	Sealed bid opening by Audit Committee
TBD	Presentations by prospective firms
6/12/17	First briefing of recommendation to City Council
6/26/17	Public hearing of recommendation to City Council
7/10/17	Second briefing of recommendation to City Council
7/24/17	Council vote
9/30/17	Fiscal Year End
2/28/18	Comprehensive Annual Financial Report Issued
TBD	Presentation of audit to City Council

Facsimile or electronically transmitted responses are not acceptable. Late responses will be returned to Responder unopened if return address is provided. To be considered for this engagement your firm must meet the qualifications and satisfy the requirements set forth in this RFQ.

Mailing Address and Hand Delivery Address: Sharon Moore
Purchasing Manager
220 Texas Boulevard
Texarkana, Texas 75501

All questions and correspondence should be directed to Sharon Moore at moores@txkusa.org or to the above address.

Attachment: 2017-065 ATTH 01 Audit RFQ (1661 : 2017-065 RES approving audit contract)

1. Description of the City

The City of Texarkana, Texas (the City), incorporated in 1874, is located on the Texas –Arkansas state line in the northeast corner of the State of Texas. The City is 28 miles south of Oklahoma and 25 miles north of the Louisiana boundary line and it currently occupies a land area of 29.5 square miles and serves a population estimated at 37,850. The City is empowered to levy a property tax on real and personal properties located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Council.

The City has operated under the council-manager form of government since 1960. Policy-making and legislative authority are vested in a governing council (Council) comprised of the mayor and six members, all elected on a non-partisan basis. Council members serve two-year staggered terms, with three members elected by ward every two years. The mayor is elected at large, and serves a two-year term. The Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager, City Attorney, and Municipal Judge. The City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments.

The City provides a full range of services, including police, fire, streets and infrastructure, traffic engineering, parks, recreation, library, community development (planning and zoning), public improvements, tourism activities, and general administrative services. Water and sewer distribution and collection activities are provided by Texarkana, Texas water department in conjunction with the Texarkana, Arkansas water department, dba Texarkana Water Utilities (TWU). The Texas activity of TWU functions as a department of the City, and therefore has been included as an integral part of the City's financial statements. The City also participates in joint ventures with Texarkana, Arkansas to operate the Texarkana Regional Airport and the Bi-State Justice Center, and with three other local cities to operate the Texarkana Urban Transit District (TUTD).

The financial reporting entity (the government) includes all funds of the primary government (i.e., the City of Texarkana as legally defined), as well as all of its component units. Component units are legally separate entities for which the primary government is financially accountable. Discretely presented component units are legally separate entities and not part of the primary government's operations. The Texarkana-Bowie County Family Health Center is included in the financial statements as a discretely presented component unit.

2. Financial Reports

- A. Budgets, Audits/CAFRs, and Single Audits are available for review in the Finance section of the City's website which can be found at ci.texarkana.tx.us

3. General Information

- A Purpose:** The City of Texarkana, Texas ("City") is requesting proposals to obtain independent audit services for performance of the City's annual financial audit for the fiscal years ending September 30, 2017, 2018, and 2019. Proposals must be from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants. The selected audit firm will have the opportunity to audit financials for each of the two subsequent fiscal years, based upon satisfactory performance, awarded by City Council in one year increments.
- B Standards:** The requested audits are to be performed in accordance with generally-accepted auditing standards; the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards; the provisions of the federal Single Audit Act of 1984 (as amended in 1996); and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.
- C Current Auditor:** The current audit firm, Holliday, Lemons, & Cox, P.C., completed the audit for the fiscal year ended September 30, 2016 and previous fiscal years.
- D Inquiries:** Deadline for inquiries is two weeks prior to deadline for proposals, as noted on the first page of the RFQ. Inquiries must be submitted in writing and a written response to inquiries will be

prepared and delivered to all known parties who have indicated an interest and intent in responding to the RFQ. All inquiries should be directed to Sharon Moore, Purchasing Manager for the City of Texarkana, Texas. Contact with personnel of the City of Texarkana, Texas other than the designated point of contact may be grounds for elimination from consideration in this selection process.

- E Acceptance:** All proposals must include a statement that they are valid for a minimum of 90 days subsequent to the closing of this RFQ.
 - F Cost of Proposal:** Costs related to preparation of response shall be the responsibility of the bidder.
 - G Right of Rejection:** The City reserves the right to reject any or all proposals submitted.
 - H Additional Information:** The City reserves the right during the evaluation process to request additional information or clarifications from bidders or to allow correction of errors or omissions. At the discretion of the City, firms may be invited to make presentations in-person as part of the final evaluation and selection process.
 - I Right of Retention:** The City reserves the right to retain all proposals submitted and to use any ideas contained in proposals even if not selected.
 - J Implied Acceptance:** Submission of a proposal implies acceptance of the terms and conditions of this RFQ unless specifically agreed-to in writing between the City and the selected firm. Proposed terms which differ from the requirements of the RFQ must be clearly identified and specifically noted in the proposal submitted and specifically agreed-to upon acceptance.
- 4. Proposal Content and Format:** One original and five copies shall be returned in a sealed envelope clearly bearing the name and address of the respondent. The proposal for services and the proposal for pricing should be placed in two separate sealed envelopes and labeled as follows:
- i. **"RFQ: Pricing Proposal for City of Texarkana, Texas Audit Services"**
 - ii. **"RFQ: Service Proposal for City of Texarkana, Texas Audit Services"**

The pricing proposal should include a table of proposed audit pricing which details the proposed audit bid prices for each of all five years requested (a clear price proposal for the first three years and proposed pricing for each of the two additional one-year terms).

The service proposal should contain the following information and format:

- A Title Page:** Title page showing the request for qualifications subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
- B Table of Contents**
- C Cover or Transmittal Letter** briefly stating the understanding of the audit service to be performed, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best firm to perform the engagement, a statement that the proposal is a firm, and irrevocable offer for ninety days. The transmittal letter must be signed by the appropriated authorized firm representative.
- D Firm Profile.** Include the following information about your firm:
The organization and size of your firm; whether it is local, regional, national, or international in operations.
 - 1. The names of person(s) authorized to represent your firm, their title(s), address, and telephone number(s).
 - 2. The location of the office from which the work is to be performed and the number of professional staff (by staff level) employed at that office.
 - 3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.
 - 4. A positive statement that the following mandatory criteria are satisfied: An affirmation that you are properly licensed for practice as a certified public accountant to practice in the State of Texas and an affirmation that your firm meets the independence requirements of Governmental Auditing Standards, published by the U.S. General Accounting Office.
 - 5. List and describe the Responder's (or proposed subcontractor's) professional relationships involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

6. An affirmation that your firm does not have a record of substandard audit work or on-going allegations or litigation.
7. An affirmation that your firm meets all specific requirements imposed by state or local law, rules, and regulations.

E. Firm Qualifications. Include the following information about your firm:

1. Please identify the audit managers and field supervisors and other staff who will work on the audit on a full-time basis and the number and nature of the staff to be employed on a part-time basis; including staff from other than the local office. For the office that will be assigned the audit, list the most significant and relevant engagements, up to a maximum of five, that have been performed within the last five years. Provide the name and telephone number of the principal client contact.
2. If the firm is a joint venture or a consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified and the firm that is to serve as the principal auditor shall be noted, if applicable.
3. A copy of the report on the firm's most recent external quality control review, with a statement whether that review includes review of specific government engagements.
4. The results of any peer reviews, federal or state desk reviews, or field reviews of its audits during the past three years. In addition, the Responder shall provide information on the circumstances and status of any disciplinary action taken or pending against the Responder during the past three years with state regulatory bodies or professional organizations. Responder shall provide a list of past and current litigation and pending claims against the firm, if any.

F Audit Team Qualifications

1. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a CPA in Texas and Arkansas, and performing government audits in particular.
2. The City recognizes that the engagement partners, managers, or other staff may change unforeseeably, but the City retains the right to approve, reject, or request partner and manager replacements.
3. Firms may subcontract portions of the engagement only if proposed subcontracting is clearly identified in the proposal. The City reserves the right to approve, disapprove, or request removal of subcontractors for any reason. The audit firm retains sole responsibility for execution of the terms and conditions of the services described in the scope of this RFQ.

G Completed Form W-9 (Federal request for Taxpayer ID No.)

H Completed Form CIQ (State Conflict of Interest Questionnaire) if there is a conflict of interest with respect to any of the elected officials named below or any other local government officer for the City of Texarkana, Texas.

- | | |
|----------|--------------------|
| • Mayor | Bob Bruggeman |
| • Ward 1 | Jean Matlock |
| • Ward 2 | Willie Ray |
| • Ward 3 | Betty Williams |
| • Ward 4 | Dr. Brian Matthews |
| • Ward 5 | Christy Paddock |
| • Ward 6 | Josh Davis |

5. Scope of Required Audit Services

- A The City desires the auditor to express an opinion on the financial statements of its governmental activities, business-type activities, each major fund and the aggregate remaining fund information in conformity with United States generally accepted accounting principles.
- B The auditor is required to audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise

the City's basic financial statements. However, the auditor is to provide an "in-relation-to" statement on the combining and individual fund financial statements and supplementary schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

- C The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by the United States generally accepted auditing standards.
- D The auditor is also required to audit the schedule of expenditures of Federal and State financial assistance. This information should be subject to the auditing procedures applied in the audit of the basic financial statements and in accordance with Governmental Auditing Standards, the Federal Single Audit Act and (OMB) Circular A-133. The auditor is to provide an opinion on the fair presentation of this schedule in relation to the basic financial statements taken as a whole.
- E. For the initial year of the audit engagement, the auditor is required to meet separately with the City and Texarkana Water Utility staff to discuss the specific level of work required by their respective personnel in preparation for the annual audit. This will necessarily include discussion of the year end workpapers the auditor will need prepared by staff, as well as those to be prepared by the auditor.

6. Auditing Standards to be Followed

- A The audit shall be made in accordance with:
 - 1 United States generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants,
 - 2 Standards for the financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards,
 - 3 Provisions of the Single Audit Act and the provisions of OMB Circular A-133, Audits of State and Local Government, and
 - 4 State and Federal laws or regulations.

7. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements the independent auditor will be required to issue the following reports for the City:

- A. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- B. A report on the internal control structure based on the independent auditor's understanding of the control structure and assessment of control risk.
- C. A report on compliance with applicable laws and regulations.
- D. A report on the schedule of expenditures of federal and state financial assistance.
- E. A report on the internal control structure used in administering federal and state financial assistance programs.
- F. A report on compliance with laws and regulations related to major and non-major federal programs. This report should include an opinion on compliance with specific requirements applicable to major federal and state financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.
- G. A report on component units.
- H. In the required reports on internal controls, the independent auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertion of management in the financial statements. Non-reportable conditions discovered by the independent auditor shall be reviewed with management. The reports on compliance shall include all material instances of non-compliance.

8. Other Considerations

- A. Each year, the City submits its CAFR to the Government Finance Officers Association of the United States and Canada (GFOA) for review in its Certificate of Achievement for Excellence in Financial Reporting Program. The City has received the Certificate of Achievement for 27 years, and it is

anticipated that the City will again receive the certificate for its fiscal year 2017 CAFR. Therefore, the successful audit firm will be required to provide special assistance to meet the requirements of this program.

9. Evaluation Criteria

- A. The audit committee will select the “best qualified” respondent. The respondent selected must have previous experience in performing audits of municipal governments. The evaluation criteria will include assessment of the following:
 - 1. Years of experience of the firm and audit team in performing audits of municipal governments.
 - 2. Qualifications of personnel to be assigned as engagement partner, manager, and other members of the audit team.
 - 3. Knowledge of the reporting requirements as well as the basic concepts and conventions underlying local government accounting and financial reporting principles.
 - 4. The overall satisfaction of other municipalities with the firm’s services.
- B. The committee will consists of:
 - 1. City Manager – City of Texarkana, Texas
 - 2. Executive Director – Texarkana Water Utilities
 - 3. Chief Financial Officer - City of Texarkana, Texas
 - 4. Finance Director - Texarkana Water Utilities
 - 5. Assistant Chief Financial Officer – City of Texarkana, Texas
- C. During the evaluation process, the committee may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the selection committee may have on a firm’s proposal.
- D. The City reserves the right to conduct personal interviews of any or all firms prior to selection. The City will not be liable for any cost incurred by the Responder in connection with oral presentations or interviews such as travel accommodations, etc.

10. Final Selection

- A. The committee will make a final selection and will recommend this selection to the City Council at the June 12, 2017 council meeting. The City Council will be scheduled to vote on the item at the July 24, 2017 council meeting.

11. Manner of Payment

- A. Progress payments may be requested with submission of appropriate invoices based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost estimate (not to exceed maximum total price without written city approval). Interim billing shall not cover a period of less than one calendar month.
- B. Progress payments cannot exceed 90% of the year’s contract price prior to completion.



BEST PRACTICE

Audit Procurement

BACKGROUND:

The Government Finance Officers Association (GFOA) has long recommended that state and local governmental entities obtain independent audits of their financial statements performed in accordance with the appropriate professional auditing standards. Properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens confidence in their elected leaders.

RECOMMENDATION:

GFOA makes the following recommendations regarding the selection of auditing services:

- The scope of the independent audit should encompass not only the fair presentation of the basic financial statements, but also the fair presentation of the financial statements of individual funds and component units. The cost of extending full audit coverage to the financial statements of individual funds and component units can be justified by the additional degree of assurance provided. Nevertheless, the selection of the appropriate scope of the independent audit ultimately remains a matter of professional judgment. Accordingly, those responsible for securing independent audits should make their decision concerning the appropriate scope of the audit engagement based upon their particular governments specific needs and circumstances, consistent with applicable legal requirements.
- Governmental entities should require in their audit contracts that the auditors of their financial statements conform to the independence standard promulgated in the General Accounting Offices *Government Auditing Standards* even for audit engagements that are not otherwise subject to generally accepted government auditing standards.
- Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.
- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements. Ideally, auditor independence would be enhanced by a policy requiring that the independent auditor be replaced at the end of the audit contract, as is often the case in the private sector. Unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory auditor rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek

- the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.
- Professional standards allow independent auditors to perform certain types of nonaudit services for their audit clients. Any significant nonaudit services should always be approved in advance by a governmental entity's audit committee. Furthermore, governmental entities should routinely explore the possibility of alternative service providers before making a decision to engage their independent auditors to perform significant nonaudit services.
 - The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit. In no case should price be allowed to serve as the sole criterion for the selection of an independent auditor.

References:

- *CPA Audit Quality: A Framework for Procuring Audit Services*, General Accounting Office, August 1987.
- *Audit Management Handbook*, Stephen J. Gauthier, GFOA, 1989.
- *An Elected Officials Guide to Auditing*, Stephen J. Gauthier, GFOA, 1992.
- *Governmental Accounting, Auditing and Financial Reporting (GAAFR)*, Stephen J. Gauthier, GFOA.

Applicable to Canadian Governments:

203 N. LaSalle Street - Suite 2700 | Chicago, IL 60601-1210 | Phone: (312) 977-9700 - Fax: (312) 977-4806

CITY OF TEXARKANA, TEXAS
REQUEST FOR QUALIFICATIONS
RFQ # 17-1601-03
AUDITING SERVICES FY 2017-2019

Submitted by:

Gollob Morgan Peddy PC
1001 ESE Loop 323, Suite 300
Tyler, TX 75701

Contact Person: Kevin R. Cashion

Gollob Morgan Peddy PC
CERTIFIED PUBLIC ACCOUNTANTS

1001 ESE Loop 323, Suite 300, Tyler, TX 75701
Tel 903-534-0088 Fax 903-581-3915 www.gmpcpa.com
Members American Institute of Certified Public Accountants and Private Companies Practice Section

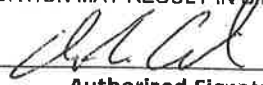
Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

CITY OF TEXARKANA, TEXAS
Request for Proposal #17-1601-03, Auditing Services
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GMP W-9 Form	14

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: KEVIN R. CASHION			
Enter Respondent's Business Name: GOLLOB MORGAN PEDDY PC			
Enter Respondent Address: 			
Enter the following information: Business Number: (903) 534 - 0088 Cell Number: (903) 521 - 2177 Email Address: kevin@gmpcpa.com Federal Tax ID Number or Social Security Number			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	CPA, PARTNER _____ Title
KEVIN R. CASHION _____ Print/Type Name	04/17/2017 _____ Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)



April 17, 2017

City of Texarkana, Texas
Attn: Sharon Moore, Purchasing Manager
220 Texas Blvd.
Texarkana, TX 75501

Dear Sharon and Audit Committee:

Please accept this letter along with the attached documents and information as our response to RFQ #17-1601-03, Auditing Services for the City of Texarkana, Texas. This proposal is for the fiscal year ending September 30, 2015 and the subsequent two years. This submission is from the firm of Gollob Morgan Peddy PC, 1001 ESE Loop 323, Suite 300, Tyler, Texas 75701. The representative for the firm in this proposal is Kevin R. Cashion, CPA, Officer, and he can be reached at 903-534-0088 or by e-mail at kevin@gmpcpa.com.

The contents of this proposal are valid for a minimum of 90 days from the closing of your RFQ process.

First of all, let me say we appreciate the opportunity to submit this proposal and it would be our honor to be associated with the City of Texarkana, Texas ("the City").

Firm Profile

Gollob Morgan Peddy PC ("GMP") is a member of the Division of Firms Private Companies Practice Section of the AICPA and complies with all licensing and regulatory requirements including an external peer review every three years. We received our last peer review for the fiscal year ended June 30, 2015 and received the highest peer review rating of pass in that opinion. A copy of that opinion letter has been included with this RFQ. As part of our internal quality control procedures, we perform an annual internal review of audit and other engagements to ensure compliance with peer review standards. Our internal quality control reviews are done during the summer months and are completed in the same fashion as an external peer review so there is always at least one governmental audit that comes under the Uniform Guidance selected for inspection.

The firm is a local firm with one office located in Tyler, Texas and has eleven officers, an additional twenty-three Certified Public Accountants, and fourteen degreed, non-certified accountants on staff. GMP also has clerical, bookkeeping and computer technical support staff persons to assist in the audit services we provide if needed. GMP can specifically confirm that all shareholders of the firm are Certified Public Accountants and are engaged in the practice of public accountancy.

GMP is a member of CPAmerica International which is an association of independently owned and managed CPA and consulting firms. CPAmerica is one of the largest associations of accounting firms based on the total annual revenues of its member firms. This association gives us a great resource to additional knowledge outside that of our own partners and employees.

The firm is also a member of the AICPA's Governmental Audit Quality Center (GAQC) which provides us with excellent insight to changes in accounting pronouncements and auditing standards as well as quality continuing education.

The firm engages in tax preparation services, accounting and auditing services, other assurance services, and client accounting services. A significant portion of our audit practice consists of governmental audit services and a large portion of these audit services includes municipalities.

The firm has not had any business relationships with either the City of Texarkana, Texas or any of its agencies or council members during the past five years.

Neither the firm nor any member of the firm has ever been nor is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing board of another state.

Firm and Audit Team Qualifications

We have attached separate sheets for each member we anticipate to be part of the audit team, which lists at the minimum their position in the firm, their educational background and a list of continuing education courses attended during the last four years for governmental accounting and auditing. All staff that are CPA's are identified and are all licensed in the State Of Texas.

We view multiyear contracts as a plus because barring staff leaving, we will continue to use the same audit staff as part of team on your audit each year. We feel that this provides an even better benefit to the City in that you will get to know our staff and we take pride in establishing a solid working relationship with our audit clients.

We understand that time spent at your office to conduct field work is a disturbance to your daily work responsibilities and we will do everything we can to keep our time at your offices to as minimal as possible. GMP is a "paperless" environment in our audit work and documentation. All workpapers we keep are in some type of electronic format. With this we can obtain a lot of your information and support through electronic transfer of data through our portal system. This will allow you to upload files (word, excel, PDF) through a safe and secure means and for us to conduct a lot of our field work here at our offices to limit the amount of time we will spend at your offices in Texarkana.

Client References and Contacts

City of Tyler (2015 – present) (CAFR) – Keidric Trimble, CFO; 903-531-1142
ktrimble@tylertexas.com
 Smith County, Texas (2015 – present) (CAFR) – Ann Wilson, County Auditor,
 903-590-4700; awilson@smith-county.com
 Tyler Junior College District (1996 – present) (CAFR) – Carol Hutson, CFO;
 903-510-3225; chut@tjc.edu
 City of Lindale (2005 – present) – Carolyn Calswell, City Manager;
 903-882-3422; carolync@lindaletx.gov
 City of Whitehouse (1985 – present) – Jennifer Lusk, City Secretary,
 903-839-4914; jlusk@whitehousetx.org

W-9 Form

We have included a W-9 form as part of our proposal packet.

Scope of Audit Services

The objective of our audit is the expression of opinions as to whether the basic financial statements of the City are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions of your basic financial statements and on your compliance with provisions of grant agreements that could have a direct and material effect on your major programs.

We also understand that the FY 2016-2017 report will a Comprehensive Annual Financial Report ("CAFR") that will be filed with the Government Finance Officers Association ("GFOA") and part of our audit work will include preparing and reviewing the City's preparation of Letter of Transmittal, the Statistical Tables, and other schedules and forms necessary to comply with the GFOA's filing requirements. As listed above, we have had past experience with several clients and their CAFR submissions.

Our audit will be conducted under a risk based approach and will include analytical procedures and substantive work in order to minimize the risk that the financial statements are free of material misstatement. This approach will include obtaining documentation of the City's significant accounting controls and conducting walkthroughs of those controls to help us identify risks. The scope of audit work will include whatever tests of the accounting records and such other auditing procedures as we might consider necessary in the circumstances to express an unmodified opinion on the financial statements of the City reflecting its conformity with generally accepted accounting principles, to report on compliance with laws and regulations and internal controls as required by *Government Auditing Standards*, and to report on compliance and internal controls as required by the Uniform Guidance.

The administrative requirements and cost principles under the new Uniform Guidance, which supersedes OMB Circular A-133, are effective for all new Federal awards and to funding increments to existing awards made on or after December 26, 2014. We will also conduct management and employee interviews in accordance with SAS 99 concerning our consideration of fraud within the City. We will also conduct certain planning procedures in order to help identify any possible fraudulent activity that might ultimately have a material impact of the financial statements. We propose to conduct a strategic planning meeting at our expense to begin our services for the City. The purpose of this meeting will be to identify key concerns and priorities of management in an efficient manner so that those priorities can be built into our risk based approach from the beginning. The meeting will also serve to assist in developing a constructive working relationship and ensure the full involvement of our firm's in-charge personnel from the outset and to determine the audit workpapers that will need to be provided by City and Texarkana Water Utility staff.

We will begin our initial field work by obtaining a sufficient understanding of your internal controls to enable us to assess risk, plan the audit and determine the nature, timing, and extent of tests to be performed. We will obtain this understanding through inquiry of City management and personnel and observation of the relevant internal controls in place. Internal controls also extend to the administrative controls over federal and state grant programs. We will also obtain an understanding of these controls through inquiry of City personnel responsible for administering the various grant programs. The nature, timing, and extent of our substantive audit work to be performed will be planned once we have assessed risk and gained an understanding of your internal controls. Substantive work will include confirmation

Gollob Morgan Peddy PC

1001 ESE Loop 323, Suite 300, Tyler, TX 75701

Tel 903-534-0088 Fax 903-581-3915 www.gmpcpa.com

Members American Institute of Certified Public Accountants and Private Companies Practice Section

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

of certain items and examination of documentation to support the amounts in the financial statements. If deemed appropriate, sampling may be used to select items for testing. Also, we will test compliance with requirements in grant agreements and debt instruments. Prior to conducting field work, we will contact the predecessor audit firm to make certain inquiries and to review prior year workpapers in order to assist us in the planning process.

Our audit procedures will include analytical procedures and substantive work that is deemed necessary to support our opinion that the basic financial statements of the City are fairly presented, in all material respects, in accordance with U.S. generally accepted accounting principles.

Significant areas which are affected in a multi-year contract arrangement are staff continuity, familiarity with the client's operations, the documentation of internal controls and the building of permanent file information. During the initial audit, a considerable amount of time will be required to obtain an understanding of the City's operating procedures and internal controls and to build our permanent file. Once the understanding of internal controls is documented, subsequent years work would consist primarily of reviewing the system for changes or new items without having to recreate the entire permanent file. Subsequent years audits will include walk-throughs of control systems each year. The City would benefit from a multi-year contract by not having to retrain its auditors in these areas each year. Substantive fieldwork in subsequent years could also be expected to be accomplished more efficiently due to familiarity with your operations. Each year will involve a separate assessment of risk as prior years' risks may not be significant and could change over time.

The audit staff assigned to the City will be independent with respect to the City and its employees and its City Council.

Pricing

Per your RFQ request, we have submitted a separate pricing proposal for the services you have requested and that are outlined in this letter.

Once again we appreciate the opportunity to submit this RFP to you and we look forward to the opportunity to work with you and the employees of the City of Texarkana, Texas.

Sincerely,

GOLLOB MORGAN PEDDY PC



Kevin R. Cashion, CPA

**Kevin R. Cashion, CPA
Partner in Charge**

BUSINESS AND EDUCATION

Certified Public Accountant with Gollob Morgan Peddy PC (1992)

Partner – August 2009

University of Texas at Tyler – Bachelor of Business Administration – Accounting

EXPERIENCE

Kevin began his career with GMP in December 1988 working in an intern program while finishing college. He went on staff in August 1989 and became certified in 1992. He has twenty eight years experience in public accounting. Kevin's primary focus at GMP has been in our auditing practice and his auditing experience includes audits of numerous cities, a junior college district, nonprofit organizations, water districts, employee benefit plans and for profit businesses. Kevin was made partner in the firm in August 2009 and he works closely with Tommy Chambers to manage the audit practice. Kevin serves as the partner in charge of field work on most of our governmental audits.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
Accounting & Auditing Considerations	2/8/16	2.0
Auditing Govt. Pension Plans & Participating Employees	2/24/16	2.0
Sampling in a Single Audit Environment	10/14/15	2.0
2015 AICPA GAAC Conference East	8/12/15	15.0
Quarterly A&A Update & An Overview of Current Revenue Recognition Guidance	01-15-15	2.0
GASB Pensions – Are You Ready for June 30, 2015 Audit Implementation	03-04-15	2.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
FASB Update	05-11-15	4.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0
Performing Comp & Review Engagements	08-05-14	8.0

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2014 Accounting & Auditing Conference	06-20-14	18
2014 Accounting & Audit Preconference	06-17-14	4.0
GAQC 2014 Annual Update	04-29-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0

Kevin R. Cashion
Page 2

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**Tommy J. Chambers, CPA
Partner, Concurring Review**

BUSINESS AND EDUCATION

Partner with Gollob Morgan Peddy PC (1991-Present)

Staff Accountant with Gollob Morgan Peddy PC (1982-1991)

Staff Accountant with Squyres, Johnson, Squyres & Co. (1981-1982)

University of Texas at Tyler – Bachelor of Business Administration Degree, 1981

Tyler Junior College – Associates of Arts Degree, 1975

EXPERIENCE

Tommy began his career with Squyres, Johnson, Squyres & Company in 1981 as a staff accountant. He began his career with Gollob Morgan Peddy PC as a staff accountant in 1982 and was certified in the same year. In 1991 he became a partner/shareholder in the firm. Tommy's primary focus at GMP has been in our auditing practice and his auditing experience includes audits of numerous cities, a community college, nonprofit organizations, water supply companies, communication tower companies, manufacturing, construction, title companies, apartments and employee benefit plans. His primary role will be concurring review and engagement quality control.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
2016 A&A Conference	6/24/16	8.0
Auditing Govt Pension Plans & Participating Employees	2/24/16	2.0
AICPA Governmental A&A Update East	8/12/15	12.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
EPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-15	2.0
Understanding the SSARS 21 Clarification Revision	11-17-14	2.0
Performing Comp & Review Engagements	08-05-14	8.0

2014 A & A Conference	06-20-14	18.0
2014 A & A Pre-Conference	06-17-14	8.0
GAQC 2014 Annual Update	04-29-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0

Tommy J. Chambers
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**Dianne C. Johnston, CPA
Audit Manager**

BUSINESS AND EDUCATION

Certified Public Accountant with Gollob Morgan Peddy PC

Sam Houston State University – Bachelor of Business Administration – Accounting

EXPERIENCE

Dianne has twenty-three years of experience in public accounting. She began her career with a Waco firm in June 1992 and became certified in July 1994. For three years, Dianne worked in that firm's governmental audit practice until moving to East Texas and joining GMP in 1995. Dianne's primary focus at GMP has been in the firm's auditing practice, including audits of numerous cities, a junior college district, nonprofit organizations and for profit businesses. Dianne's area of specialization is in Single Audits, both federal and state, and the associated compliance work.

CONTINUING PROFESSIONAL EDUCATION

The following governmental CPE courses have been attended during the last three years:

Course	Date	CPE Hours
The Schedule of Expenditures of Fed Awards and Major Prog Determination	01-12-2017	2.0
GASB 75 OPEB Implementation – Accounting & Auditing Considerations	02-08-2017	2.0
Applying The Uniform Guidance For Federal Awards In Your Single Audit	05-20-2016	7.5
Latest Developments in Government and Nonprofit A&A 2016	09-16-2016	8.0
Commonly Asked Questions About The Uniform Guidance And Yellowbook	11-16-2016	2.0
2015 A&A Conference	06-26-2015	4.0
2015 AICPA GAAC Conference East	08-12-2015	16.5
Sampling in a Single Audit Environment	10-14-2015	2.0
2015 OMB Compliance Supplement & Single Audit Update	06-10-15	2.0

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Course	Date	CPE Hours
AICPA Employee Benefit Plans 2015	05-20-15	3.0
FASB Update	05-11-15	4.0
New Revenue Recognition Standard	05-11-15	4.0
GAQC 2015 Annual Update Webcast	04-28-15	2.0
EBPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-15	2.0
GASB Pensions – Are You Ready for June 30, 2015 Audit Implementation	03-04-15	2.0
Tangible Property Reg	01-22-15	3.5
Making the Single Audit Transition	01-22-15	1.5
Occupational Fraud – Top 50 Tips	08-14-14	8.0
2014 National Governmental A & A Conference	08-13-14	15.5
Performing Comp & Review	08-05-14	8.0
Standards Update for Small Businesses	08-04-14	8.0
2014 OMB Compliance Supplement & New Uniform Grant Guidance Key Points	06-18-14	2.0
The Final Revenue Recognition	06-12-14	1.0
GAQC 2014 Annual Update	04-29-14	2.0
EBPAQC Managers & Supervisors 2014 EBP Audit Planning	04-25-14	2.0
Don't be the Last to Know Fraud in Government, NPO & Single Audits	03-12-14	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-14	2.0
Testing & Documenting Internal Control in a Single Audit – Getting it Right	01-15-14	2.0

Dianne C. Johnston
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**Pamela Nash, CPA
Audit Supervisor**

BUSINESS AND EDUCATION

Accountant with Gollob Morgan Peddy PC (2012)

University of Texas at Tyler – Bachelor of Business Administration – Accounting

EXPERIENCE

Pamela began her career in industry, in the Internal Audit department, as an intern for seven months while completing her last two semesters of college. After graduation, wanting to join a public accounting firm and work more conveniently to her home, she joined GMP in January 2012. Over the last two years she has spent most of her time in the firm's auditing practice performing non-profit audits, employee benefit audits, a junior college district, and city audits. Pamela recently received her CPA license in June 2016.

CONTINUING PROFESSIONAL EDUCATION

The following CPE courses have been attended during the last three years:

Course	Date	CPE Hours
GASB 75 OPEB Implementation – Accounting & Auditing Considerations	02-08-2017	2.0
Commonly Asked Questions About the Uniform Guidance and Yellowbook	11-16-2016	2.0
The Schedule of Expenditures of Fed Awards and Major Prog Determination	01-12-2017	2.0
Focus on the Mission – NFP Accounting and Surgent Reporting Today & Tomorrow	09-06-2016	8.0
Audits Under the New Uniform Guidance for Federal Awards	07-27-2016	8.0
Latest Developments in Govt and Nonprofit A&A 2016	06-24-2016	8.0
Sampling in A Single Audit Environment	10-14-2015	2.0
2015 AICPA GAAC Conf East	08-12-2015	15.5
2015 A&A Conference	06-26-2015	4.0
AICPA Employee Benefit Plans 2015	05-20-2015	23.0

Course	Date	CPE Hours
New Revenue Standard	05-11-2015	4.0
Statement of Cash Flows	05-11-2015	4.0
EBPAQC 2015 Managers & Supervisors EBP Audit Planning	04-24-2015	2.0
Quarterly A & A Update & an Overview of Current Revenue Recognition Guidance	01-15-2015	2.0
2015 Midwest A & A Staff Boot Camp	01-13-2015	8.0
Advanced ESIO Strategies	09-22-2014	1.5
How ESOPS can benefit CPAs and Their Clients	09-11-2014	2.0
ESOP Fundamentals Tax & Financial Benefits	08-14-2014	1.5
AICPA National Governmental A & A Conference	08-13-2014	15.5
Audit Watch 4	08-07-2014	24.0
GAQC 2014 Annual Update	04-29-2014	2.0
EBPAQC Managers & Supervisors 2014 EBP Audit Planning	04-25-2014	2.0
Don't be the Last to Know Fraud in Government, NPO and Single Audits	03-12-2014	2.0
EBPAQC Designated Partner 2014 Audit Planning	02-21-2014	2.0
Testing & Documenting Internal Control over Compliance in a Single Audit – Getting it Right	01-15-2014	2.0

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

GLASS & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, P.C.

System Review Report

November 13, 2015

To the Shareholders of Gollob Morgan Peddy PC
and the Peer Review Committee of the TSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Gollob Morgan Peddy PC (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Gollob Morgan Peddy PC in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Gollob Morgan Peddy PC has received a peer review rating of *pass*.



GLASS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

Attachment: 2017-065 ATTH 03 Gollob Morgan Peddy Proposal (1661 : 2017-065 RES approving audit contract)

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
GOLLOB MORGAN PEDDY PC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1001 ESE LOOP 323, STE 300

6 City, state, and ZIP code
TYLER, TEXAS 75701

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

7	5	-	2	1	4	7	2	9	6
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of
U.S. person ▶

Ruby J. J. J.

Date ▶

4-17-17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

City of Texarkana, Texas
RFQ: Pricing Proposal for Audit Services
Fiscal Years Ended September 30, 2017 thru September 30, 2021

<u>Fiscal Year Ended September 30,</u>	<u>Fee</u>
2017	\$152,500
2018	\$145,000
2019	\$145,000
2020	\$146,000
2021	\$146,000

The above fee estimate is based on the cooperation from City staff as outlined in your RFQ request. With our office being in Tyler, Texas, we will be required to stay in Texarkana during our field work and this cost has been included in the amounts listed above.

The fee estimate for 9/30/17 includes additional cost we will incur with initial year, including communications with the City's predecessor audit firm as well as examination of 9/30/16 workpapers and necessary work under the standards on significant beginning balances.

Statement of Qualifications and Proposal for

CITY OF TEXARKANA, TEXAS

September 30, 2017, 2018 and 2019 Audits

Submitted by:

*Holliday, Lemons & Cox, P.C.
2001 Moores Lane
Texarkana, Texas 75503*

Person to contact:

*Rhonda Easley Jones, CPA
(903) 823-2727
April 20, 2017*

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

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HOLLIDAY, LEMONS & COX, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Transmittal Letter

Honorable Mayor and
Members of the City Council
City of Texarkana, Texas
P. O. Box 1967
Texarkana, TX 75504

Holliday, Lemons & Cox, P. C., Certified Public Accountants, is pleased to present the following proposal to provide audit services for the City of Texarkana, Texas for the fiscal years ending September 30, 2017, 2018 and 2019.

We have reviewed your request for proposal thoroughly and we believe we have obtained an understanding of the audit requirements for the City of Texarkana, Texas. We understand the proposal includes the Comprehensive Annual Financial Report for the City as well as separately issued Basic Financial Statements of the Texarkana Water Utilities. We have audited the City of Texarkana for over twenty years and believe our knowledge and experience to be of highest value to the City. Our firm is committed to providing the desired services outlined in the request for proposal. This proposal is a firm, irrevocable offer valid for ninety days subsequent to the closing of the City's request for proposal.

We are confident we have the ideal mix of experience, resources and knowledge needed to continue to deliver the proactive, industry-specific service that you deserve. The City will enjoy several distinct advantages to having Holliday, Lemons & Cox, P. C. continue to provide your professional auditing services, including:

- We have the resources, specialized knowledge and expertise to serve complex entities such as the City.
- Our partner-to-staff ratio is small, allowing our senior level professionals to be involved throughout the entire planning and audit process.
- Our governmental auditing team has conducted more than 150 governmental audits.
- We have had a long-term relationship with the City of Texarkana, Texas with satisfying results for over twenty-five years.
- We are a locally owned firm who contributes to the City's economy.

We believe our commitment to quality and timely service, our locally available range of services, and our depth of the governmental industry experience will serve you well. We do whatever is required to get the job done, on time, without compromising quality. Our clients deserve only the best, and we deliver nothing less. We place a premium on client relationships, building a high level of trust and commitment to your success. Our clients look on us, as you have, as a valued resource for advice, ideas, and solutions. If we are chosen to partner with you, we will use all of our resources to help you succeed. We want to assure you that the City will receive great service from us. We want your business. If you have questions about this proposal, please call. We would be honored to continue to have your organization as a client, and are excited about the opportunity to be a partner in your success.

2001 MOORES LANE • TEXARKANA, TEXAS 75503 • (903) 823-2727 • FAX (903) 823-2734

WWW.HLCCPAS.COM

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

AICPA'S PRIVATE COMPANIES PRACTICE SECTION

TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

ARKANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

The enclosed information is organized specifically to stress our firm's expertise in accounting for governmental entities. We appreciate the opportunity to present our qualifications to you and would be pleased to provide any other information desired. If you have any questions, please do not hesitate to contact Rhonda Easley Jones, CPA, Audit Partner, at (903) 823-2727.

Sincerely,



Rhonda Easley Jones
Certified Public Accountant

April 20, 2017

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

FIRM PROFILE

Holliday, Lemons, & Cox, P. C. is a local Texarkana, Texas certified public accounting firm engaged in a wide range of services in the practice of public accountancy. Our services include accounting and auditing, taxes, payroll, management advisory, and client monthly accounting. The firm is comprised of four partners, who are certified public accountants, as well as three other certified public accountants, four degreed accountants and one support staff.

Rhonda Easley Jones, CPA, is authorized to represent the firm and will be extensively involved in your audit. Rhonda's contact information is Holliday, Lemons & Cox, P. C., Certified Public Accountant, 2001 Moores Lane, Texarkana, TX 75503, rjones@hlccpas.com, telephone 903-823-2727.

Licensing

We are properly licensed for practice as certified public accountants in the State of Texas and in the State of Arkansas. We are in good standing with the Texas State Board of Public Accountancy, as well as the Arkansas State Board of Public Accountancy. We are also in good standing with the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountancy.

Independence

Holliday, Lemons & Cox, P. C. is independent of the City of Texarkana, Texas, as defined by generally accepted auditing standards and the U. S. General Accounting Office's *Government Auditing Standards*.

We have performed the audits for the City of Texarkana, Texas for the past five years (in addition to prior years). The performance of the prior years' audits does not constitute a conflict of interest relative to performing the proposed audit under generally accepted auditing standards and the U. S. General Accounting Office's *Government Accounting Standards*.

Commitment to Quality

We constantly strive to bring our clients the highest quality professional audit services in this area. Our governmental staff receives a minimum of 40 hours continuing professional education (CPE) annually or 120 hours CPE over three years of which at least 24 hours every two years qualifies as governmental CPE (in accordance with *Government Auditing Standards*).

We do not have a record of substandard audit work or any on-going allegations or litigation involving the quality of our audit, accounting, or tax services performed.

Our firm meets all specific requirements imposed by state and local laws, rules, and regulations.

FIRM QUALIFICATIONS

We are committed to providing you quality audit services in a timely manner. To ensure the quality of our services, we voluntarily participate in the AICPA private section peer review program. As such, we are required to have a peer review performed on our firm every three years. We have always received an "unqualified opinion" for previous peer reviews. Our peer reviews include specific government engagements and single audit engagements. Our last peer review conducted in December 2015 resulted in a Pass rating and is enclosed for your review as Exhibit A – Peer Review Letter.

CPA firms do not all produce the same quality work. Our emphasis is on quality and our philosophy is represented through a coordination of factors that is an integral part of the Holliday, Lemons & Cox, P. C. approach to ensure that all work produced or performed by our office is of the highest quality. These factors include:

- A proper attitude toward quality
- Formal planning before starting the engagement
- Properly trained personnel to provide accurate and creative thinking
- Technical review of the work
- Timely communication of ideas

Our firm does more than just talk about quality. We plan ahead, we keep informed, we are involved, and most importantly, we deliver. This is our commitment to you. We strive to do more just a financial audit.

We adopt a team approach to handling the needs of our clients. Our partners share expertise and knowledge about you and your industry. All clients are assigned a partner who is knowledgeable of your unique needs. We know that availability is important and we are committed to responsive and timely service. This means that we have to be selective in developing our practice to ensure that we maintain a close familiarity with each of our clients.

Our firm is structured to be able to continue to provide the City of Texarkana, Texas with the most qualified, experienced professionals for your engagement. We have not had any complaints against us by the state board of accountancy or other regulatory authority. Therefore, no corrective actions have been necessary. Complete biographical information for each engagement team member has been included in Audit Team Qualifications.

Rhonda Easley Jones, CPA, Audit Partner, will head your audit team. Rhonda has 30 years of experience in governmental auditing. The remainder of the team will consist of Faith Phillips, CPA, manager, Ron Brown, CPA, supervising senior accountant, Toni Sexton, senior accountant, and Nate McWilliams, staff accountant. The entire team is experienced in governmental audits.

We make a commitment to staff continuity by providing the City of Texarkana, Texas with responsive, quality services by assigning the most qualified individuals to the engagement and maintaining continuity of staff on engagements year-after-year. Our focus is to attract and to retain the best people and to provide them with superior development opportunities. We strive to retain the best people and provide project team stability and we focus on our people – the individuals who make our business what it is today and what it will be in the future. If a situation should arise where there is a key personnel change, we will notify appropriate management as soon as possible. We reserve the right to substitute personnel (other than partners) as our prior commitments may dictate. However, we would utilize replacements with substantially similar audit experience and qualifications.

Our staff is knowledgeable regarding the City's accounting software, Springbrook Software, and the Texarkana Water Utilities accounting software, Harris Accounting Software

Governmental Expertise

Audits conducted by our firm have been awarded Certificates of Achievement by the Government Finance Officer Association (GFOA). A certificate of achievement by GFOA is the highest award a government entity can achieve for preparation of an audit report. We have assisted our clients, including the City of Texarkana, Texas for the past 26 consecutive years, in obtaining Certificates of Achievement.

CLIENT REFERENCES

We have selected four engagements performed that we believe are similar to this engagement. We have ranked these engagements on the basis of total staff hours. Following is a list of the governmental clients we have selected to highlight:

Client: City of Atlanta, Texas
 Scope of work: Basic Financial Statements/Single Audit
 Date: Fiscal years ended September 30, 1993 through 2015
 Engagement Partner: Rhonda Easley Jones
 Client Contact: David Cockrell, City Manager (903)796-2192

Client: Hope Water and Light
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended December 31, 1990 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Charlotte Bradley, Finance Director (870)777-3000

Client: Riverbend Water Resources District
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended September 30, 2014 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Elizabeth Fazio Hale, Executive Director/CEO (903)831-0091

Client: Texarkana Public Library
 Scope of work: Basic Financial Statements
 Date: Fiscal years ended September 30, 1987 through 2016
 Engagement Partner: Rhonda Easley Jones
 Client Contact: Jennifer Strayhorn, Librarian, (903)794-2149

AUDIT TEAM QUALIFICATIONS

Below are the resumes of the audit team we plan to assign to the City audit:

RHONDA EASLEY JONES, CPA

Certification: Certified Public Accountant licensed by the states of Texas and Arkansas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants.

Experience: Holliday, Lemons & Cox, P. C. Audit Partner.

Years of Experience: 30 years

Rhonda has served on the City of Texarkana, Texas's audit team with the firm from 1987 through 2016. Rhonda is recognized as a leading governmental expert in the Northeast Texas area. She has been the partner/manager on numerous audits that have received GFOA recognition. Rhonda has been the partner and/or "in charge" accountant on numerous governmental audits including approximately 40 audits that received recognition by GFOA through their Certificate of Achievement program. Rhonda's areas of expertise include governmental, not-for-profit, construction, utilities, and single audits. Rhonda has served as the president of the Texarkana Chapter of Certified Public Accountants, is a graduate of Leadership Texarkana and serves on the Board of Directors for TEXAR Federal Credit Union.

Education: Bachelor of Business Administration, Texas A&M University - Texarkana.

FAITH PHILLIPS, CPA

Certification: Certified Public Accountant licensed by the state of Arkansas, pending in the state of Texas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants.

Experience: Holliday, Lemons & Cox, P. C. Manager.

Years of Experience: 15 years

Faith has been with the firm for over six years. Faith has served on the City of Texarkana, Texas's audit team since 2013. Faith has over six years of experience in public accounting and over nine years in industry. Faith has almost nine years of experience in governmental auditing and accounting.

Education: Bachelor of Science in Business Administration, University of Arkansas.

RON BROWN

Certification: Certified Public Accountant licensed by the state of Texas and Arkansas.
Member: American Institute of Certified Public Accountants, Arkansas and Texas Society of Certified Public Accountants

Experience: Holliday, Lemons & Cox, P. C. Supervising Senior Accountant.

Years of Experience: 31 years

Ron has been with the firm since 2012. Ron has served on the City of Texarkana, Texas's audit team since joining the firm. Ron has 25 years of experience in public accounting and over 6 years in industry. Ron has 24 years of experience in governmental and nonprofit auditing and accounting.

Education: Bachelor of Business Administration, Texas A&M University – Texarkana.

TONI SEXTON

Experience: Holliday, Lemons & Cox, P. C. Senior Accountant.

Years of Experience: 14 years

Toni has been with the firm since 2014 as a senior accountant. Toni has served on the City of Texarkana, Texas's audit team since joining the firm. Toni has nine years of experience in public accounting and over six years in industry. Toni has almost seven years of experience in governmental auditing and accounting.

Education: Bachelor of Business Administration, Texas A&M University – Texarkana.

NATE McWILLIAMS

Experience: Holliday, Lemons & Cox, P. C. Staff Accountant.

Years of Experience: 1 1/2 Years

Nate has been with the firm since January 2016 as a staff accountant. Nate has worked on a variety of governmental and for-profit audits since he joined the firm. Nate has worked on the City's audit for the previous two years. Previously, Nate had six years of experience working as a supervisor for a private maintenance manufacturing company.

Education: Bachelor of Business Administration, Texas A&M University - Texarkana.

AUDIT APPROACH

Holliday, Lemons, & Cox, P. C. is very knowledgeable regarding the auditing requirements of governmental entities. We have extensive experience in the governmental sector and have performed financial, compliance, and fraud audits for many of the governmental entities in the Texarkana metropolitan area, as well as the surrounding areas.

Holliday, Lemons & Cox, P. C. intends that all services required by the City of Texarkana, Texas for audits for the fiscal years ending September 30, 2017, 2018, and 2019 will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and as applicable, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). All such services are as specified in the Request for Proposal without exception. The purpose of our audit will be of forming opinions on the financial statements that collectively comprise the City of Texarkana, Texas's basic financial statements.

To provide you with an overview of our audit process, the following outline is provided:

PLANNING STAGE

- Prepare/obtain Engagement Letter
- Review prior year workpapers, as necessary
- Determine audit scope/compute materiality
- Obtain an understanding of the operations of the City
- Prepare a client assistance list
- Establish the audit approach/team
- Obtain an understanding of internal controls/assess risk
- Ascertain federal grant programs
- Determine if Uniform Guidance applies and to which grants
- Prepare time budget
- Perform preliminary analytical review
- Consider any other relevant planning procedures

The planning stage normally constitutes approximately 15-25 % of the audit. This area will be addressed at the partner/manager level. We will communicate with the City Manager and Chief Financial Officer during this stage of the audit on an as needed basis.

FIELDWORK STAGE

- Prepare confirmations
- Assign audit tasks
- Perform substantive audit procedures
- Perform compliance testing (internal control, compliance with Uniform Guidance, Regulations, Laws, etc.)
- Review accounting estimates
- Final analytical procedures performed

The fieldwork stage is primarily conducted at the City. To facilitate the audit process your staff will be requested to provide accounting and clerical assistance (preparing schedules and gathering supporting documents, typing confirmations, locating requested invoices, providing copies of contracts and other relevant data, etc.). This stage normally represents 40-60% of the audit budget. All members of the audit

team will participate in this stage. We will communicate with the Chief Financial Officer during this stage of the audit on an almost daily basis.

CONCLUDING STAGE

- Work papers/audit programs are reviewed and finalized
- Overall audit coverage is evaluated
- Attorney letters are mailed
- Draft of Audit Report is prepared including audit findings
- Management Letter drafted
- Management Representation Letter prepared
- Drafts are reviewed with appropriate clientele representative(s)
- Attorney Letter returned and, if applicable, incorporated into report
- Audit Report and Management letter finalized
- Audit Staff evaluated
- Required number of copies prepared
- Report presented to Council

Typically this stage requires 15-35% of the audit budget. All members of the audit team are involved in this area. We will communicate with the City Manager and the Chief Financial Officer during this stage of the audit on an as needed basis.

SCOPE OF SERVICES

This proposal covers the following basic services we will provide to the City of Texarkana, Texas.

- To express opinions on the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America.
- To perform an audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- To conduct an audit in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as applicable.
- To provide copies of adjusted trial balances and adjusting entries for all audited funds.
- Prepare prescribed number of copies of the financial statements of the City.
- Issue a management letter commenting on the effectiveness of internal control procedures that offers suggestions for improvements in areas as deemed necessary.
- Issue a report on the follow-up review of the findings and recommendations of the prior year's fiscal audit report.
- Be readily available for meetings as necessary, with City management and finance staff for the performance and completion of the audit.

EXHIBIT A – PEER REVIEW LETTER

TAYLOR, POWELL, WILSON & HARTFORD, P.A.
 CERTIFIED PUBLIC ACCOUNTANTS
 POST OFFICE BOX 9369
 GREENWOOD, MISSISSIPPI 38930-9369
 662-453-6432

System Review Report

To the Owners of
 Holliday, Lemons & Cox, P.C.
 and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Holliday, Lemons & Cox, P.C. (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Holliday, Lemons & Cox, P.C. in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Holliday, Lemons & Cox, P.C. has received a peer review rating of *pass*.

Taylor, Powell, Wilson & Hartford, P.A.

December 9, 2015

EXHIBIT B – COMPLETED W-9 FORM

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
HOLLIDAY, LEMONS & COX, P.C.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **▶** _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) **▶** _____

☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
2001 MOORES LANE

6 City, state, and ZIP code
TEXARKANA, TX 75503

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Notes. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

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or

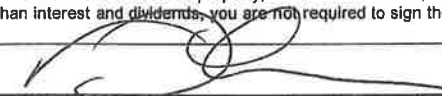
Employer identification number

7	5		2	2	4	0	3	9	4
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Part II Certification
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **▶**  Date **▶** **1-23-17**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CONFLICTS OF INTEREST

There are no known conflicts of interest that should be disclosed in accordance with the State of Texas Local Government Code Chapter 176 on the State Conflict of Interest Questionnaire Form CIQ in connection with this proposal for audit services for the City of Texarkana, Texas.

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

Statement of Audit Pricing for

CITY OF TEXARKANA, TEXAS

September 30, 2017, 2018 and 2019 Audits

Submitted by:

*Holliday, Lemons & Cox, P.C.
2001 Moores Lane
Texarkana, Texas 75503*

Person to contact:

*Rhonda Easley Jones, CPA
(903) 823-2727
April 20, 2017*

Attachment: 2017-065 ATTH 04 Holliday Lemons and Cox Proposal (1661 : 2017-065 RES approving audit contract)

PROPOSAL PRICING

Holliday, Lemons & Cox, P. C., Certified Public Accountants is pleased to submit this proposal for the City of Texarkana, Texas audit for the years ended September 30, 2017, 2018 and 2019. We are sensitive to both your responsibility and our responsibility for control of costs, and we would cooperate fully to minimize fees, consistent with maintaining quality professional standards.

Our fee commitment would be based on the following schedule for each of the audit years ending September 30, 2017, 2018 and 2019.

<u><i>Fiscal year ending September 30</i></u>	<u><i>Audit Fee</i></u>
2017	\$125,000
2018	\$128,750
2019	\$135,000

We estimate our fee for the two additional one year terms would be as follows. Factors that may affect the proposed fee, such as new GASB accounting pronouncements, changes in auditing standards, the number of funds, grants, new bonds, etc., may be considered and renegotiated at that time as applicable.

<u><i>Fiscal year ending September 30</i></u>	<u><i>Proposed Audit Fee</i></u>
2020	\$139,000
2021	\$143,000



SEALED SERVICE BID PROPOSAL

Proposal to Provide

AUDIT SERVICES CONTRACT

Request for Qualifications No.: **17-1601-03**

Submitted To:

Ms. Sharon Moore

CITY OF TEXARKANA, TEXAS

Purchasing Manager

220 Texas Blvd., Texarkana, Texas 75501

Submitted On:

Thursday, April 20, 2017 @ 2:00PM

Firm Contact:

Mr. Marlon Williams, CPA

Engagement Partner

Tel: 713.968.1633, Email: mwilliams@mjlm.com



McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS

4828 Loop Central Drive, Suite 1000

Houston, TX 77081

PH: 713.968.1600

FAX: 713.968.1601

www.micconnelljones.com

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

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McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS

April 20, 2017

Attn: Sharon Moore
Purchasing Manager
City of Texarkana
220 Texas Boulevard
Texarkana, Texas 75501

RE: Request for Qualifications No.: 17-1601-03, Audit Services Contract

Dear Ms. Moore:

On behalf of McConnell & Jones LLP (MJ), we are pleased to respond to your request for qualifications (RFQ) to provide independent, professional auditing services for the City of Texarkana, Texas (the "City").

It is our understanding that the City desires to contract with a firm to perform audits of the City's financial statements for fiscal year ending September 30, 2017 through 2021. The audit would include the reporting entity of the City, as defined by generally accepted accounting principles and would be performed in accordance with generally accepted auditing standards, *Government Auditing Standards* and additional provisions required under federal, state and local laws.

MJ is a diverse firm with diverse ideas and experiences. Within our audit department there are at least 15 languages spoken. This diversity makes our firm extremely unique. We also pride ourselves on serving our clients by staffing engagements with management and professionals that will meet all your need. MJ provides high standard professional services that are similar to those typically associated with large multinational firms. We have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. **Our uniqueness as a regionally-focused firm offers several advantages. Your key personnel receive direct attention from partners and managers** and benefit from their several decades of experience, resulting in a long lasting relationship built on trust. We are offering our expertise at competitive rates that would enable you to fulfill your audit requirements at the lowest possible cost.

The selection of an auditor is an important decision for the City. **The City will benefit from MJ's ability to seamlessly transition the audit services from the predecessor auditor with minimal disruption to your staff.** We understand that the transition from one audit firm to another not only requires an effective relationship building process between the client and the successor auditor, but also entails an efficient process for gaining an understanding of the entity's internal control environment. In addition to ensuring compliance with the requirements set forth in your RFQ, is the need to select an audit firm that, within the limits of professional ethics and independence requirements, can become an extension of the City's financial operations, available year round to assist the City in the accounting and financial reporting implications of decisions you must make – more than just numbers crunchers. We believe our team, led by Mr. Marlon Williams, Engagement Partner, would meet such requirements for the City. Accordingly, we are extremely pleased to submit our proposal to provide independent auditing services.

As you review our proposal, we are confident you will discover the long-term commitment we have to the public sector through the local and state governments we have served in Houston, Dallas, and Austin, Texas, such as City of Houston, Town of Prosper, City of Glenn Heights, Houston Downtown Management District, Dallas County Community College District, Coastal Water Authority, Houston Housing Finance Corporation, Cedar Bayou Navigation District, Cancer

4828 Loop Central, Suite 1000
Houston, TX 77081
Phone: 713.968.1600
Fax: 713.968.1601

WWW.MCCONNELLJONES.COM

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Prevention and Research Institute of Texas, Prepaid Higher Education Tuition Board, and Lone Star College System, to mention a few. Our collective experience in the public sector dates back three decades serving numerous major local, state and quasi governments throughout the State of Texas. A more detailed listing of our public sector experience appears later in this proposal.

Our team will be led by Mr. Marlon Williams, the practice leader for our Governmental practice. He has over 21 years of audit experience and has partnered with many municipalities and governmental entities on their audit engagements and consulting projects. Having performed numerous financial statement audits for local governments in Texas, such as for the City of Houston, Town of Prosper, City of Glen Heights, Town of Addison, City of Duncanville, City of Cedar Hill, City of Greenville, City of McKinney, City of Rockwall and City of Lancaster, who all have received GFOA's Certification for Achievement in Financial Excellence, he is an expert in this field. His experience as well as his intimate knowledge of the operations and financial reporting process of typically associated with a municipal organization will provide assurance that the work is adequately planned, conducted and reported on to ensure that the needs and expectations of management and those charged with governance group are met.

Critical to the City in the selection of its next auditor will be the need for the auditor to assist the City in the implementation of numerous new accounting and auditing standards over the next several years. As a testament of our commitment to client assistance, MJ opened the doors to its Training Center in 2008 and periodically provides continuing education to clients and associates looking to enhance their knowledge of business and **keep them up-to-date on important industry changes and stay in compliance with regulatory developments.** As such, MJ is prepared to work with the City in assessing the impact of new accounting and auditing standards.

Our commitment is to make ourselves available year round to address issues that you encounter. Our year-round commitment will provide an additional resource to the City as you confront the on-going challenges facing local governments, and as you implement new regulatory requirements, pronouncements, and standards that may impact the City's financial accountability system and internal controls. It will also add to the efficiency of the annual audit process by keeping us informed of on-going issues facing the City, while being able to assess audit implications early on. Additionally, **this resource will be provided to the City at no additional cost, unlike the philosophy of other firms to bill clients for this additional time.**

In the remaining sections of this document, we have set forth, as stipulated in your RFQ, our approach and project management plan for the audit; the history and qualifications of MJ and of the individuals that would make up our engagement team; and, our commitment to the City and desire to develop a relationship with the City. We have emphasized:

- ✓ **A proven audit approach** to meet the time schedule set forth in your RFQ. Our approach to your audit will represent concepts **developed from 30 years of providing similar audit services in the public sector.**
- ✓ **A professional service team** assigned to serve the City. We will have **a team of professionals that have proven experience** in auditing local governments. In particular, the engagement partner has over 21 years of audit experience specifically in serving municipal organizations. This experienced team is committed in getting the job done timely and efficiently as we ensure **the continuity of MJ team members throughout the engagement** and over the course of the contract.
- ✓ **A one-team concept** with the City officials and personnel. Through the cooperative efforts of the City's personnel working with our staff, we are confident of **a timely and efficient audit process.** Under such a team approach, we will be able to complete the audit within the deadlines specified in your RFQ while keeping our fees very competitive and **with minimal disruption and inefficiencies caused by the transition to new auditors.**

MJ

In summary, we believe that we are the firm best suited for your needs because we understand the importance of communication and building a relationship that is founded on trust, expertise and experience. We have a proven track record of providing excellent client service to our governmental clients and look forward to establish a strong relationship with the City of Texarkana, Texas.

The undersigned is authorized to make representations on behalf of MJ regarding this proposal, which is valid and irrevocable for 90 days subsequent to the RFQ date of submittal. Should you have any questions, please contact directly at 713-968-1633 / mwilliams@mjlm.com.

Respectfully submitted,



Marlon Williams, CPA
Engagement Partner

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

REQUEST FOR QUALIFICATIONS FORM

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@ttxkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: Marlon Williams, CPA			
Enter Respondent's Business Name: McConnell & Jones LLP			
Enter Respondent Address: 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081			
Enter the following information:			
Business Number: (713) 968 - 1633 Cell Number: (214) 293 - 2321			
Email Address: mwilliams@mjlmm.com			
Federal Tax ID Number or Social Security Number 76-0488832			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.


Authorized Signature

Marlon Williams

Print/Type Name

Partner

Title

April 20, 2017

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

McCONNELL & JONES LLP

FIRM PROFILE

Our Identity

McConnell & Jones LLP (MJ) is a limited liability partnership with locations in Houston, Dallas, and Austin, Texas as well as Washington DC. The firm is a **medium-sized, regional firm** offering full-service public accounting and business consulting services since 1987, and is registered with the State of Texas Board of Public Accountancy as a Certified Public Accounting firm.

MJ is also a member of several external quality control bodies including the following American Institute of Certified Public Accountants (AICPA), AICPA Governmental Audit Quality Center (GAQC), AICPA Center for Public Company Audit Firms, Public Company Accounting Oversight Board (PCAOB), Private Company Practice Section (PCPS), and AICPA Tax Practice Section.

MJ provides comprehensive professional assurance, tax and accounting services. We specialize in audits of financial statements, single audits under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under Title 2 CFR 200 (previously OMB Circular A-133) and the State of Texas Uniform Grant Management Standards that includes the State of Texas Single Audit Circular, compliance audits under Federal Acquisition Regulations (FAR), employee benefit plan audits, internal control reviews, tax return preparation, tax planning and compliance, and business strategy consulting for governmental, not-for-profits, and private sector clients as well as individuals across the USA.

MJ offers a proven track record and almost 30 years' experience of exemplary performance in support of auditing and accounting functions for governmental clients. This experience includes performing annual financial and compliance audit services for the City of Houston, Town of Prosper, City of Glenn Heights, Dallas County Community College District, Houston Downtown Management District, Houston Housing Finance Corporation, South Post Redevelopment Authority, Coastal Water Authority, and Cancer Prevention and Research Institute of Texas, to name a few. In the course of these engagements, MJ have performed audit work on every major aspect of the clients' activities and Comprehensive Annual Financial Report (CAFR); including capital assets, investments, bonds and other debt, revenues, procurement, disbursements, payroll, operating expenses, receivables, and accounts payable; as well as the audits of the Federal and State grants in accordance with Office and Management and Budget's (OMB) Circular A-133 and the State of Texas Single Audit Circular. MJ team members also performed audit work on compliance with the State of Texas Public Funds Investments Act.

Brief Profile of Proposed Subcontractor

Samuel W. Stevens III CPA is a sole practitioner located in Shreveport, Louisiana. The firm has been in practice since 1999, is a minority owned business and has satisfied the requirements for certification as a Disadvantaged Business Enterprise by the City of Shreveport and Caddo Parish. The firm's auditors are ethnically diverse and well-credentialed. Most of the firm's professional workforce is either a certified public accountant or has a Master's of Business Administration (MBA).

Firm and Governmental Audit Staff Size

MJ is organized by areas of specialization whereby professional employees are dedicated to serving only a specific business sector, and become specialist in their field. **With more than 90 employees, of which more than 25 are in governmental sector**, our government sector auditors are dedicated to this one sector and are experts in their field, meaning that we are able to understand and meet your needs and expectations through the audit process and in

maintaining communications with you throughout the period covered by our engagement. MJ is committed to providing the highest level of service possible, and looks forward to the opportunity to serve the City of Texarkana, Texas ("City").

In addition to our practice of ensuring staff continuity on each engagement, we have a stable compliment of experienced and competent professionals who are able, in unforeseen circumstances, to step in and fill any void in our client service delivery plan. In addition, many of our governmental sector audit professionals have many years of experience serving a variety of governmental organizations, and have demonstrated competence in client satisfaction and in meeting engagement objectives and timelines. We also have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. In addition, we ensure that our staff meets the CPE requirements of both the AICPA and the *Government Auditing Standards*.

Staffing for the professional auditing services for the City is presented on page 16, and will consist of full-time employees of MJ as well as personnel from our subcontracting firm, Samuel W. Stevens III CPA (whose detailed qualifications are provided in their resume in **Appendix "C"**).

MJ's staffing will come from our Houston and Dallas office locations as below:

Location	Number of Professional Staff
Houston Office 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081 Office number: (713) 968-1600; Fax number: (713) 968-1601	Six (6) Partners Three (3) Directors Ten (10) Managers Eighteen (18) Supervisors / Seniors Fifteen (15) Staff
Dallas Office 15305 Dallas Parkway, Suite 300 Addison, Texas 75001 Office number: (972) 715-2008; Fax number: (972) 715-2099	One (1) Partner One (1) Manager One (1) Supervisor One (1) Staff

Subcontractor's firm, Samuel W. Stevens III, CPA, will be from the location below:

Location
Shreveport Office P. O. Box 52631 Shreveport, LA 71135 Office number: (318) 450-0930; Fax number: (866) 531-9558

License to Practice in State of Texas and Arkansas

We are duly licensed by the Texas State Board of Accountancy to practice public accounting in the State of Texas. Furthermore, our firm is an active member of the American Institute of Certified Public Accountants. A copy of our license to practice, which includes our license number, can be found in **Appendix "A"** to our proposal.

MJ has met all licensing requirements to practice public accounting in the State of Arkansas and has recently applied with the Arkansas State Board of Public Accountancy for a CPA license. MJ is expecting the process to complete shortly.

Independence

MJ (and its subcontractor) have no existing or potential conflicts of interests with the City, and any of its agencies or component units in accordance with the AICPA professional standards as well as Government Auditing Standards issued by the Comptroller General of the United

States of America. Additionally, we have not had any engagements or professional relationships with the City, any of its agencies or component units within the past five (5) years.

It is our firm's policy that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, Government Accountability Office (as described in the *Government Auditing Standards* issued by the Comptroller General of the United States of America), and other regulatory agencies. All professional personnel are required to review the respective firm's client list and certify, at the time of hire and on an annual basis, an acknowledgement of their independence with respect to the firms' clients. As part of the client acceptance process, the names of potential new clients are also provided to the partners and staff of the firm to ensure that there are no potential independence or conflicts of interest matters that exist.

MJ is also committed to notify the City through a written communication, should a conflict of interest or independence related issues arise during the contracted year(s).

Affirmative Statement on Compliance with Laws and Regulations, Quality of Work and Pending Litigations

MJ meets all specific requirements imposed by state or local law, rules and regulations and do not have any record of substandard audit work. Further, we do not have any existing allegations or litigations involving MJ.

Our Unique Audit Methodology and Approach to Audit Engagements

MJ's overall audit methodology is built on the risk-based audit model. Our risk-based audit model is an audit approach that focuses more on areas of greatest risks by analyzing audit risks, setting materiality thresholds based on audit risk analysis, and developing audit programs that allocate a larger portion of audit resources to high-risk areas. Because organizations vary from each other in terms of their internal control systems, their business models, their industries, their regulatory environments, their operational policies and procedures, and their accounting systems, there is no prototypical audit plan that "fits" all. Additionally, because of the need to complete every audit in an efficient and timely manner, the auditor does not test every single transaction; instead, the auditor designs audit programs and applies procedures on areas earlier identified as major risks that could result in the financial statements being materially misstated, or areas of material deviation from the requirements of grant agreements, laws, and regulations. Risks of material misstatement of the financial statements and related footnote disclosures, or of material noncompliance with grant agreements and laws and regulations, arise from errors, fraud, internal control deficiencies, inherent risks in transactions, systems' failures, human failures, and incompetence of personnel. Accordingly, our risk-based audit model makes it possible to design the audit work plan that is tailored to the needs, requirements, risks, and objectives of each audit engagement.

Our audit approach is tailored to match the unique organizational structure of our local government clients. This allows us to match audit procedures to the client's major funds, accounts and classes of transactions which optimize audit efficiency and maintain strict adherence to professional standards. ***This approach will enable us to provide all deliverables and to meet all reporting deadlines specified in your RFQ.***

Our audit approach focuses on gaining an understanding of the City, its environment and the related internal controls in assessing audit risks and developing a tailored audit approach to minimize such risks. ***MJ's extensive experience with governments and an understanding of economic challenges facing local governments gives us a foundation to use in identifying***

current audit risks of the City. The key audit team members will initiate our audit plan to develop our audit risk assessment as soon as we are appointed as your auditors.

Our audit approach **includes the assignment of personnel to engagements who have the prerequisite skills and experience** and the establishment of time-phased and risk-based plans for the timely completion of engagements. Such an approach requires close communication and cooperation between our personnel and designated key City personnel, forming a successful team that makes the critical difference in completing the audit engagement.

To supplement our knowledge and ensure compliance with industry and firm standards, MJ utilizes official publications of the AICPA, Thomson Reuters' "Audits of Local Governments" resource material and practice aids, GASB pronouncements and publications as major reference sources.

At MJ, we recognize that the most important aspect of an engagement is demonstrating to management that we have a proven track record of meeting the objectives of the engagement. With the involvement of upper level management of the firm in the overall planning of the audit on the front end of the engagement, MJ establishes performance-monitoring systems that are tailored to the objectives of the engagement to ensure that the audit objectives and timelines are met each year.

WHAT SETS US APART

Our uniqueness as a public accounting firm with a culture of excellence offers several advantages. Our clients receive attention from our designated team members that are familiar with the client organization and are current on changes in the industry. Our governmental audit services are consistently cost effective and of the highest quality. The result is long lasting client relationships that are built on trust. The following is a list of some of the factors that set us apart from our competition:

- We invest thousands of hours annually in providing audit services for numerous governmental clients. Having worked with numerous clients in the governmental sector, the personnel assigned to this engagement have significant experience with the audits of these entities. This lowers the learning curve of our team, allowing us to quickly commence work on the engagement.
- We enjoy a comparatively low turnover rate, meaning there will be little need to retrain our staff on your engagement year after year. In addition, we have a solid record of ensuring team leadership continuity on engagements.
- We provide services that are similar in quality to multi-national firms at affordable costs.
- We use a team of highly trained auditors who focus extensively on auditing governmental organizations. Our professionals receive training on new developments and auditing, reporting, compliance and administrative issues involved with these entities. When you work with MJ, you will not get our best guess – you will get the right answer.
- We approach the engagement with the objective to provide the client with solutions to financial accountability, compliance, and audit matters in addition to producing the required deliverables. Solutions to real problems add value to clients.
- Our partners and managers work very closely with the senior management team of our clients all year round for routine inquiries on accounting, internal control, and auditing matters. Our leadership team members are involved in all stages of the audit process, ensuring that the audit accomplishes the desired objectives.

MJ

Proposal to Provide **Audit Services Contract** – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

- MJ provides high standard professional services. We have implemented a comprehensive training program to ensure that professionals assigned to this engagement have the appropriate skills to achieve the objectives. In addition, we ensure that our staff meets the CPE requirements of the AICPA as well as prescribed by *Government Auditing Standards*.
- Our performance monitoring system allows us to manage our engagements so that each is completed effectively and within the required deadlines.
- We have consistently received an unqualified opinion in our external peer review by the AICPA. In addition, we have an internal annual quality control and inspection program that provides assurance that MJ's systems are well established and adhere to stringent professional standards.
- Our use of highly automated processes and systems streamlines the audit process, adding to our efficiency.

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

FIRM QUALIFICATIONS

ASSIGNED ENGAGEMENT PERSONNEL

Proposed audit team members have been identified under Section “Audit Team Qualifications” on page 16.

FIRM EXPERIENCE AND QUALIFICATIONS

MJ has established a strong practice as a certified public accounting and consulting firm, having acquired many years of diverse experience in performing financial and compliance audits and providing related services to our governmental clients. We spend thousands of hours annually in providing financial statement and compliance audits and other professional services for governmental organizations in the State of Texas. We are looking forward to applying this wealth of experience in serving the City.

Some of the our governmental clients similar in type and scope of services to the City for which we currently provide independent financial and compliance audit services and who have contributed to our experience and qualifications to perform your engagement include:

REFERENCE	SCOPE OF WORK PERFORMED
City of Houston, Texas Principal Contact: Mr. Arif Rasheed Deputy Director Financial Reporting and Operations Division Tel: (832) 393-9013 Email: Arif.Rasheed@houstontx.gov Type of Services: • Audit of Annual Financial Statements • Single Audit of Federal and State Awards • Debt Issuance Due Diligence • AUP to comply with TCEQ requirements • Performance Audits Dates of Services: • 2014-Present	The City of Houston is a seat of a burgeoning metropolitan area encompassing six counties with a total population approaching 6 million. The City operates under a Home Rule Charter with the Mayor-Council form of government and provides services such as public safety (police and fire), highways and streets, sanitation, water, airports, health services, culture-recreation, storm drainage, solid waste disposal, planning and inspection, civil defense, public improvements, and general administrative services. MJ personnel have performed annual financial and compliance audits of the City since fiscal year 2014 to the present day under a joint venture partnership with Banks, Finley White & Co. MJ's collaboration and effort under the joint venture partnership is approximately 50% and MJ's engagement partner jointly signs the independent auditor's report for the City's audit. Our audits were performed in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States. The City of Houston, Texas has total assets of more than \$20 billion, as well as significant bond activities, property tax revenues, investments, construction activities, component units, indirect cost allocations, and federal and state grant programs. MJ also performed procedures and issued relevant reports on compliance and internal control over compliance with the requirements of OMB Circular A-133 and the State of Texas Single Audit Circular. The City of Houston receives Government Finance Officers Association's annual award of Certificate of Achievement for Excellence in Financial Reporting for their Comprehensive Annual Financial Reports.

REFERENCE	SCOPE OF WORK PERFORMED
	In addition to performing annual financial and compliance audits, MJ also provided due diligence services for bond issuances, and performed an agreed-upon procedure engagement to assist the City to comply with the financial assurance requirements of the Texas Commission of Environmental Quality. Lastly, MJ participated under the joint venture participation with BFW, and recently completed a performance audit under Government Auditing Standards related to the operations of the Houston Forensic Science Center, a component unit of the City of Houston. Another performance audit related to activities of Tax Increment Reinvestment Zones is under way.
Town of Prosper Principal Contact: Ms. Kelly Neal Finance Director Tel: (972) 569-1019 E-mail: Kelly_Neal@prospertx.gov Type of Services: Audit of Annual Financial Statements Dates of Services: • 2016 through present	Town of Prosper (the "Town") is located in North Central Texas and covers approx. 27 square miles of the Dallas/Fort Worth Metroplex. The Town is a political subdivision and a home rule municipality under the laws of the State of Texas. The Town operates as a Council-Manager form of government. Services the Town provides include public safety, municipal court, public streets, water/waste water and storm drainage utilities, parks and recreation, library, public improvements, engineering, planning, and zoning, building inspections and code compliance, information technology and general administrative services. MJ was appointed as the Town's new external auditor for fiscal year 2016 and MJ successfully completed its first audit with the Town recently. Our audit was performed in accordance with generally accepted auditing standards. The City prepares a CAFR and annually obtains Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association.
City of Glenn Heights, Texas (Glenn Heights) Principal Contact: Ms. Lakeita J. Sutton Director of Finance Tel: (972) 223-1690 Ext. 130 E-mail: lakeita.sutton@glennheightstx.gov Type of Services: Audit of Annual Financial Statements Dates of Services: • 2016– present	The City of Glenn Heights, Texas (the "City") is located in Dallas and Ellis Counties with a total area of approx. 7.2 square miles. The City operates under a council-manager form of government. General government services provided by the City include police and fire protection, street maintenance, building inspection and code enforcement services, planning and zoning, parks maintenance, and maintenance of City-owned facilities. The City's treated water and waste water treatment is purchased from Dallas Water Utilities. MJ was appointed as the City's new external auditor for fiscal year 2016 and MJ successfully completed its first audit with the City recently. Our audit was performed in accordance with generally accepted auditing standards. The City prepares a CAFR and annually obtains Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association.
Coastal Water Authority (CWA) Principal Contact: Mr. John Baldwin Chief Financial Officer	CWA is a conservation and reclamation district and political subdivision of the State of Texas covering a part of southwest Liberty County, southwest Chambers County, and most of Harris County. CWA builds and maintains water conveyance and distribution systems to transport

REFERENCE	SCOPE OF WORK PERFORMED
Tel: (713) 658-9020 E-mail: jbaldwin@Coastalwaterauthority.org Type of Services: Audit of Annual Financial Statements Dates of Services: • 2007 – present	surface water from lakes and rivers into the above mentioned counties. MJ has performed the annual financial, and compliance audits of CWA's financial statements since 2007 through the present. We conducted the audits in accordance with auditing standards generally accepted in the United States of America, the AICPA Industry Audit Guide for governmental entities, as well as applicable annual audit report requirements of Texas Water Districts and Authorities as promulgated by the Texas Commission on Environment Quality (TCEQ), applicable audit and financial rules issued by the Texas Water Development Board (TWDB), and other auditing procedures as considered necessary in the circumstances.
Houston Housing Finance Corporation (HHFC) Principal Contact: Mr. Jeffery V. Smith Executive Director Tel: (713) 461-2749 (ext. 5) E-mail: jsmithhhfc@swbell.net Type of Services: • Audit of Annual Financial Statements • Single Audit of Federal Award (for component unit) Dates of Services: • 2005 – present	HHFC, a component unit of City of Houston, Texas, provide a means to finance the cost of residential ownership and development that provides decent, safe, and sanitary housing at affordable prices for residents of the City. MJ has performed consolidated financial statement audits of HHFC for fiscal years 2014 through present. Previously, MJ performed audits of HHFC's component units (Corporate Cash Fund, Hou-Tex Redevelopment Authority, and Houston Redevelopment Authority) since 2005. All audits were performed in accordance with generally accepted auditing standards (except for a component unit requiring a single audit, where the audit was also performed in accordance with <i>Government Auditing Standards</i>). Additionally, MJ has also performed single audits for Houston Redevelopment Authority, a component unit of HHFC for fiscal years 2014 and 2015 with the requirements of OMB Circular A-133. FY 2016 single audits for Hou-Tex Redevelopment Authority and Houston Redevelopment Authority are currently in progress.

In addition to the above governmental entities, the following table lists some of our other governmental clients that have also contributed to our experience and qualifications to perform your engagement:

Names of MJ's Governmental Entity Clients	Financial Statement Audit	Yellow Book Audits	Single Audits	Other Services (attest and non-attest)	Number of Years Served
Austin Community College District	✓	✓	✓	✓	5
Cancer Prevention and Research Institute of Texas	✓	✓			4
Cedar Bayou Navigation District	✓	✓			12

Names of MJ's Governmental Entity Clients	Financial Statement Audit	Yellow Book Audits	Single Audits	Other Services (attest and non-attest)	Number of Years Served
City of Houston's Housing & Community Development Department (sub-recipient monitoring for federal grants recipient)				✓	3
City of Houston's Public Works & Engineering Department (agreed-upon procedure engagements)				✓	7
Dallas County Community College District	✓	✓	✓	✓	5
Harris County Sports Authority (subcontract to a national firm)	✓				2
Houston Area Water Corporation	✓				5
Houston Community College System	✓	✓	✓		6
Harris County's Corporate Cash Fund	✓				9
Harris County's County Clerk Registry of the Court Accounts	✓				4
Harris County's District Clerk Court Registry Funds	✓				4
Houston Downtown Management District	✓				4
Houston Firefighters' Retirement Fund	✓				4
Houston-Galveston Area Council (subcontract to a regional firm)	✓	✓	✓		7
Houston-Galveston Area Council (sub-recipient monitoring for federal grant recipients)				✓	1
Houston Municipal Employees Pension System	✓				3
Lone Star College System	✓	✓	✓		10
Metropolitan Transit Authority's Non-Union Pension Plan and Trust	✓				10
Metropolitan Transit Authority's Union Pension Plan and Trust	✓				8
Metropolitan Transit Authority Transport Workers Union Health and Welfare Trust	✓				10
Mental Health and Mental Retardation Authority of Harris County	✓	✓	✓		5
Port of Houston Authority (subcontract to a national firm)	✓	✓	✓		14
South Post Oak Redevelopment Authority	✓				15
Tarrant County, Texas (subcontract to a national firm)	✓	✓	✓		2
Texas Lottery Commission	✓	✓			3
Texas Prepaid Higher Education Tuition Board	✓	✓			10
Texas Tuition Promise Fund	✓				6
The Gulf Coast Center	✓	✓	✓		1
Tri-county MHMR Services	✓	✓	✓		3

EXPERIENCE WITH GFOA CERTIFICATION

Over the years, the City has submitted its CAFR to the Government Finance Officers Association of the United States of America and Canada, "Certificate of Achievement for Excellence in Financial Reporting" program. *The City has successfully received the award for excellence in reporting.* Our intent is to assist the City in maintaining this level of quality.

We recognize that the key to meeting the City's reporting deadline is to integrate the report process into earlier phases of the audit process. As such, our audit approach is detailed and extensive so as to not lose site of the end product for the City - the CAFR.

Having Marlon Williams, your engagement partner, leading the audit team, who is also a member of the GFOA's Special Review Committee, we are committed to assist you in achieving your goal to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting. This goal establishes the minimum reporting standards. Our philosophy in approaching the review of the CAFR is to ensure that all disclosures pursuant to generally accepting accounting principles are made; ensure that the presentation format meets the requirements of professional standards, new GASB standards and the GFOA; and ensure that information relevant for potential readers of the statements is fully disclosed. Inherent in our philosophy is working with the City to ensure full disclosure, while also making the CAFR as clean and concise as possible.

To ensure the City meets all reporting and disclosure standards,

- We obtain and review any comments received by management from GFOA in the prior year to ensure that those are addressed in the current year;
- We complete financial statement disclosure checklist included in our audit practice aid adopted by MJ as part our quality control requirements; and
- We utilize checklists provided by GFOA on its website <http://www.gfoa.org/coa>

Our core competencies include, but are not restricted to financial statement audits in accordance with U.S. generally accepted auditing standards, and Single Audits in accordance with OMB Circular A-133, and other compliance audits in accordance with *Government Auditing Standards*. Many large governmental organizations audited by MJ, which prepare a Comprehensive Annual Financial Report (CAFR), receive the Government Financial Officers Association for the United States of America and Canada's Certificate of Achievement for Excellence in Financial Reporting annually. We have extensive expertise in managing large-scale projects with complex requirements. Some of our current and former clients who prepared CAFR and consistently received GFOA Certificate of Achievement include:

- City of Houston, Texas
- Dallas County Community College District
- Lone Star College System
- Austin Community College District
- Metropolitan Transit Authority Non-Union Pension Plan and Trust
- Metropolitan Transit Authority Transport Workers Union Pension Plan
- Houston Firefighters Retirement Fund

Recently, we completed annual financial statement audits for The Town of Prosper and the City of Glenn Heights. This was the first year MJ audited these cities. Management of these cities plan to submit their CAFR's to obtain GFOA Certificate of Achievement and expect to obtain a Certificate of Excellence in Financial Reporting as has been done in past years.

PEER REVIEW INFORMATION

Being a member of AICPA, MJ and is subject to the AICPA's peer review process every three years. Our commitment to quality is underscored by the results of an independent peer review of our accounting and auditing practices. After a thorough study of our procedures and work practices, which include reviews of our governmental, not-for-profit, and commercial audits, the reviewers concluded that MJ complies with the stringent quality control standards established by the American Institute of Certified Public Accountants. To evidence this fact, **we received a "Pass" rating in our latest peer review letter** that is presented in **Appendix "B"** to our proposal.

LITIGATIONS

There have not been any legal judgments against MJ in the past. However, in the past we settled two matters through our insurance carrier with two of our past audit clients that we considered to be frivolous. Those settlements do not have any impact on our ability to perform audit services under a contract with the City. We do not have any existing litigations involving MJ. However, our related affiliate entity in Houston has one pending litigation matter. MJ is not a party to that litigation.

DESK AND FIELD REVIEWS

There has been no federal and state desk review or field reviews of our audit workpapers during the past three (3) years.

DISCIPLINARY ACTIONS

MJ and our employees maintain a high level of professionalism on all engagements. There have been no investigations, complaints or disciplinary action taken against the firm or its staff by the AICPA, the Texas State Board of Public Accountancy, or any other licensing board of another state or other regulatory bodies since inception of the firm in 1987. Additionally, all of the proposed audit team members are in good standing with the AICPA and other professional or regulatory bodies with no history of disciplinary action.

AUDIT TEAM QUALIFICATIONS

A cornerstone of MJ's client-service philosophy is the concept that the best resources must be brought to bear on our most important clients. The best audit is only as good as the personnel resources committed to the engagement and the standards to which they are held accountable. Accordingly, for this engagement, we have carefully selected the professionals to serve you in performing audit services for the City. The client service team proposed for this engagement brings a combined total of more than 50 years of audit experience, most of whom are certified public accountants. This experience will provide assurance that work is adequately planned, staff is properly supervised and the work is properly documented as promulgated by the U.S. generally accepted auditing standards and the *Government Auditing Standards*.

Assigned Professional Staff

A key ingredient of our audit philosophy is our belief that people are the primary ingredients of any successful endeavor and that interpersonal relationships are the key to a mutually beneficial client/auditor association. While we fully recognize the need for outstanding technical competence and devote substantial resources to that requirement, we know that the benefits of that competence will accrue to the City only through the efforts of the people assigned to your engagement and their ability to communicate successfully with you.

We are committing seasoned audit professionals with experience in providing audit and related services specific to the needs of the City. Our proposed team (including subcontracted personnel) consists of governmental financial statement and compliance audit **Subject Matter Experts** with relevant experience for key personnel ranging from 4 to over 25 years. They have a wealth of relevant experience having worked with clients similar in nature to the City.

Name of Principal, Supervisory & Management Staff	Professional Qualification	Area of Specialty	Role	Years of Experience
Marlon Williams	CPA (Texas)	Public Sector Audits	Audit Partner	21 Years
Samuel W. Stevens III *	CPA (Texas)	Public Sector Audits	Audit Manager	27 Years
Talmadge E. Mitchell *	CPA (Texas)	Public Sector Audits	Audit Senior	17 Years
Eric Wilson	CPA (Texas)	Public Sector Audits	Audit Senior	4 Years

* Subcontracted firm's staff (not employees of MJ)

Functional Responsibility Matrix of the Audit Team Members

Audit Team Member	Functional Responsibilities for the Audit
Marlon Williams, CPA <i>Audit Partner</i>	• Primary point of contact for the engagement • Oversee the overall audit throughout the duration of the engagement • Ensure proper planning and administration of the audit in accordance with relevant standards and guidelines • Quality review of audit workpapers and reports • Presentation of reports to the City Council
Samuel W. Stevens III, CPA <i>Audit Manager</i>	• Lead the fieldwork and supervise field staff • Ensure proper planning and administration of the audit in accordance with relevant standards and guidelines, and that all of the engagement objectives are met • Overall project administration, management and control • Coordinate audit team's interactions with the City • Provide periodic status reports to Management • Communication with Management on internal control matters • Ensure compliance with relevant standards • Perform relevant accounting and audit research • Quality review of audit workpapers and reports • Presentation of reports to the City Council
Talmadge E. Mitchell, CPA <i>Audit Senior</i>	• Perform audit procedures and evaluate controls • Document results of the audit procedures • Review staff auditor's workpapers • Assistance with audit reports development, development of management letter and other required correspondences.
Eric Wilson, CPA <i>Audit Senior</i>	• Perform audits of component units (both blended and discretely-presented) • Perform single audit of the City • Document results of the audit procedures • Review staff auditor's workpapers • Assistance with audit reports development, development of management letter and other required correspondences.
<i>Experienced Staff Auditors</i>	• Perform audit tests and prescribed procedures • Analyze data • Document results of the audit procedures

Detailed resumes of your key assurance team members assigned on this engagement, including information related to the relevant professional education, are presented in **Appendix "C"**.

OUR COMMITMENT FOR STAFF CONTINUITY

MJ have a solid record of ensuring team leadership continuity on engagements and understands that consistency with client service teams is a key aspect to building relationships, providing good client service and developing a continuous understanding of your industry. Our policy is to maintain that consistency by returning service team professionals year after year. Ensuring continuity of your client service team provides advancement and career opportunity to the service team professionals, allowing them to be



MJ

promoted as their leadership and technical skills advance along with their thorough understanding of your business and operations. Additionally, it builds a rewarding, long-term relationship and minimizes the effect of learning curve on engagements.

In addition to our practice of ensuring continuity of key audit team members, we have a stable compliment of highly experienced and professionals with demonstrated competence in client satisfaction, who are able, in unforeseen circumstances, to step in and fill any void in our client service delivery plan. In those unforeseen circumstances, we recognize the right of the City to approve or deny any change to the assigned staff named in the proposal. We are committed to fully cooperate with the City and provide copies of requested resume for substitute staff and/or for interviewing the substitute staff.

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

COMPLETED FORM W-9

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
McConnell & Jones LLP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) **>**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from FATCA reporting code (if any)
 (Applies to nonexempt transferees outside the U.S.)

5 Address (number, street, and apt. or suite no.)
4828 Loop Central Drive, Suite 1000

6 City, state, and ZIP code
Houston, Texas 77081

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
 Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 or
 Employer identification number
 7 6 - 0 4 8 8 3 2

Part II Certification
Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **Traci D. Gholson**
 (Print or type name)
 Date **April 20, 2017**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
 By signing the filled-out form, you:
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)

McCONNELL & JONES LLP

MJ

COMPLETED CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY Date Received
1 Name of vendor who has a business relationship with local governmental entity. McConnell & Jones LLP		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information in this section is being disclosed. None _____ Name of Officer This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more? ☐ Yes ☐ No D. Describe each employment or business and family relationship with the local government officer named in this section.		
4 <u>Manda Jones</u> Signature of vendor doing business with the governmental entity		<u>April 20, 2017</u> Date

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

OUR COMMITMENT

“To provide the highest level of service quality that our clients expect and deserve.”



McConnell & Jones LLP has a straight forward goal; to deliver quality, accurate professional audit services in a timely manner and with excellent customer service. We welcome the opportunity to share more about who we are, our value proposition to the City of Texarkana, Texas, as well as more in-depth discussion with you and key members of your leadership team. We want to earn the right to do business with you and to build a viable relationship as a trusted service provider you can count on to provide all of your assurance, compliance and consulting needs.

Warmest regards,

McConnell & Jones LLP

McCONNELL & JONES LLP

MJ

Proposal to Provide Audit Services Contract – RFQ NO.: 17-1601-03
CITY OF TEXARKANA, TEXAS

APPENDIX A: FIRM LICENSE TO PRACTICE



Texas State Board of Public Accountancy

333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

12/15/2016

MCCONNELL & JONES, LLP
OFFICE
4828 LOOP CENTRAL DR #1000
HOUSTON TX 77081

FOLD FORM
HERE AND
PULL CARD
BACK TO
RELEASE

 **Texas State Board of Public Accountancy**
333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900
The office is licensed to practice in Texas

MCCONNELL & JONES, LLP
OFFICE
4828 LOOP CENTRAL DR #1000
HOUSTON TX 77081

Firm License ID: P04698 Expires: 12/31/2017
Office License ID: V06628 Form No: 17026699

By receipt of this license card, requirements for licensing by the Texas State Board of Public Accountancy have been met. The license card can be easily removed from the sheet and can be used as identification as a licensee in Texas. After removing your license card, retain this mailer as a FILE COPY of the license card.

As a licensed firm, a 7-digit number (*Firm Control Number*) has been assigned to your firm as an alternative method of unique identification, in addition to your *Firm License ID*. The *Firm License ID* and *Firm Control Number* are required to access information on the Board's website, and are shown below on the file copy of your license card. (Note that each office of your firm is assigned a unique *Office License ID*.)

 **Texas State Board of Public Accountancy**
333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900
The office is licensed to practice in Texas

MCCONNELL & JONES, LLP
OFFICE
4828 LOOP CENTRAL DR #1000
HOUSTON TX 77081

Firm License ID: P04698 Expires: 12/31/2017
Firm Control Number: 0111817
Office License ID: V06628 Form No: 17026699

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McCONNELL & JONES LLP

MJ

APPENDIX B: PEER REVIEW LETTER

Your Vision Our Focus



System Review Report

February 20, 2016

To the Partners of
McConnell & Jones, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of **McConnell & Jones, LLP** (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended **June 30, 2014**. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits of employee benefit plans and audits performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of **McConnell & Jones, LLP** (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended **June 30, 2014**, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **McConnell & Jones, LLP** has received a peer review rating of *pass*.

Turner, Stone & Company, LLP

Turner, Stone & Company, L.L.P.
Accountants and Consultants
12700 Park Central Drive, Suite 1400
Dallas, Texas 75241
Telephone: 972-239-1660 / Facsimile: 972-239-1661
Toll Free: 877-853-4195
Web site: turnerstone.com

INAA
GROUP
INTERNATIONAL ASSOCIATION OF ACCOUNTANTS AND AUDITORS

McCONNELL & JONES LLP

APPENDIX C: RESUMES OF KEY PERSONNEL

MARLON WILLIAMS, CPA | Engagement Partner

Summary of Qualifications

Mr. Marlon Williams leads our governmental and nonprofit practice, and is also the Partner-in-charge of our Dallas-Office, and will serve as your engagement partner. He has more than 21 years of audit experience and has performed audit services for numerous municipalities.. In this role, he will perform quality assurance, planning and engagement administration, and final review of deliverables.

With extensive experience leading audit teams and training individuals, Mr. Williams brings specialized government industry knowledge to each of his clients. He is responsible for developing audit methodologies for financial auditing of government entities including cities, regional governments, public school districts and other governmental entities. He is also responsible for the development of our audit approach for addressing single audits to meet and exceed the requirements set by the U.S. Office of Management and Budget (OMB) A-133. As a result of his experience, he is well aware of the City's financial operations and report preparation processes.

As Partner-in-Charge of the firm's assurance practice, he has oversight responsibility of the audit division's quality control system; making sure that it adheres to the peer review and inspection requirements of the American Institute of Certified Public Accountants (AICPA). He also conducts engagement partner and technical reviews of audit reports and the related financial statements, ensuring that the engagements have been performed in accordance with generally accepted auditing standards and the financial statements are being presented in accordance with generally accepted accounting principles. Furthermore, he develops strong client relationships and maintains effective client communication to ensure efficient administration and completion of engagements.

- Certified Public Accountant - Texas
- Over 20 years of experience in public accounting
- Experienced in audits of state and local governments
- Engagement and technical partner for serving on major/large municipal and other governmental engagements
- Engagement audit partner serving multiple Nonprofit organizations
- Experience with a wide range of private sector clients

Education | Qualifications | Affiliations | Professional Accomplishments

- Abilene Christian University, Bachelor of Business Administration, Accounting
- Certified Public Accountant, Texas
- ACL Certified Data Analyst
- Member of American institute of Certified Public Accountants
- Member of Texas Society of Certified Public Accountants
- Member of Texas ACL User Group

MARLON WILLIAMS, CPA | Engagement Partner

- Associate Member of Government Finance Officers Association of Texas
- Member, Texas Association of School Business Officials (TASBO)
- Presenter at numerous conferences such as TASBO, Institute of Internal Auditors, National Association of Black Accountants, and National Association of State Boards of Education
- Member, Special Review Committee of GFOA

Representative Governmental Clients

- Cancer Prevention & Research Institute of Texas
- Cedar Bayou Navigation District
- City of Glenn Heights
- City of Houston, Texas
- Coastal Water Authority
- Gulf Coast Community Protection & Recovery District
- Houston Civic Events
- Houston Downtown Management District
- Houston Housing Finance Corporation
- Houston Redevelopment Authority
- South Post Oak Redevelopment Authority

With former employer:

- City of Cedar Hill, Texas
- City of Duncanville, Texas
- City of Farmers Branch, Texas
- City of Grand Prairie, Texas
- City of Greenville, Texas
- City of Lancaster, Texas
- City of Lewisville, Texas
- City of McKinney, Texas
- City of Rockwall, Texas
- City of Sachse, Texas
- Lake Cities Municipal Utility Authority
- North Texas Regional Water District
- The City of the Colony, Texas
- Town of Adison, Texas
- Town of Flower Mound, Texas
- Town of Highland Village, Texas

SAMUEL W. STEVENS, CPA | Engagement Manager

Summary of Qualifications

Mr. Samuel Stevens, sole proprietor of his CPA firm in Shreveport, Louisiana, provides audit and assurance, tax and consulting services to a variety of governmental and non-profit entities, small business sector clients and individuals since 1999.

In this proposed engagement with the City of Texarkana, he will primarily perform managerial function and lead the audit team members under the direct supervision of Marlon Williams, MJ's Audit Partner.

With over 21 years of experience performing audits, other assurance services for entities in the public sector, his responsibilities included managing audit and review engagements to include planning and engagement administration, approval of audit programs, evaluation of systems of internal control, compliance testing and providing final reports for his engagements.

- Certified Public Accountant
- Over 27 Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Entities
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Qualifications | Affiliations | Professional Accomplishments

- B.S. Accounting, 1979, *Louisiana State University*
- Certified Public Accountant - States of Texas and Louisiana
- Member, *American Institute of Certified Public Accountants*
- Member, *Texas Society of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants*
- Board Member and Treasurer, *Samaritan Counseling Center (2010-2016)*
- Member, *Center Louisiana Business League*
- Board Member, *Council on Drugs and Alcohol use (2001-2002)*

Representative Governmental Clients

- City of New Orleans
- City of New Orleans Employee Retirement System
- City of Shreveport
- New Orleans Affordable Housing, Inc.

SAMUEL W. STEVENS, CPA | Engagement Manager

- Office of the Indigent Defender First Judicial District, Caddo Parish
- Parish of Caddo
- Jefferson Parish Community Assessment Program
- Juvenile Court for Caddo Parish
- Southfair Community Development Corporation
- T. R. Hoover Community Development Corporation
- Town of Blanchard, Louisiana
- Town of Gibsland, Louisiana
- Town of Vivian, Louisiana
- Town of Waterproof, Louisiana
- Urban Housing of America, Inc.

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

TALMADGE E. MITCHELL, CPA | Engagement Senior

Summary of Qualifications

Mr. Talmadge Mitchell, an employee of Samuel Stevens III, CPA Firm and a manager there, has over 17 years of experience in auditing public sector clients and has performed their financial and compliance audits under AICPA Auditing Standards, Government Auditing Standards, and OMB Circular A-133 (now replaced with Uniform Guidance).

In this proposed engagement with the City of Texarkana, he will primarily be part of a fieldwork team to perform financial statement audit portion of the fieldwork (excluding work associated with component units and single audits) under the direct supervision of Samuel Stevens, the assigned Audit Manager.

As an experienced, industry-knowledgeable professional, he is primarily responsible for performing an independent review of the financial statements and tax returns to ensure that content and disclosures reflect the latest developments in professional standards.

- Certified Public Accountant
- Over 17 Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Entities
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Qualifications | Affiliations | Professional Accomplishments

- MBA, 2000, *University of New Orleans*
- BS, Accounting, *Southern University, New Orleans*
- Certified Public Accountant (Louisiana)
- Member, *American Institute of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants*
- Member, *Louisiana Society of Certified Public Accountants (Shreveport Chapter)*

Representative Clients

- City of New Orleans
- City of Shreveport
- Southern University at New Orleans
- U. S. Agency for International Development for its Caribbean Basin Initiative

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)



ERIC WILSON, CPA | Engagement Senior

Summary of Qualifications

Mr. Eric Wilson is responsible for planning, conducting and reporting on various audit engagements. He has led complex audit engagements in the public sector, including governmental and nonprofit organizations, and understands the importance of meeting engagement deadlines and clients' expectations and objectives. He also has experience performing compliance audits required under Government Auditing Standards, OMB Circular A-133 and State of Texas Single Audit Circular.

Mr. Wilson has approximately four (4) years of audit and accounting experience that encompasses developing and implementing procedures that assist clients with proper reporting of financial information, improvements in internal controls, enhancement of operating efficiency, compliance with regulations, and becoming more familiar with relevant accounting standards and regulatory requirements. Additionally, he has performed analytical review procedures to identify areas of audit risk and materiality and create adequate audit programs, reporting on audits, assessing business risks, evaluating internal controls required to plan the audit and preparation of various financial statements.

- Certified Public Accountant
- Masters In Accountancy
- Four (4) Years of Experience in Financial Audits, Internal Controls, Governmental Accounting Standards, Financial Reporting, and Generally Accepted Auditing Standards
- Integrates Clients' Needs and Expectations into Engagement Planning and Implementation Processes
- Implements Timeline and Engagement Risk Management Plans to Ensure the Achievement of Engagement Objectives
- Experiences in Audits of Governmental Business-Type Activities; Capital Assets; Investments; Revenues from a Variety of Sources; and Compliance with Internal Policies, Laws and Regulation, and Contract Agreements
- Experienced in Coordinating Work with Clients' Audit Representatives with Exceptional Client Relationship Skills
- Experienced in Seamless Transitions of Audits Engagements from Predecessor Auditors

Education | Professional Qualifications | Affiliations

- Rawls College of Business, Texas Tech University, Masters of Science Accounting
- Rawls College of Business, Texas Tech University, BBA, Accounting
- Certified Public Accountant-Texas
- Associate member of Government Finance Officers Association of Texas

Relevant Auditing Experience

- Association for the Advancement of Mexican Americans
- Avance, Inc. (National Office and Chapters in Houston, San Antonio, Dallas, Austin, El Paso and Waco)
- City of Glen Heights, Texas
- Coastal Water Authority
- Dallas County Community College District
- Houston Firefighters' Retirement Fund
- Town of Prosper



SEALED PRICING BID PROPOSAL

Proposal to Provide

AUDIT SERVICES CONTRACT

Request for Qualifications No.: **17-1601-03**

Submitted To:

Ms. Sharon Moore
CITY OF TEXARKANA, TEXAS
Purchasing Manager
220 Texas Blvd., Texarkana, Texas 75501

Submitted On:

Thursday, April 20, 2017 @ 2:00PM

Firm Contact:

Mr. Marlon Williams, CPA
Engagement Partner
Tel: 713.968.1633, Email: mwilliams@mjlm.com



McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS
4828 Loop Central Drive, Suite 1000
Houston, TX 77081
PH: 713.968.1600
FAX: 713.968.1601
www.mcconnelljones.com

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)

PRICING PROPOSAL

The table below presents our proposed fee for annual professional audit services for the City of Texarkana, Texas (the "City") for fiscal year ending September 30, 2017 and for fiscal years 2019 through 2021 as follows:

Labor Category	Hours	Standard Billing Rates	Discounted Billing Rates	Total
Engagement Partner	80	\$ 335	\$ 270	\$ 21,600
Engagement Manager	200	190	150	30,000
Engagement Seniors	300	145	115	34,500
Experienced Staff Auditors	220	110	90	19,800
Professional Fees	800			\$ 105,900
Add: Out of Pocket Expenses				9,100
Total Fees - Fiscal year 2017				\$ 115,000
Total Fees - Fiscal year 2018				\$ 115,000
Total Fees - Fiscal year 2019				\$ 115,000
Total Fees - Fiscal year 2020				\$ 119,600
Total Fees - Fiscal year 2021				\$ 124,400

Although fees are not the sole factor in selecting independent auditors, we understand that you nonetheless expect your accounting firm to provide value and share your commitment to minimize external audit costs.

We considered the following factors in preparing our fee estimate for this engagement:

- The key personnel assigned to this engagement have extensive experience auditing governmental entities, including municipal entities similar to the City. Our partner, manager and seniors will have a larger role in the proposed engagement. By assigning more experienced personnel to an engagement of this nature, we are able to reduce the learning curve and start-up time required to effectively and efficiently perform the audit.
- FY 2017 will be an initial year examination for our firm and we are required, in accordance with generally accepted auditing standards, to communicate with the predecessor auditor, review their prior year working papers and perform audit procedures to test beginning balances. **Our above fee quote for audit services exclude time associated with an initial year examination since we see these costs as an investment that is realized over the life of a long-term business relationship.**
- We have assumed that the City's Finance Department will prepare Comprehensive Annual Financial Report (CAFR); hence, our above fee quote excludes performance of non-audit services. Our provision for assistance and technical expertise in our capacity as external auditors with respect to CAFR preparation, including related note disclosures, will be limited to the extent allowable so as to not impair our independence per the requirements of the *Government Auditing Standards*.
- Our audit services **include assistance to management in obtaining Government Finance Officer's Association's Certificate of Excellence in Financial Reporting at no cost to the City.**

MJ

- Our proposed audit fee estimates **assumes testing of no more than two (2) major federal programs or clusters** with respect to your single audits under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under Title 2 CFR 200.
- Our proposed audit fee estimates also assume **issuance of separate audit reports for the City's blended and discretely-presented component units**, namely The Texarkana Fireman Relief and Retirement Fund and The Texarkana-Bowie County Family Health Center, respectively.
- Our fees reflect approx. **20% discount from our standard billing rates** to establish a long-term relationship with the City. We are also **committing to keep our audit fee level the same for fiscal years 2017 through 2019 with a commitment for a 4% cost of living increase in each of the fiscal years 2020 and 2021** with an assumption that there will be no unanticipated changes in auditing and accounting standards, regulatory requirements, or significant changes in the activities of the City (including new component units and/or joint venture initiatives) that would significantly increase the scope or amount of work required for the audit.
- We recognize that the City may request that we perform any special or supplemental services as noted in the RFP. If this occurs, we will communicate with the County regarding the scope of such additional services arrive at a commensurate fee. Our billing rates for such additional services will reflect discounted hourly billing rates from our standard billing rates as reflected in the fee table above.
- We perceive our roles as advisors to our clients and encourage them to ask questions throughout the year that would affect their accounting and financial reporting practices, as well as internal policies and controls. We will be available as needed by the City during the contract year(s) for any routine inquiries for specific accounting and financial reporting matters, as well as performing critical research as questions may arise. Except for inquiries that would require extensive research or significant amounts to complete, MJ will not bill the City for routine inquiries during the contract year(s). For matters that will require extensive research or significant time, our billing rates will reflect discounted hourly billing rates from our standard billing rates as reflected in the fee table above.

In summary, we are proposing to provide **high quality services at affordable costs**. Our fees are sensitive to your need for great service at a fair price and say we really want your business. We are very excited about this opportunity to work with the City of Texarkana, Texas and take pride in our reputation for exceptionally high quality work and reliable client service. Thank you for the opportunity to present both our firm and our plans for your audit.

Sincerely,



Marlon Williams, CPA
Engagement Partner

Attachment: 2017-065 ATTH 05 McConnell and Jones Proposal (1661 : 2017-065 RES approving audit contract)



RFQ: Service Proposal for City of Texarkana, Texas Audit Services

Copy



4.11.2017

Presented to:
City of Texarkana, Texas

Partner Contact:
Chris Pruitt

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6
Waco, Texas 76710

254/772-4901

cpruitt@pbhcpa.com
www.pbhcpa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)

Commitment to the Present... Vision for the Future...

EXCELLENCE

At Pattillo, Brown & Hill, L.L.P., our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.



Contact Us

Phone: 254/772-4901

Email

Chris Pruitt, CPA ~ cpruitt@pbhcpa.com

Paula Lowe, CPA ~ plowe@pbhcpa.com

Todd Pruitt, CPA ~ tpruitt@pbhcpa.com

John K. Manning, CPA ~ jkmanning@pbhcpa.com

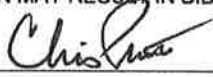
Mail

Physical Address: 401 West Highway 6, Waco, Texas 76710

Providing Quality Audit and Accounting Services

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS
CONTACT PERSON: SHARON MOORE		
TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org		
TITLE: Audit Services Contract	NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED
Enter Respondent Name: Chris Pruitt		
Enter Respondent's Business Name: Pattillo, Brown & Hill, L.L.P.		
Enter Respondent Address: 401 West Highway 6 Waco, Texas 76710		
Enter the following information: Business Number: (254) 772 - 4901 Cell Number: () - Email Address: cpruitt@pbhcpa.com Federal Tax ID Number or Social Security Number		

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	Partner _____ Title
Chris Pruitt _____ Print/Type Name	April 19, 2017 _____ Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.



PATTILLO, BROWN & HILL, L.L.P.
 CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

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Required Forms

Peer Review Report



PATTILLO, BROWN & HILL, L.L.P.
 CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

April 11, 2017

Sharon Moore
 Purchasing Manager
 220 Texas Boulevard
 Texarkana, Texas 75501

RFQ: Service Proposal for City of Texarkana, Texas Audit Services

Pattillo, Brown and Hill, L.L.P. (PB&H) is pleased to have the opportunity to submit the accompanying proposal to provide professional audit services to the City of Texarkana, Texas ("City") for the year ending September 30, 2017, 2018, and 2019, with an option to renew the agreement for the two (2) subsequent fiscal years.

We believe that our Firm possesses certain unique characteristics that are well-matched to the City's needs.

- We are a regional accounting firm that has been in existence since **1923**.
- Our **primary** business is serving **local governments** in Texas and New Mexico. In addition to our experience with cities, we have extensive experience auditing other forms of local governments such as school districts, councils of government, counties and special districts.
- We are **committed to customer service** and developing client relationships. We offer support throughout the year as a part of this engagement and will not charge additional fees for informal consultations.
- Our proposed service team for the City consists of seasoned professionals who **work exclusively on local government engagements**.
- Our firm is known for providing **high quality services** while meeting our client's time constraints, as such, we are committed to performing the engagement within the time parameters mentioned in the proposal.

Outlined in this proposal are key factors that distinguish our Firm from other providers of government services. Among these are the experience level of our service team with audits of cities, our Firm's commitment to providing services to the public sector and our engagement approach. We bring the high level of experience and expertise as larger, national accounting firms, but with the value inherent in local firms.

As engagement partner, I am an authorized representative of the Firm and my signature binds PB&H to the terms and conditions specified in this proposal. This proposal is a firm and irrevocable offer for 90 days. I can be reached by phone at (254) 772-4901, by email at plowe@pbhpcpa.com, or by mail at 401 West Highway 6, Waco, Texas 76701.

I am excited about the opportunity to serve the City. Please feel free to contact me should you have any questions regarding this proposal.

Chris Pruitt, CPA
 PATTILLO, BROWN & HILL, L.L.P.

HOUSTON, TX
 8300 FM 1960 West, Suite 450
 Houston, Texas 77070
 281.671.6259
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WACO, TX
 254.772.4901

ALBUQUERQUE, NM
 505.266.5904



Governmental Audit
 Quality Counts



FIRM PROFILE

SCOPE OF WORK TO BE PERFORMED

Pattillo, Brown & Hill, L.L.P. will perform the City's audit, in conformity with U.S. generally accepted auditing standards, of the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City.

We will express an opinion as to whether the basic financial statements present fairly, in all material respects, in conformity with U.S. generally accepted accounting principles.

We are not required to audit the introductory and statistical section of the report; these sections will remain unaudited but will be examined to the degree necessary for an opinion satisfactory for the City to apply to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting. Our firm will provide all reasonable assistance and advice to the City to ensure that the Certificate is retained.

Pattillo, Brown & Hill, L.L.P. will be responsible for performing certain limited procedures in accordance with generally accepted auditing standards involving the Management Discussion & Analysis and the Required Supplementary Information that are required by the Governmental Accounting Standards Board.

We will audit the information contained in the combining and individual fund financial statements and schedules and the schedule of expenditures of federal awards. This information should be subjected to the auditing procedures applied in the audit of the basic financial statements and in accordance to Governmental Auditing Standards, and the Single Audit Act as amended in 1996, as applicable. We will provide an opinion of the fair presentation of this schedule in relation to the basic financial statements taken as a whole.

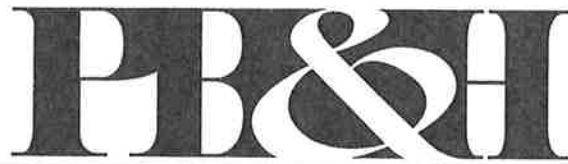
AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this RFP, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America as established by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1996, and the provisions of Uniform Guidance, Audits of State and Local Government, as well as the following additional requirements: examination for compliance with procedures established by the State of Texas Single Audit Circular (State Single Audit), City Charter, City Ordinance and, where applicable, State and Federal Laws or regulations, and any other requirements from regulatory agencies.

REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, we shall issue all reports required by State and Federal grantors and by the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board, the Government Finance Officers Association of the United States and Canada, and any other regulatory agencies. Our firm will likewise issue any other reports subsequently required by these or similar entities following completion of the financial or single audit.

The schedule of expenditures of federal and/or state awards and related auditor's reports, as well as the reports on the internal control structure and compliance are to be included in the CAFR. In the required reports on internal controls, we will communicate any reportable conditions found during the audit to the Director of Finance. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.



FIRM PROFILE

Non-reportable conditions discovered shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls. The report on compliance shall include all instances of noncompliance. A management letter detailing any improvements that can be made in internal controls, the accounting system and the financial reports, as observed during the audit, is required.

A written report of all irregularities and illegal acts or indications of which they become aware to the City Manager and/or Director of Finance.

Upon completion of the audit, Chris Pruitt, Partner will meet with the City Manager, City Finance staff, and the City Council to answer any concerns. Chris will present the CAFR at the March 2017 Council meeting, and inform the City of Texarkana's Mayor and Council of each of the following and any other item as required by the regulatory agencies as noted above:

1. The auditor's responsibility under generally accepted auditing standards and government auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

SPECIAL CONSIDERATIONS

The City will send its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. Pattillo, Brown & Hill, L.L.P. will provide special assistance to the City to meet the requirements of that program. The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. Pattillo, Brown & Hill, L.L.P. will, if requested by the City, issue a "consent and citation of expertise" and any necessary "comfort letters." The schedule of expenditures of federal and state awards and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the CAFR, but are to be issued separately. Financial statements, notes, and all required supplementary schedules of the CAFR, can be provided in electronic format, if requested.



FIRM PROFILE

QUALIFICATIONS

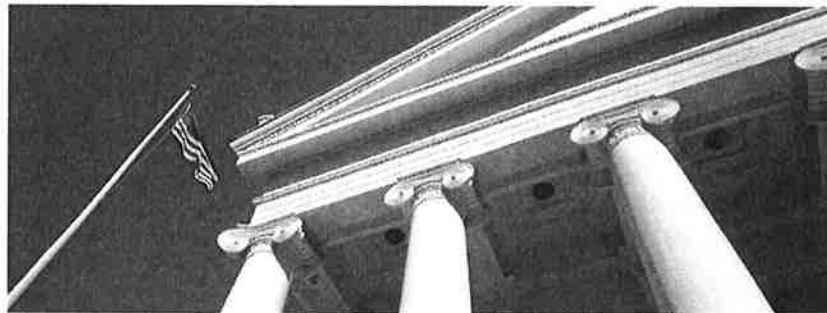
We believe we are best qualified to perform this engagement because of our extensive experience with local governments. Presently we are serving over 100 governmental entities. We believe that our proposed service team has experience auditing cities in the State of Texas that few other firms can offer. We understand cities with a depth of knowledge that can only be gained through years of experience in performing these audits. The engagement team is able to draw on past experiences and challenges with dozens of other cities in the State of Texas. The results are an efficient and effective audit with a minimum disruption to the City's staff.

IRREVOCABLE OFFER

The bid submitted by our firm is an irrevocable offer for 90 days subsequent to the RFP closing date.

INDEPENDENCE OF PROPOSER

We confirm that we are independent with respect to the City of Texarkana, Texas and its component unit as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. None of our partners, managers or staff has any direct or indirect financial interest in the City of Texarkana, Texas' contracts, and no one assigned to the audit is related within a prohibited degree (as defined by nepotism law) to any employee of the City or to any of the Council or Board Members.





FIRM QUALIFICATIONS

APPROPRIATE SIZE

Pattillo, Brown & Hill, L.L.P. was founded in Waco in 1923 and has been in continuous existence since that time. We are a regional certified public accounting firm with offices in Houston, Waco, Temple, Brownsville, and Hillsboro, Texas, and Albuquerque, New Mexico. Our governmental audit department consists of 4 partners, 2 managers, and over 30 other professional staff and 3 administrative staff. These professionals work almost exclusively on governmental and not-for-profit engagements. This approach has enabled our staff to focus on government and not-for-profit auditing and accounting services and develop a level of expertise that could not otherwise be achieved.

Our unyielding commitment to exceptional client service has resulted in the growth of our client base, positioning PB&H between the very large national accounting firms and smaller, local firms. We are large enough to have the resources to ensure high quality services will be provided according to our clients' timelines, but small enough to provide the personalized service that our clients deserve. We believe that we offer our clients a unique blend of technical expertise and responsiveness that is sometimes unavailable from larger national firms who may be focused on more sizeable engagements.

PB&H has received national recognition from the American Institute of Certified Public Accountants (AICPA) as an official member of the G400. This group recognizes our Firm as one of the 500 largest firms in the United States and provides us with direct access to industry leaders in order to stay informed and involved in the regulatory, legislative and standards-setting landscape

RANGE OF ACTIVITIES PERFORMED

Pattillo, Brown & Hill is a full service accounting firm and we offer a wide range of services to our clients. As a result of our continuous commitment to providing quality, timely and cost-effective professional services to a broad base of clients, we take pride in the fact that we have served many of the same clients for years. We enjoy an excellent reputation within the business and professional communities, and we work tirelessly to maintain it. We are a Firm of dedicated professionals who are totally committed to the long-standing tradition of Pattillo, Brown & Hill to deliver proficient and value-added professional services to each of our clients.

Below is an example of the services we provide to our clients:

- Taxation
- Accounting and business consulting
- Audit and assurance
- Business valuations
- Employee benefit plan administration
- Financial institution services
- Governmental auditing and consulting
- Not-for-profit auditing and consulting
- Employee benefit plan audits





FIRM QUALIFICATIONS

COMMITMENT TO OUR CLIENTS

At Pattillo, Brown & Hill, we value all of our clients and put a high priority on customer service. The City of Texarkana, Texas would not just be "another audit" for our firm. We understand that developing a strong and lasting relationship with your City will benefit our firm because we are in the business of performing audits of local governments, but we also understand that the benefits of this audit are limited if we do not provide you with a level of service that exceeds your expectations.

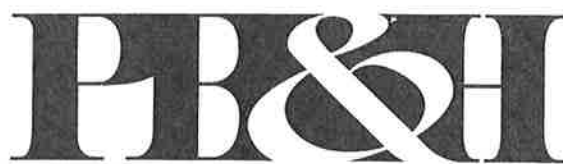
We also believe that this relationship has to be mutually beneficial. Because our client base per partner is much smaller than that of national accounting firms, our partners are much more actively involved with the performance of engagement procedures. Benefits to the City include having more experienced professionals performing the work and greater continuity from year to year. We believe our Firm's foundation is our partner relationships with our clients.

We believe it is essential to make our partners available to our clients at all times during the year. We have found that handling issues throughout the year; instead of only during the audit, makes for a cleaner audit and gives our clients peace of mind to know that the problem or situation has been resolved. Our Firm handles meetings, phone calls, in-house training and other requests from our clients at all times during the year. Our fee proposal is inclusive of all phone calls and conversations during the year. All that we ask is that some advance knowledge of large requests be given in order to accommodate your needs.

Our proposed service team has thorough knowledge of government auditing and extensive experience auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of Generally Accepted Government Auditing Standards, and Uniform Guidance. If awarded the engagement, Chris Pruitt and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms.

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.





FIRM QUALIFICATIONS

EXPERIENCE

We have in-depth experience, presently serving over 100 governmental clients, including many cities. Government audits continue to be the fastest growing segment of our client base. We are committed to serving this segment, and continue to expand our department and the scope of services offered to governmental organizations.

Our clients include many governmental organizations as is evidenced by the partial listing included in this proposal. For fiscal year 2013/2014, approximately 50 of these clients were required to have "Single Audits" performed in accordance with Uniform Guidance. It is noteworthy that our workpapers have been examined in connection with several of these "Single Audits" by representatives of grant and/or cognizant agencies. In all circumstances, our supporting workpapers have earned excellent reviews.

A REPUTATION FOR QUALITY

Pattillo, Brown & Hill, L.L.P. is one of the oldest and most well respected accounting firms in Texas. As an indication of our commitment to quality, we are a member firm of the Public Company Accounting Oversight Board (PCOAB), the National Peer Review Committee (formerly known as the Center for Public Company Audit Firms) Peer Review Program and the AICPA's Governmental Audit Quality Center (GAQC). The GAQC requires member firms to establish policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards and Center membership requirements. Additionally, member firms must have its governmental audits selected as part of the firm's peer review reviewed by a peer review team member who is employed by a GAQC member firm.



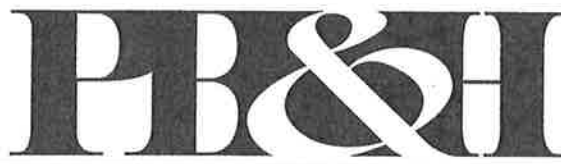
The firm received national recognition from the American Institute of Certified Public Accountants (AICPA) as an official member of the esteemed G400 group, as well as being identified as one of the 500 largest in the United States, out of 44,000 in the nation. As a member of G400, Pattillo, Brown & Hill, L.L.P. will partner with the AICPA to increase our expertise as well as provide feedback and support to the accounting industry as well as to our valued clients.

VALUE AND EFFICIENCY

We recognize that clients expect the services rendered by their professional accounting firm to go beyond the financial statements. We understand the expectations of our clients and welcome the opportunity to serve not only as auditors, but also as advisors. Our approach places substantial emphasis on the need to thoroughly understand your operations. This audit approach allows us to contribute constructive suggestions regarding your internal controls, operating and accounting procedures, and other matters worthy of management's attention.

CLAIMS AND SUITS

Pattillo, Brown & Hill has not failed to complete any work that was awarded to it, and there are not any judgments, claims, arbitration proceedings or suits pending or outstanding against PB&H or partners. Additionally, PB&H has not filed any lawsuits or requested arbitrations with regard to contracts within the last five years.



FIRM QUALIFICATIONS

Below is a sample of Texas city audits performed by our Firm similar to the City of Texarkana, Texas. Please feel free to contact any of the below mentioned references as you so desire.

City/ Engagement Partner	Scope of Work	Fiscal Years	Total Hours	Name/ Telephone	Office
* City of Denton John Manning Chris Pruitt	Audit and Federal and State Single Audit	2016	910	Charles Springer Finance Director charles.springer@cityofdenton.com 940/349-8260	Waco
*City of Grapevine Todd Pruitt Chris Pruitt	Audit and Federal and State Single Audit	2008-2016	850	Greg Jordan Chief Financial Officer gjordan@grapevinetexas.gov 817/410-3113	Waco
* City of Huntsville Chris Pruitt Todd Pruitt	Audit and Federal Single Audit	2012-2016	600	Steve Ritter Finance Director sritter@huntsvilletx.gov	Waco
*Town of Flower Mound John Manning Paula Lowe	Audit and Federal Single Audit	2001 - 2016	600	Tammy Wilson Executive Director of Financial Services tammy.wilson@flower-mound.com 972/874-6021	Waco
*City of Weatherford Paula Lowe John Manning	Audit and Federal Single Audit	2010 - 2015	550	David Croff Weatherford, Texas 817/598-4223	Waco



FIRM QUALIFICATIONS

COMMITMENT TO GOVERNMENTS

Governmental audits continue to be the fastest growing segment of our client base. We are committed to achieve the highest standards in performing quality governmental audits. As evidence of this commitment, our proposed service team includes members of the following organizations:

- AICPA's Governmental Audit Quality Center
- Government Finance Officers Association (national)
- Government Finance Officers Association of Texas
- Special Review Committee of the GFOA
- Texas Association of Regional Councils
- Texas Association of Counties
- Texas Association of School Business Officials

Many of our clients have elected to pursue the GFOA's Certificate of Achievement for Excellence in Financial Reporting on a regular basis. In all instances where we have been associated with this pursuit, our client has been awarded the certificate. Additionally, three members of your proposed audit team are currently GFOA Special Review Committee members.

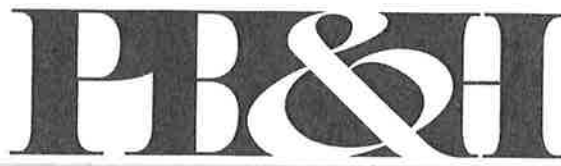
EXTERNAL QUALITY CONTROL REVIEW

As an indication of our commitment to quality, we are a member firm of the Public Company Accounting Oversight Board (PCOAB), the National Peer Review Committee (formerly known as the Center for Public Company Audit Firms) Peer Review Program and the AICPA's Governmental Audit Quality Center (GAQC). Our firm has been a member of the peer review program for well over 20 years. The GAQC requires member firms to establish policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards and Center membership requirements. Additionally, member firms must have its governmental audits selected as part of the Firm's peer review .

We are required to undergo peer reviews every three years. We completed our most recent review in 2013 and received a rating of pass. In addition, we also received no "letter of comments," and therefore achieved the highest possible rating, obtained by only a small percentage of accounting firms across the nation. A copy of our most recent peer review report is included in this proposal. The review included a number of specific government engagements.

DESK AND FIELD REVIEWS

Because of the level of audits that we perform that require federal and state single audits and the number of clients that we serve that receive federal and state grant assistance, many of our clients have field and desk reviews performed on their audits at least annually. We are not aware of the specific number of these reviews that have been performed on our audits in the last three years, but there are no unresolved questions or findings resulting from the desk reviews. No disciplinary action has ever been alleged and no action is pending or has been undertaken against the Firm by the SEC, AICPA, Texas State Board of Public Accountancy, other federal or state regulatory agencies, or other professional organizations.



AUDIT TEAM QUALIFICATIONS

STAFF RATIO

For our Governmental Auditing Department, the ratio of audit managers and audit staff to audit partners is 5:1 and for the Firm, as a whole, the ratio is 6:1.

PARTNER/MANAGER ROTATION

We do not have a formal internal policy on partner or manager rotation on engagements, but we can accommodate any of the City's requests if staff rotation is considered necessary for any reason. Our firm is large enough to change partners, managers, seniors or staff as requested by the City and maintain the same qualifications or experience.

COMPETENT, EXPERIENCED PERSONNEL

We consider well-trained and experienced professionals to be the single most important element necessary to providing the highest level of service to a client. We believe that we offer our clients a unique blend of technical expertise and responsiveness that is sometimes unavailable from larger firms who may be focused on more sizable engagements. We have identified for the City of Texarkana an experienced and proven service team. As you can see from the resumes included in this proposal, your audit team will have significant experience serving governmental clients, including cities, and are actively involved in professional organizations that allow us to keep abreast of issues facing governmental organizations.

Pattillo, Brown & Hill, L.L.P. includes members with excellent professional qualifications as evidenced by the following:

- One former member served on the Texas State Board of Public Accountancy.
- One former member is past president of the Texas Society of CPAs.
- Several members are past chairmen and several are current chairmen or members of Committees of the Texas Society of CPAs including the Society's Government Accounting Standards Committee.
- Members are heavily involved in continuing professional education programs sharpening technical skills.
- Our Firm includes members of the Association of Government Accountants and the Government Finance Officers Association of Texas.
- Five members of our Firm are active members of the Special Review Committee of the Government Finance Officers Association.

In keeping with our obligation for quality service, we require our professional employees to complete a minimum of qualifying continuing professional education credits annually. We also encourage our personnel to pursue their certification as accountants and then to become actively involved in local and state professional organization activities. Included, as supporting information, is a schedule of résumés covering the qualifications of proposed staff, including partners, and senior who are expected to be used in the performance of this engagement. Each of the résumés indicates the individual's position in our Firm including the education and type of experience.



AUDIT TEAM QUALIFICATIONS

QUALIFICATIONS OF ASSIGNED PERSONNEL

Our proposed service team has thorough knowledge of government auditing and extensive experience auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of Generally Accepted Government Auditing Standards, and Uniform Guidance. If awarded the engagement, Chris Pruitt and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms. The proposed personnel who will be working on the engagement are as follows:

Chris Pruitt, CPA, Engagement Partner

Paula Lowe, CPA, Concurring Partner

Nicole Bradshaw, CPA, Manager

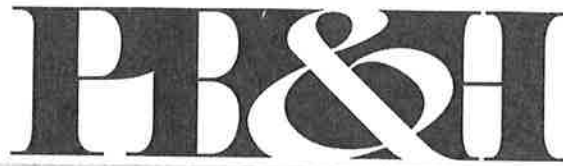
Angela Verduzco, CPA, Senior Auditor

Don Abel, CISSP, MCP, IT Specialist

Staff auditors with experience working on local government audits.

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.

On the following pages is a summary of the proposed service team members' resumes. All of these professionals are employed on a full-time basis. All key audit professionals are certified to practice in the State of Texas. Furthermore, all of the proposed professionals have significant experience auditing local governments, including Texas cities.



AUDIT TEAM QUALIFICATIONS

Chris Pruitt, CPA, Engagement Partner

Chris will serve as the Engagement Partner on this engagement, and will supervise and direct all of our services to the City. He will serve as the primary client contact for the engagement and will ensure its overall quality. Chris will ensure appropriate staffing, performance and timely completion of the engagement.

Chris is a CPA with 18 years of experience auditing local governments in the State of Texas and concentrates exclusively on audits of local governments. He has extensive experience auditing municipalities, counties and school districts. Chris has conducted numerous training seminars within PB&H and for local government organizations across the state.

Sample of Governmental Experience

City of Waco	City of Friendswood
City of San Marcos	City of Beaumont
City of Rosenberg	City of Keller
City of Duncanville	City of Longview
City of Marble Falls	City of Del Rio
City of Cedar Park	City of Kennedale
City of Pearland	

Educational Background

BBA—Accounting	University of Texas at Austin
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Continuing Professional Education

- Accounting for Service Concession Arrangements
- The Auditor Independence Requirements in the 2011 Yellow Book
- Governmental Audit Quality Control Center Annual Webinar
- Single Audit/Uniform Guidance
- Texas Society of CPAs: Texas School District Accounting and Auditing Conference
- New GASB Pension Accounting
- PPC Audit Risk Assessment Conference
- Yellow Book Update—The General Accounting Standards
- GFOAT Spring Institute
- Performing Effective Analytics
- County Auditors Conference
- A Walk-through of the AICPAs Clarity Audit Standards
- Emerging Issues in Government Accounting and Auditing
- Implementation Issues of Recent GASB Standards

Professional Organizations

American Institute of Certified Public Accountants
 Texas Society of Certified Public Accountants
 Government Finance Officers Special Review Committee

AUDIT TEAM QUALIFICATIONS

Paula Lowe, CPA, Concurring Partner

Paula will serve as the Concurring Partner, and will supervise monitor and address accounting and compliance issues as they might arise. She will serve as an additional client contact for the engagement and will help to ensure its overall quality. Paula is a CPA with 19 years of experience auditing local governments in the State of Texas. She concentrates exclusively on audits of local governments. She has extensive experience auditing municipalities, counties and Texas school districts. Paula has conducted numerous training seminars within PB&H and for local government organizations across the state.

Sample of Governmental Experience

City of DeSoto	City of La Porte
City of North Richland Hills	Collin County
City of Friendswood	Williamson County
City of Westworth Village	City of Kyle
City of Weatherford	City of White Settlement
City of Bastrop	City of Glen Heights
Schertz-Cibolo Universal City I.S.D.	City of Columbus
Wharton County	City of Rosenberg

Educational Background

BBA Accounting	Texas A&M University
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Continuing Professional Education

Below is an example of some of the continuing education:

- Now is the time for Auditors to Get Ready for the Uniform Guidance Audit Requirements
- Revenue Recognition in a State and Local Government Environment
- Audits of State and Local Governments: Common Risk Factors and Related Audit Responses
- Technology in Government: An Award Winning Example
- Implementing GASB 68—Session I: Down and Dirty with the Numbers
- Implementing GASB 68—Playing Nice with Others for a Smooth Implementation and Audit
- Making Sense of Deferred Outflows and Inflows of Resources
- Don't be the Last to Know Fraud Considerations in Governmental Entities and Single Audit
- OMB Compliance Supplement and Single Audit Reform
- Governmental Audit Quality Control Center Annual Webinar
- New Pension Standards
- Texas Society of CPAs: Texas School District Accounting and Auditing Conference
- Group Audits a Look Back One Year Later and Lessons Learned
- Government Audit Quality Center (GAQC) - Annual Update
- Yellow Book Update—The General Accounting Standards
- GFOAT Spring Institute
- A Walk-through of the AICPAs Clarity Audit Standards
- Emerging Issues in Government Accounting and Auditing
- Integrating IT Audit Specialist on the Audit Team

Professional Organizations

American Institute of Certified Public Accountants
 Texas Society of Certified Public Accountants
 Government Finance Officers Special Review Committee
 Texas Association of School Business Officials



AUDIT TEAM QUALIFICATIONS

Nicole Bradshaw, CPA, CGMA, Manager

Nicole is a CPA with nine years of experience working solely in the areas of auditing and accounting for governmental entities. She will serve as the manager on the engagement. She is an active member of the Government Finance Officers Association Special Review Committee, member of the AICPA's Information Management and Technology Assurance section, and has had extensive training on the use and application of data extraction software. Nicole has also received the Advanced Single Audit Certification from the AICPA. Nicole will monitor and assist the senior auditor during the audit process, and will be involved with the day-to-day operations of the engagement.

Sample of Governmental Experience

City of Grapevine	City of Duncanville
City of Huntsville	City of DeSoto
Houston-Galveston Area Council	City of San Marcos
City of Rowlett	City of Bedford
Collin County	City of Midlothian
City of Richland Hills	Town of Flower Mound

Educational Background

BBA Accounting	University of Mary Hardin-Baylor
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Continuing Professional Education

Below is an example of some of the continuing education:

- AICPA—A Practitioner's guide to IT General Controls
- AICPA—Avoiding Common Audit Deficiencies in State and Local Government Financial Audits
- Annual Governmental Auditing Standards Update
- AICPA—Uniform Guidance for Federal Awards
- AICPA—IT Audits and What To Pay Attention To
- Governmental Audit Quality Center Annual Webcast Updates
- Annual Texas Society of CPAs—Texas School District Accounting and Auditing Conferences
- Preventing Common OMB A-133 and Yellow Book Deficiencies
- ACL (Audit Command Language) - Introduction through Intermediate Level
- GFOA—Pension Accounting: A Work in Progress
- GFOA—The Accounting and Auditing Year in Review
- Performing Efficient and Effective Single Audits
- Facing Up to Fraud in Challenging Times
- Financial Reporting for Local Governments
- Audit Watch—Level 4

Professional Organizations

Texas Society of Certified Public Accountants
 American Institute of Certified Public Accountants
 Government Finance Officers Special Review Committee
 Member AICPA's Information Management and Technology Assurance section



AUDIT TEAM QUALIFICATIONS

Angela Verduzco, CPA, Senior Auditor

A CPA with seven years of experience in auditing and accounting for governmental entities, Angela Verduzco will serve as the senior auditor on the engagement. She has conducted training seminars within our Firm on various government accounting and auditing topics. The advantages of having an experienced "in-charge" such as Angela, include the elimination of time spent by your personnel training our staff and a generally more efficient and cost effective audit.

Sample of Governmental Experience

City of DeSoto	Alamo Area Council of Governments
Schertz-Cibolo Universal City I.S.D.	Houston-Galveston Area Council
City of San Marcos	MHMRA of Harris County
City of Grapevine	City of Leander
City of La Porte	City of Rowlett
Williamson County	East Texas Council of Governments
Bastrop County	City of Marble Falls

Educational Background

BBA Accounting	University of Texas at Austin
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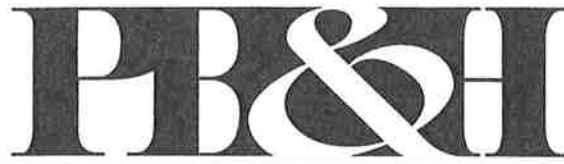
Continuing Professional Education

Below is an example of some of the continuing education:

- GFOAT—Changing the Rules of the Race: GASB Update
- AICPA—Testing and Documenting Internal Controls Over Compliance in a Single Audit
- Annual GASB Updates
- Internal Controls in a Financial Statement Audit and Single Audit
- Annual Texas Society of CPAs: Texas School District Accounting and Auditing Conferences
- PPC Audit Risk Assessment Conference
- PPC In-House Seminars: Audit Risk Assessment Suite
- Facing Up to Fraud in Challenging Times
- Governmental Audit Quality Center Annual Webcast Update

Professional Organizations

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants



AUDIT TEAM QUALIFICATIONS

Angela Verduzco, CPA, Senior Auditor

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Sample of Governmental Experience

City of DeSoto	Alamo Area Council of Governments
Schertz-Cibolo Universal City I.S.D.	Houston-Galveston Area Council
City of San Marcos	MHMRA of Harris County
City of Grapevine	City of Leander
City of La Porte	City of Rowlett
Williamson County	East Texas Council of Governments
Bastrop County	City of Marble Falls

Educational Background

BBA Accounting	University of Texas at Austin
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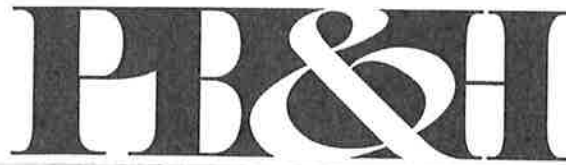
Continuing Professional Education

Below is an example of some of the continuing education:

- GFOAT—Changing the Rules of the Race: GASB Update
- AICPA—Testing and Documenting Internal Controls Over Compliance in a Single Audit
- Annual GASB Updates
- Internal Controls in a Financial Statement Audit and Single Audit
- Annual Texas Society of CPAs: Texas School District Accounting and Auditing Conferences
- PPC Audit Risk Assessment Conference
- PPC In-House Seminars: Audit Risk Assessment Suite
- Facing Up to Fraud in Challenging Times
- Governmental Audit Quality Center Annual Webcast Update

Professional Organizations

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants



AUDIT TEAM QUALIFICATIONS

Don Abel, CISSP, CISA, CRISC, MCP, IT Specialist

Don Abel is our Director of Information Systems. He has over 16 years of experience in the Information Systems Field – Project Manager for IT projects, Network Administrator, IT consultant specializing in network security and administration, internal auditing, a Programmer Analyst and auditor. Don will serve as part of the audit team to help determine the effect of information technology on the audit, understand the entity's controls, and design and perform tests of controls and substantive tests. He will assist in determining what we may need from IT staff and their role in the audit and how to leverage IT and risk-based audit procedures to drive audit efficiency.

Certified Information Systems Security Professional

The International Information Systems Security Certification Consortium, commonly known as (ISC), promotes the CISSP certification as the "international gold standard" against which other security certifications are measured.

Educational Background

Business Information Systems

University of Mary-Hardin Baylor

Form

W-9(Rev. December 2014)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**Give Form to the
requester. Do not
send to the IRS.Print or type
See Specific Instructions on page 2.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**PATTILLO, BROWN & HILL, L.L.P.****2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☒ Partnership ☐ Trust/estate
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
- Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- ☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)**P.O. BOX 20725****6** City, state, and ZIP code**WACO, TX 76702-0725**

Requester's name and address (optional)

7 List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-				
--	--	--	---	--	--	--	--

or

Employer identification number

7	4	-	1	1	3	0	5	9	9
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**Signature of
U.S. person ▶*Key Huggins*

Date ▶

*01/03/2017***General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/28/2007

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



CPAs & Advisors

SYSTEM REVIEW REPORT

October 21, 2016

To the Partners of
Pattillo, Brown & Hill, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Pattillo, Brown & Hill, LLP (the firm) in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Pattillo, Brown & Hill, LLP in effect for the year ended May 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pattillo, Brown & Hill, LLP has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

PB&H

PATTILLO, BROWN & HILL, L.L.P.

Certified Public Accountants—Business Consultants



*At Pattillo, Brown & Hill, L.L.P., our people
make the difference.*

With our extensive local government experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6, Waco, Texas 76701
Phone: 254.772-4901 • www.pbhcpa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



RFQ: Pricing Proposal for City of Texarkana, Texas Audit Services

Copy



4.11.2017

Presented to:

City of Texarkana, Texas

Partner Contact:
Chris Pruitt

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6
Waco, Texas 76710

254/772-4901

cp Pruitt@pbhepa.com
www.pbhepa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)

Commitment to the Present... Vision for the Future...

EXCELLENCE

At Pattillo, Brown & Hill, L.L.P., our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.



Contact Us

Phone: 254/772-4901

Email

Chris Pruitt, CPA ~ cpruitt@pbhcpa.com

Paula Lowe, CPA ~ plowe@pbhcpa.com

Todd Pruitt, CPA ~ tp Pruitt@pbhcpa.com

John K. Manning, CPA ~ jkmanning@pbhcpa.com

Mail

Physical Address: 401 West Highway 6, Waco, Texas 76710

Providing Quality Audit and Accounting Services



TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Name of Firm: Pattillo, Brown & Hill, L.L.P.

Certification that the person signing this proposal is entitled to represent the Firm and authorized to sign a contract with the City of Texarkana, Texas.

So Certified

Name: Chris Pruitt, CPA

Title: Partner

Signature: Chris Pruitt

Date: April 19, 2017

Total all-inclusive maximum fee for:

<u>Fiscal Year</u>	<u>Total All-Inclusive Maximum Price</u>
2017	\$ 92,000
2018	93,800
2019	96,175
2020	97,375
2021	99,375

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



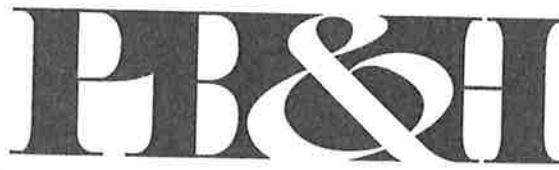
TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2017

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	120	14,400
Senior	240	95	22,800
Staff	<u>475</u>	80	<u>38,000</u>
	915		<u>92,000</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>92,000</u>

Proposed Price for Fiscal Year 2018

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	100	24,000
Staff	<u>475</u>	80	<u>38,000</u>
	915		<u>93,800</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>93,800</u>



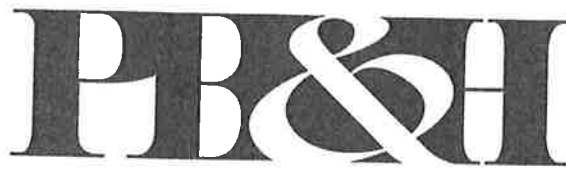
TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2019

	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	100	24,000
Staff	<u>475</u>	85	<u>40,375</u>
	915		<u>96,175</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>96,175</u>

Proposed Price for Fiscal Year 2020

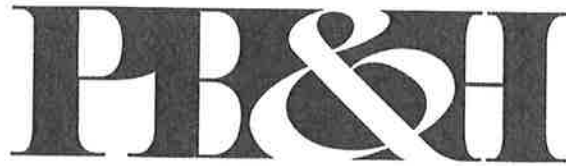
	Hours	Hourly Rate	Total
Partner	80	\$ 210	\$ 16,800
Manager	120	125	15,000
Senior	240	105	25,200
Staff	<u>475</u>	85	<u>40,375</u>
	915		<u>97,375</u>
Out-of-pocket expenses			<u>-</u>
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ <u>97,375</u>



TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Proposed Price for Fiscal Year 2021

	Hours	Hourly Rate	Total
Partner	80	\$ 220	\$ 17,600
Manager	120	125	15,000
Senior	240	110	26,400
Staff	475	85	40,375
	915		99,375
Out-of-pocket expenses			-
Total all-inclusive maximum price for fiscal year 2017 Audit			\$ 99,375



PROFESSIONAL FEES AND EXPENSES FOR THE 2017 AUDIT FOR CITY OF TEXARKANA, TEXAS

RATES FOR ADDITIONAL SERVICES

Our stated fees include **all out-of-pocket expenses** and will not be exceeded unless significant, new and accounting or regulatory requirements are imposed. We would discuss those factors prior to any audit work being performed.

There will be no additional costs billed under this engagement. If it should become necessary for the City to request us to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued during the engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and PB&H and shall be performed at the same rates set forth below.

Partner	\$210
Manager	120
Senior	95
Staff	80

The rates are open for discussion and will depend upon the requested task. We would not start work or begin billing for work until we had agreed to the rates and terms with the City.

MANNER OF PAYMENT

Pattillo, Brown & Hill, L.L.P. accepts the preferred payment terms stated in the City's RFP.



PATTILLO, BROWN & HILL, L.L.P.

Certified Public Accountants—Business Consultants

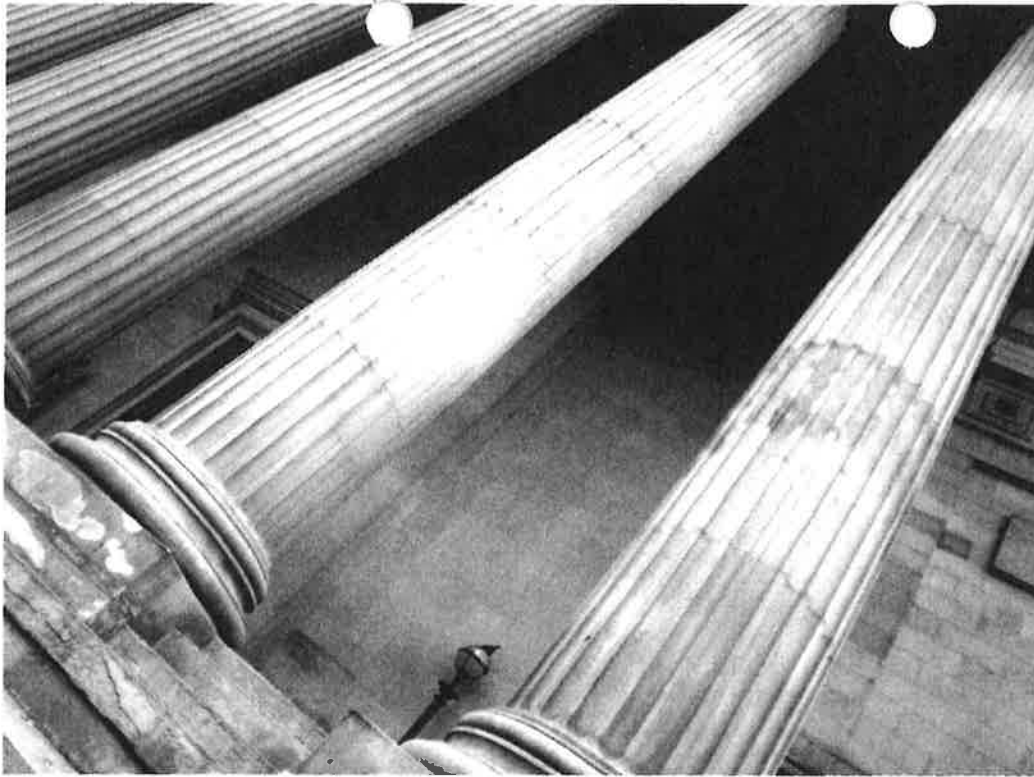


*At Pattillo, Brown & Hill, L.L.P., our people
make the difference.*

With our extensive local government experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

Pattillo, Brown & Hill, L.L.P.
401 West Highway 6, Waco, Texas 76710
Phone: 281.671.6259 • www.pbhepa.com

Attachment: 2017-065 ATTH 06 Pattillo Brown and Hill Proposal (1661 : 2017-065 RES approving audit contract)



AUDIT SERVICES CONTRACT 17-1601-03

CITY OF TEXARKANA, TEXAS

Submitted by **BKD, LLP**
14241 Dallas Parkway // Suite 1100 // Dallas, TX 75254
Phone: 972.702.8262
Kevin Kemp, CPA // Partner
April 19, 2017

**SERVICE PROPOSAL
COPY**

BKD LLP
CPAs & Advisors

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

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COVER LETTER

April 19, 2017

Ms. Sharon Moore
 Purchasing Manager
 City of Texarkana, Texas
 220 Texas Boulevard
 Texarkana, TX 75501

DEAR MS. MOORE:

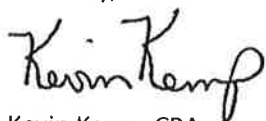
The City of Texarkana, Texas (the City) is mindful of those you serve—the thousands of residents who live, work and raise families in Texarkana. However, amid a rebounding economy, many cities still face a number of challenges—from delivering effective services with current resources, to engaging your citizens and keeping up with rapidly evolving technologies and socio-economic demographics. As you manage additional pressures and concerns, such as providing quality services to a growing population while working to maintain reporting compliance and properly implement new Governmental Accounting Standards Board (GASB) standards, you recognize the importance of demonstrating your fiscal responsibility through accountability of funds. You need the resources, guidance and expertise of a reputable CPA and advisory firm that can offer a fresh look at your financial statements, help facilitate a smooth audit process and ease the administrative burden on your staff. We believe **BKD, LLP** is that firm.

BKD National Governmental Group works with hundreds of governmental clients nationwide and approximately 20 municipalities in Texas and Arkansas. We believe BKD is the right choice because our industry experience, as well as our involvement with national and state associations, including the American Institute of CPAs Governmental Audit Quality Center, Government Finance Officers Association, Government Finance Officers Association of Texas and Association of Government Accountants, allows us to understand the specific issues the public sector faces. In addition to providing a quality audit, we can leverage our industry experience to share best practices and provide practical solutions related to fiscal accountability, legislative changes, compliance responsibilities and risk management duties to help the City have confidence in your financial statements and demonstrate your effectiveness at providing public services.

We understand the City is requesting a Financial Statement Audit in accordance with *Government Auditing Standards* and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for the years ending September 30, 2017, 2018 and 2019, with options for each of the two subsequent fiscal years. If engaged, we commit to perform the work within the time requested. As a partner of the firm, Kevin Kemp is authorized to represent the firm, and this proposal is a firm and irrevocable valid offer for 90 days subsequent to the closing of the City's request for a proposal.

We believe our proposal will help you select our firm for timely, efficient and objective services delivered by experienced professionals. I will call you soon to answer questions you may have about this proposal, or you may reach me at 972.702.8262 or by email at kkemp@bkd.com.

Sincerely,



Kevin Kemp, CPA
 Partner

RFP RESPONSE

For the City of Texarkana, Texas's (the City) convenience, **BKD, LLP** has structured our proposal according to the questions in your Request for Proposal (RFP). We believe our proposal will demonstrate our qualifications to serve the City.

D. FIRM PROFILE

Include the following information about your firm:

The organization and size of your firm; whether it is local, regional, national, or international in operations.

BKD is one of the largest national CPA and advisory firms in the United States. Our approximately 2,600 CPAs, advisors and dedicated staff* serve clients in all 50 states and clients with operations in more than 40 countries. BKD is ready to provide the City accounting and advisory services with the accessibility of a local firm and the focus and resources of a national firm.

** As of December 31, 2016*

1. The names of person(s) authorized to represent your firm, their title(s), address, and telephone number(s).

As a partner of the firm, Kevin Kemp is authorized to represent the firm.

Kevin Kemp, CPA
Partner
BKD, LLP
14241 Dallas Parkway // Suite 1100
Dallas, TX 75254
972.702.8262

2. The location of the office from which the work is to be performed and the number of professional staff (by staff level) employed at that office.

LOCATION

If BKD is engaged, the City's requested services would be primarily provided by our Dallas office.

BKD, LLP
14241 Dallas Parkway // Suite 1100
Dallas, TX 75254

PROFESSIONALS

Title	Number
Partner	11
Managing Director, Director	10
Senior Manager, Manager	19
Senior Associate, Senior Associate II	21
Associate	27
Other Professional Staff	11

3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

BKD's Dallas office offers clients a variety of services in accounting, audit and assurance, tax, risk management, technology, forensics and valuation and wealth management.

BKD

4. A positive statement that the following mandatory criteria are satisfied: An affirmation that you are properly licensed for practice as a certified public accountant to practice in the State of Texas and an affirmation that your firm meets the independence requirements of Governmental Auditing Standards, published by the U.S. General Accounting Office.

LICENSURE

BKD is properly licensed to practice public accounting in the state of Texas.

INDEPENDENCE

BKD is independent with respect to the City as defined by the Code of Professional Conduct of the American Institute of CPAs (AICPA) and the United States Government Accountability Office's *Government Auditing Standards*. We are not aware of any relationship that would impair our independence.

5. List and describe the Responder's (or proposed subcontractor's) professional relationships involving the City or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

BKD has not had any direct professional relationship with the City or related entities within the last five years. As part of our audit of the City of Texarkana, Arkansas, we audit the Bi-State Justice Center. However, no relationship exists that would constitute a conflict of interest relative to performing the proposed audit.

6. An affirmation that your firm does not have a record of substandard audit work or on-going allegations or litigation.

BKD does not have a past history of substandard work.

7. An affirmation that your firm meets all specific requirements imposed by state or local law, rules, and regulations.

BKD meets the specific requirements imposed by the state or local law, rules and regulations for a CPA and advisory firm.

E. FIRM QUALIFICATIONS

Include the following information about your firm:

1. Please identify the audit managers and field supervisors and other staff who will work on the audit on a full-time basis and the number and nature of the staff to be employed on a part-time basis; including staff from other than the local office. For the office that will be assigned the audit, list the most significant and relevant engagements, up to a maximum of five, that have been performed within the last five years. Provide the name and telephone number of the principal client contact.

NUMBER & NATURE OF STAFF

We anticipate providing one partner, one senior associate and one associate from our Dallas, Texas, office and one senior manager from our Rogers, Arkansas, office on a full-time basis and one director (concurring reviewer) from our Dallas, Texas, office on a part-time basis to complete the City's audit.

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

REFERENCES

Our clients are our best ambassadors, and we encourage you to contact them about their satisfaction with our services. The following clients have consented to discussing BKD's services and service delivery with you at your convenience.

City of Roanoke, Texas

Ms. Vicki Rodriguez

Director of Fiscal and Administrative Services

817.491.2411

City of Mesquite, Texas

Ms. Debbie Mol

Finance Director

972.216.6202

City of Lubbock, Texas

Mr. Brack Bullock

Accounting Supervisor

806.775.2147

City of Little Rock, Arkansas

Ms. Ember Strange

Assistant Director of Finance

501.371.4557

City of Texarkana, Arkansas

Ms. TyRhonda Henderson

Finance Director

870.779.4954

2. If the firm is a joint venture or a consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified and the firm that is to serve as the principal auditor shall be noted, if applicable.

BKD is not a joint venture or a consortium.

3. A copy of the report on the firm's most recent external quality control review, with a statement whether that review includes review of specific government engagements.

BKD is committed to providing quality audit services to our clients. We submit our work to external reviewers, who challenge our approach and findings. We are proud of the findings from these reviews, which indicate that our process works.

Our most recent AICPA peer review included, among others, engagements performed under *Government Auditing Standards*. A copy of our most recent peer review report is included in the Appendix.

experience commitment

"The BKD team is very personable, honest and transparent. BKD is willing to research the issues and talk to the client and has a solid working relationship. BKD is also willing to speak with the board of directors, ask them questions and listen to their concerns. Over the years, they have built a great relationship with the board as well and are willing to go the extra mile to listen to their concerns or issues."

Patrick Patton

ADFA - Arkansas Development
Finance Authority
Little Rock, Arkansas

"Having financial statements completed by the Authority's statutory deadline is crucial for us. BKD has met or exceeded our scheduled completion date every year with audit reports that are timely and professionally done."

Justin Noll

Controller
Colorado Water Resources &
Power Development Authority
Denver, Colorado

4. The results of any peer reviews, federal or state desk reviews, or field reviews of its audits during the past three years.

From time to time, selected BKD audit engagements are subject to desk review by federal or other regulators. All such reviews during the past three years have shown our work to be generally satisfactory, and no disciplinary or other administrative proceedings have resulted from those reviews.

In addition, the Responder shall provide information on the circumstances and status of any disciplinary action taken or pending against the Responder during the past three years with state regulatory bodies or professional organizations.

In December 2014, **BKD, LLP** consented, without admitting or denying the findings, to a U.S. Securities and Exchange Commission (SEC) Order Instituting Public Administrative and Cease-and-Desist Proceedings ("Order"). The Order was based upon the SEC's findings that BKD had violated the SEC's independence rules by participating in drafting client financial statements in connection with broker-dealer audits from 2010 through 2012. The remedies provided for in the Order included a small fine.

In November 2016, BKD reached a related settlement with the California Board of Accountancy. None of these proceedings affect BKD's ability to serve clients.

Responder shall provide a list of past and current litigation and pending claims against the firm, if any.

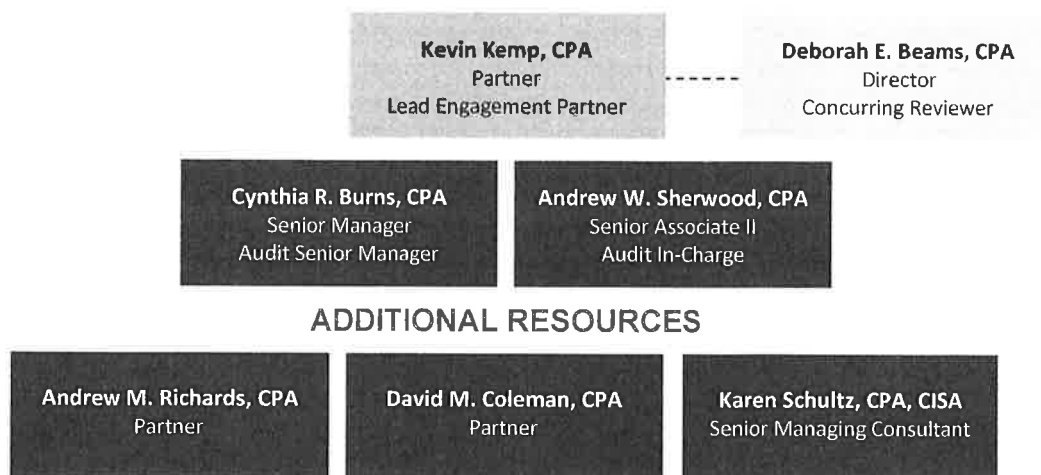
BKD's emphasis on quality has rewarded the firm with an excellent track record regarding claims related to professional services. Underwriters of professional liability insurance for accounting firms have informed us that we have one of the best litigation histories in the accounting profession. To avoid litigation, BKD maintains an extensive risk management program addressing a multitude of issues ranging from client acceptance to final working paper and financial statement review. However, as with any firm our size, the firm does experience litigation from time to time. Details of litigation cannot be disclosed pursuant to confidentiality agreements; however, the results of litigation have never been material to the firm. Currently, there is no substantial litigation outstanding.

F. AUDIT TEAM QUALIFICATIONS

1. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a CPA in Texas and Arkansas, and performing government audits in particular.

The most critical factor in providing high-quality service is choosing your engagement team. We take team selection seriously and have the appropriate team of advisors to meet your needs. All key professionals who would be assigned to your engagement are properly licensed to practice in the states of Texas and Arkansas or able to practice in both states due to mobility laws, without the requirement to obtain an individual Texas or Arkansas license.

ENGAGEMENT TEAM ORGANIZATIONAL CHART



ENGAGEMENT TEAM EXPERIENCE



Kevin Kemp, CPA
Partner

Kevin is a regional industry leader for BKD National Governmental Group and is a member of the firm's Not-for-Profit & Government Committee. He leads the Dallas office's governmental group, and his team is responsible for providing audit services to approximately 12 municipalities in Texas and Arkansas, including the cities of Mesquite, North Richland Hills and Roanoke, Texas, as well as Little Rock, Arkansas. In addition, Kevin serves utility clients, including Texas Municipal Power Agency and Brazos Electric Power Cooperative. Kevin also assists with other large governmental clients across the firm, including Cherokee Nation, Denver International Airport and the City of Indianapolis, Indiana.

He has more than 23 years of experience providing audit and management consulting services to a client base that includes municipalities and their component units, counties, utilities, state agencies and numerous service-related entities receiving government assistance. His team performs more than 75 Single Audits annually.

Kevin serves clients in obtaining tax-exempt financing, analyzing expansion opportunities and improving internal controls. He has served as primary contact for numerous clients, provided review services for Single Audit engagements and maintained contacts with regulatory agencies. In addition, he has recruitment and training responsibilities.

His professional affiliations include membership in the Government Finance Officers Association (GFOA), Government Finance Officers Association of Texas, American Institute of CPAs and Texas Society of Certified Public Accountants. He is a licensed CPA in Arkansas and Texas and serves on the Special Review Committee of the GFOA.

Kevin is a graduate of University of Central Arkansas, Conway, with a B.B.A. degree.



Deborah E. Beams, CPA
Director

Deborah, the current assistant accounting and auditing director for the firm's Dallas office, has more than 10 years of accounting and auditing experience working primarily in the not-for-profit and governmental industries. She also has extensive experience with Single Audits. Prior to her employment with BKD, Deborah was an auditor with an international firm. Her clients included public and private institutions of higher education, private schools, municipalities, religious organizations and health and welfare organizations. She now serves as accounting and auditing assistant director for BKD's Dallas office, performing quality control reviews and assisting audit teams with technical matters.

She spent three years as a practice fellow at the Governmental Accounting Standards Board. During that time, she worked on projects leading to the issuance of GASB Statements on nonexchange financial guarantees, fair value and external investments pools. She also originated and led the GASB project on leases, which involved collaboration with Financial Accounting Standards Board staff and presentations to the Federal Accounting Standards Advisory Board.

Deborah is a member of the American Institute of CPAs and Texas Society of Certified Public Accountants.

She is a *summa cum laude* graduate of University of North Texas, Denton, with a B.S. degree as well as a 2005 graduate with an M.S. degree, where she was named Outstanding Masters Student.



Cynthia R. Burns, CPA
Senior Manager

A member of BKD National Not-for-Profit Group and BKD National Governmental Group, Cynthia has more than 12 years of experience providing audit and accounting services primarily to governmental and not-for-profit entities that receive federal and state assistance. She has oversight and review responsibilities for numerous governmental and not-for-profit organizations subject to Single Audit requirements, including the cities of Texarkana, Fort Smith, Bentonville, Springdale and Siloam Springs, Arkansas.

Her continuing professional education during the past three years includes extensive training in various accounting and auditing technical areas, including governmental accounting issues, Single Audits and ethics. Cynthia's professional memberships include the American Institute of CPAs, Arkansas Society of Certified Public Accountants and Governmental Finance Officers Association. She is a licensed CPA in Arkansas and Texas. She also serves as treasurer of ASPIRE *Surviving Military Spouse Support*.

She is a 1984 *magna cum laude* graduate of Harding University, Searcy, Arkansas, with a B.B.A. degree in accounting.



Andrew W. Sherwood, CPA
Senior Associate II

Andrew has experience performing financial statement audits and other accounting services, including the preparation of basic financial statements and comprehensive annual financial reports.

He has worked with governmental entities, not-for-profits and for-profit and not-for-profit health care providers. In addition to financial statement audits, Andrew also performs Single Audits. Recently, he has worked as an in-charge for several cities across Texas and Louisiana, large health care systems and regional not-for-profit organizations. He currently serves as the audit in-charge for the cities of McKinney, Kerrville and Bedford, Texas.

Andrew is a member of the American Institute of CPAs and the Society of Louisiana Certified Public Accountants. He is a graduate of Louisiana State University, Shreveport, with a B.S. degree in accounting and finance.

ADDITIONAL RESOURCES



Andrew M. Richards, CPA
Partner

Andy is a member of BKD National Governmental Group. With approximately 20 years of experience at BKD, he provides audit and advisory services to not-for-profit and governmental entities. He also assists BKD's National Office in providing technical support to BKD auditors, developing firm guidance on governmental accounting standards, reviewing governmental audit engagements, developing professional education on government-related topics and performing internal office inspections.

He is the audit partner on numerous state and local governments in Arkansas, including Fort Smith, Texarkana, Conway and Bentonville. He also is a firmwide resource and serves as concurring reviewer on some of BKD's larger governmental engagements, including City and County of Denver, Colorado, Mississippi Department of Employment Services and Arkansas Development Finance Authority.

From December 2007 through January 2010, Andy participated in the governmental accounting standards-setting process as a Practice Fellow with the Governmental Accounting Standards Board (GASB) in Norwalk, Connecticut. During that time, he acted as a GASB project manager working on the Codification of Pre-November 30, 1989, Financial Accounting Standards Board Pronouncements project, GASB Statement No. 14, *The Financial Reporting Entity*, Reexamination project, as well as the GASB Comprehensive Implementation Guide update. He also assisted the GASB technical research staff in responding to technical inquiries submitted by their constituency and performed several speaking engagements on behalf of GASB. He was a member of the GASB Comprehensive Implementation Guide Advisory Committee from 2012 to 2014.

He is a member of the American Institute of CPAs, where he served on the State and Local Government Expert Panel from 2010 through 2013 and Arkansas Society of Certified Public Accountants. He serves on the board of directors as president of Arkansas Literacy Councils, Inc. and has served as a local board member of the BKD Foundation. He also was named to the **Arkansas Business** "40 Under 40" list in 2015.

Andy is a 1996 graduate of University of Arkansas, Fayetteville, with a B.S. degree in business administration and accounting.



David M. Coleman, CPA
Partner

David is a member of BKD National Governmental Group. He has more than 14 years of experience providing audit and consulting services to a variety of governmental and not-for-profit organizations, including municipalities and their component units, utilities and other service-related entities that receive federal and state assistance. He has engagement oversight and review responsibilities for numerous governmental and not-for-profit organizations subject to Single Audit requirements.

He leads BKD's audit team on several Texas municipalities, including El Paso, Lubbock (and Lubbock Power and Light), Greenville, Lancaster, McKinney and Town of Highland Park, Texas. David also serves San Diego County Regional Airport Authority and West Texas Municipal Power Authority.

David is a member of the American Institute of CPAs, Texas Society of Certified Public Accountants and Government Finance Officers Association of Texas. He is a licensed CPA in Arkansas and Texas.

He is a graduate of Henderson State University, Arkadelphia, Arkansas, with a B.B.A. degree in accounting.



Karen Schultz, CPA, CISA
Senior Managing Consultant

Karen has 18 years of IT and financial statement audit experience. She has served as the in-charge accountant for financial and information systems audits at a national CPA and advisory firm and as the manager for information systems audits at an international financial services company. In addition, she has network and system administration experience.

She is a member of the American Institute of CPAs, Pennsylvania Society of Tax & Accounting Professionals and the Information Systems Audit and Control Association.

Karen is a graduate of Drexel University, Philadelphia, Pennsylvania, with a B.S. degree in business administration, and a 2012 graduate of Palm Beach State College, Lake Worth, Florida, with an A.S. degree in network administration.

CONTINUING PROFESSIONAL EDUCATION

Our audit professionals are required to receive at least 120 hours of continuing professional education (CPE) every three years. For auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. All individuals, including specialists involved in performing fieldwork on *Government Auditing Standards* audits, are required to obtain at least 24 hours of CPE every two years in subjects directly related to government auditing or the government environment. In addition, engagement team members responsible for planning, directing or reporting on *Government Auditing Standards* audits who spend more than 20 percent of their time performing *Government Auditing Standards* audits also are required to complete a minimum of 80 hours of CPE every two years that directly enhances their professional proficiency to perform audits.

BKD offers an internal industry update seminar for managers through partners, as well as a seminar for our in-charge level employees. These seminars include auditing and accounting issues that are specific to governmental clients, including *Government Auditing Standards*, Single Audits and accounting standards for government financial reporting. BKD professionals also receive additional training from external sources.

2. The City recognizes that the engagement partners, managers, or other staff may change unforeseeably, but the City retains the right to approve, reject, or request partner and manager replacements.

In the event we are required to make a change to any key personnel assigned to your engagement, we will discuss this with you to explain the circumstances and proposed change. Your lead engagement partner Kevin Kemp will be coordinating personnel changes. We generally do not remove key personnel from an audit once it has begun, but occasionally employee turnover or other events beyond our control require such a change. If a personnel change is required, we are confident we can provide a qualified replacement to complete your audit with limited interruption.

We understand engagement team partners and managers can only be changed with the City's approval.

3. Firms may subcontract portions of the engagement only if proposed subcontracting is clearly identified in the proposal. The City reserves the right to approve, disapprove, or request removal of subcontractors for any reason. The audit firm retains sole responsibility for execution of the terms and conditions of the services described in the scope of this RFQ.

We do not anticipate employing any other firm, affiliate or association member in completing the work for the City. We believe BKD possesses both the depth and breadth of experience to serve the City, as demonstrated throughout this proposal.

G. COMPLETED FORM W-9

(Federal request for Taxpayer ID No.)

Please see the Appendix for BKD's completed W-9.

H. COMPLETED FORM CIQ

(State Conflict of Interest Questionnaire) if there is a conflict of interest with respect to any of the elected officials named below or any other local government officer for the City of Texarkana, Texas.

Please see the Appendix for a completed Conflict of Interest Questionnaire.

experience support

"BKD has been a great resource for the City of Lincoln in accomplishing our financial reporting goals. They have provided us with prompt and sound technical and accounting guidance throughout our affiliation. The BKD audit teams have always been professional, friendly and accessible."

Peggy Tharnish

City Controller
City of Lincoln, Nebraska

"BKD, LLP demonstrated excellent customer service in meeting our needs. Their technical knowledge was excellent and extremely valuable to our organization. I highly recommend them to any governmental entity."

Clint Mercer

Chief Accountant
City of Norman, Oklahoma

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**Unmatched client service isn't
just a slogan at BKD; it's the
backbone of our culture.**

Theodore D. Dickman, CPA
Chief Executive Officer | BKD, LLP

APPENDIX

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

AUDIT SERVICES CONTRACT FORM

SUBMIT TO: CITY OF TEXARKANA, TEXAS PURCHASING AND CONTRACTS MAILING ADDRESS: P O BOX 1967 TEXARKANA, TEXAS 75504 EXPRESS MAIL ADDRESS: 220 TEXAS BLVD TEXARKANA, TEXAS 75501 CONTACT PERSON: SHARON MOORE TEL: 903-798-3976 FAX: 903-798-3922 moores@txkusa.org		 CITY OF TEXARKANA, TEXAS REQUEST FOR QUALIFICATIONS	
TITLE: Audit Services Contract		NUMBER: 17-1601-03	SUBMITTAL DEADLINE: April 20, 2017@ 2:00 PM CST
PRE BID DATE, TIME AND LOCATION:		SUBMITTALS RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE CONSIDERED	
Enter Respondent Name: BKD, LLP			
Enter Respondent's Business Name: BKD, LLP			
Enter Respondent Address: 14241 Dallas Parkway // Suite 1100 // Dallas, TX 75254			
Enter the following information: Business Number: (972) 702 - 8262 Cell Number: (501) 231 - 8682 Email Address: kkemp@bkd.com Federal Tax ID Number or Social Security Number 44-0160260			

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED BIDDER HAVING EXAMINED THE INVITATION TO BID AND SPECIFICATIONS, AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE FOLLOWING BID FOR FURNISHING THE MATERIAL, EQUIPMENT, LABOR AND EVERYTHING NECESSARY FOR PROVIDING THE ITEMS LISTED ON THE ATTACHED BID FORM AND AGREES TO DELIVER SAID ITEMS AT THE LOCATIONS AND FOR THE PRICES SET FORTH ON THE BID FORM. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE AND SIGN THIS PORTION MAY RESULT IN BID REJECTION.

 _____ Authorized Signature	_____ Partner	_____ Title
Kevin Kemp, CPA _____ Print/Type Name	April 19, 2017 _____ Date	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE.

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1 Name of vendor who has a business relationship with local governmental entity. N/A		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. N/A Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 _____ Signature of vendor doing business with the governmental entity _____ Date		

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

BKD

BKD, LLP W-9

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
BKD, LLP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
910 ST LOUIS STREET, SUITE 400

6 City, state, and ZIP code
SPRINGFIELD, MO 65806

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] [] [] - [] [] [] - [] [] []
 or
 Employer identification number
 4 4 - 0 1 6 0 2 6 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Scott A. Chittenden* Date ▶ *1-4-16*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irb.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1088 (home mortgage interest), 1088-E (student loan interest), 1088-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

AICPA PEER REVIEW LETTER



American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

November 10, 2014

Theodore D Dickman, CPA
BKD, LLP
910 E Saint Louis St Ste 400
Springfield, MO 65806

Dear Sir/Madam:

It is my pleasure to notify you that on October 31, 2014 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2017. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Larry Gray
Chair, National Peer Review Committee
nprc@aicpa.org 919 402.4502

cc: Candace E Wright; L Douglas Bennett

Firm Number: 10002800

Review Number 361333

Letter ID: 937515

T: 1.919.402.4502 | F: 1.919.402.4876 | nprc@aicpa.org

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

BKD PEER REVIEW REPORT



A Professional Accounting Corporation
Associated Offices in Principal Cities of the United States
www.pncpa.com

System Review Report

To the Partners of BKD, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BKD, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (SOC 1).

In our opinion, the system of quality control for the accounting and auditing practice of BKD, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BKD, LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
September 19, 2014

SERVICE DESCRIPTION

FINANCIAL STATEMENT AUDIT IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS & UNIFORM GUIDANCE SERVICE DESCRIPTION

BKD's audit approach focuses on areas of higher risk—the unique characteristics of the City's operating environment, the design effectiveness of your internal controls and your financial statement amounts and disclosures. The objective is to express an opinion on the conformity of your financial statements, in all material respects, with accounting principles generally accepted in the United States of America.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

These principles make up the foundation of BKD's audit approach:

- ▶▶ The team working on your engagement have been trained in the governmental industry. You will not have to train our people on net pension liabilities and related deferred inflows/outflows, net position and fund balance classifications, joint ventures and debt covenants and continuing disclosure requirements.
- ▶▶ We provide a significant level of engagement executive involvement so you receive high-quality service with little interruption. We recognize we have to be flexible because not all audits go as planned. Because our partners and managers are in the field, we can adapt quickly to circumstances that arise.
- ▶▶ Communicating the results of our audit procedures and sharing ideas to help your accounting processes are integral parts of your engagement. In addition, you will find communication does not end when the audit is completed. We strive to keep in contact with your management team throughout the year. Continued communication means you can receive an efficient and effective audit.

Using our five-phase approach, we will work with you to develop an audit plan tailored to your specific circumstances and risks.

PHASE 1: PLANNING

As required by auditing standards, we will communicate with your city council/audit committee/management team early in the audit process. Our communication with the audit committee and management team is a two-way process: we will be informing them of the scope and timing of the audit but in return we will ask that your audit committee and management team let us know about any risk issues they have identified, any areas where they would like us to perform additional procedures or anything else material to the audit.

BKD also will work closely with your management team to develop an audit timeline that meets your requirements. For any audit to be successful, teamwork between the auditors and the management team is required. Both parties must set a realistic timeline to meet required deadlines.

As part of the planning meeting, we will identify information you have readily available for the audit and what additional information we will need. We recognize the importance of compliance with professional standards, but we also emphasize the need to be practical. When possible, during our testing of year-end account balances, we will want to use your internal reports and information.

OUR FIVE-PHASE APPROACH TO FINANCIAL STATEMENT AUDITS

1 » Planning

2 » Risk Assessment

3 » Fieldwork, Testing &
Further Audit Procedures

4 » Report &
Communications Delivery

5 » Presentation

PHASE 2: RISK ASSESSMENT

BKD will follow standards established by the Auditing Standards Board of the AICPA. These auditing standards affect the amount and type of information BKD will gather to perform your audit.

We will:

- ▶▶ Obtain an understanding of your business and business environment, significant risks you face and how you mitigate those risks. This will include examining how you measure and manage financial performance, as well as your internal controls over financial reporting.
- ▶▶ Evaluate where your financial statements might be susceptible to material misstatement due to error or fraud.
- ▶▶ Consider whether internal controls have been implemented and assess the general controls around your IT systems.
- ▶▶ Assess risks of material misstatement for the most significant financial statement amounts and disclosures.

To help facilitate the testing of internal controls, we use questionnaires specific to the governmental industry, which expedite gathering your control information. Based on the documentation of your controls, we will test the key controls of your organization.

We expect to interview your personnel and review prior council meeting minutes as part of our information-gathering process.

PHASE 3: FIELDWORK, TESTING & FURTHER AUDIT PROCEDURES

Based on our assessment of risks of material misstatements and determination of further audit procedures to be performed, we will design audit tests that take advantage of strengths in your internal control system.

During fieldwork, we will:

- ▶▶ Perform substantive tests on material account balances
- ▶▶ Evaluate significant unusual transactions
- ▶▶ Ask management to further explore and clarify any identified potential misstatements
- ▶▶ Evaluate the materiality of those misstatements, if applicable
- ▶▶ Conclude whether all identified risks of material misstatement have been addressed
- ▶▶ Hold a formal exit conference with management to share findings and preliminary deliverables

BKD also will perform some tests from the following alternatives:

- ▶▶ Test key items – Some items within an account may be large enough by themselves to involve significant risk of material misstatement. These key items can be audited individually.
- ▶▶ Sampling – A detailed audit of representative individual items (a sample) selected from a population.
- ▶▶ Analytical procedures – Taking a closer look at a grouping of information by examining it as it relates to other accounts, historical trends or other measures.
- ▶▶ Computer-assisted auditing techniques (CAAT) – BKD uses ACL as one of the primary tools to apply CAAT. The use of ACL allows us to analyze data electronically, handle large amounts of data and increase the effectiveness and efficiency of audit procedures.

As needed, our partners across the firm serve as technical resources with expertise to deal with particularly challenging or unique situations that may arise in the course of your audit.

We know a great deal of audit information often comes from third parties. Sometimes information from those parties is not received on time. To keep your report on schedule, we will keep you informed of the status of outstanding items.

PHASE 4: REPORT & COMMUNICATIONS DELIVERY

A cornerstone of the quality of our audits is the use of a concurring reviewer before the issuance of any reports. Another member of our assurance team, who has otherwise not been involved in the engagement, reviews the financial statements and workpapers before issuing the report.

Generally accepted auditing standards establish requirements and provide guidance on our communication with those charged with governance. In addition, if applicable, we will issue a report to management and those charged with governance of any significant deficiencies or material weaknesses identified during the audit.

Our commitment to a smooth engagement also includes the timely delivery of our audit report. A draft of the audit report, management letter and any other deliverables will be provided to you for your review and comments. After completing our fieldwork, we generally deliver our audit report and other communications within four weeks.

PHASE 5: PRESENTATION TO THOSE CHARGED WITH GOVERNANCE

We welcome the opportunity to formally share your audit results with your council/audit committee/management team and answer their questions. We will be available as requested.

TIMING & YOUR BKD TEAM

Overall, we plan to spend about three to four weeks in your offices working, approximately one to two weeks on planning/gathering information to design our audit approach and performing Single Audit procedures and two to three weeks on final fieldwork after year-end. We will coordinate the scheduling of your audit to both accommodate your schedule and to allow for the timely completion of deliverables.

Your BKD team will include an experienced engagement in-charge and one associate, who will be on site performing further audit procedures and gathering the information we need to support our opinion. In addition, your team will be led by a partner and senior manager with experience in the governmental industry, who will direct our staff's audit approach, review their work and communicate audit results.

COMPLIANCE AUDIT IN ACCORDANCE WITH UNIFORM GUIDANCE

BKD performs hundreds of Single Audits annually, focusing on two objectives: first, an audit of your financial statements and reporting on the Schedule of Expenditures of Federal Awards in accordance with *Government Auditing Standards*, and second, a compliance audit for federal awards expended during the fiscal year.

At least one-third of our not-for-profit and governmental clients receive federal funding. Our extensive experience with compliance testing in accordance with OMB requirements can help provide the City with a Single Audit performed properly and submitted on time.

Our Uniform Guidance Audit Approach

During our audit procedures of federal award programs, we do not simply look for findings to report. We look for opportunities to advise you of more efficient ways to comply with federal regulations to reduce the risks of sanctions or reduced funding. BKD has developed contacts at federal agencies and has been able to work cooperatively with these agencies to help clients resolve or avoid issues.

Entities subject to the Uniform Guidance and *Government Auditing Standards* will benefit from BKD's specially designed audit programs, checklists and database of federal audit programs.

Identification and testing of your federal programs will be performed primarily during interim fieldwork, which will typically be performed before your fiscal year-end. We have found this to be the most efficient manner in which to perform our audit services when the additional Uniform Guidance requirements are present.

Training Requirements for Uniform Guidance Auditors

The City can have confidence in BKD auditors' experience in testing federal funding subject to the Uniform Guidance. Our audit professionals are required to receive at least 120 hours of CPE every three years, and for auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. Staff members attend a series of core audit and accounting courses over the first four years of their careers. Staff subsequently receive additional training on accounting and auditing for the not-for-profit and governmental environment.

AREAS OF HIGHER RISK/PRIMARY EMPHASIS

Based on our experience with similar municipal governments and a preliminary review of your financial statements, areas of higher risk for the City's audit, and BKD's audit approach to those areas, are outlined below. We may add additional areas to this list based on our review of the City's internal control environment or our preliminary analytical review procedures.

Cash & Cash Equivalents

We will verify the existence of significant cash accounts and bank account reconciliations and will perform cutoff procedures related to interbank transfers and test compliance with Governmental Accounting Standards Board Statement No. 40 (GASB 40), *Deposit and Investment Risk Disclosures*, disclosure requirements.

Investments

This is a significant audit area due to the risks associated with the proper and timely valuation of investments. We employ a variety of audit procedures in this area, including the use of third-party confirmations, obtaining an understanding of management's assessment of fair values and fair market value testing to published sources. In addition, we evaluate the disclosure requirements and help determine the adequacy of completeness and accuracy of the disclosures.

Accounts Receivable & Deferred Inflows & Unearned Revenue

These areas are often a significant risk due to the subjective nature of the City's estimate for the allowance for doubtful accounts and the proper recognition of revenue for funds that report using the modified accrual basis of accounting and the current financial resources measurement focus that is consistent with the City's policy. We will test the cutoff of various revenue sources, such as taxes, government grants and customer utility accounts, and review the revenue journal both before and after year-end. We may confirm significant accounts receivable, as well as a sample of others to test both existence and proper classification, if considered necessary. In addition, we will test deferred inflows of resources by reviewing subsequent collections and perform various analytical procedures to test both completeness and proper classification of the balances, consistent with the City's policy of recognizing revenue on the modified accrual basis of accounting.

Capital Assets

We will audit the capital asset rollforward activity of each opinion unit, focusing on significant additions and disposals during the year. Current-year additions will be tested to appropriate supporting documentation. A review of repair and maintenance accounts will be performed to help verify material additions have been capitalized. New lease agreements will be reviewed to determine whether they have been accounted for properly, as either capital or operating. Depreciation expense also will be tested for reasonableness, and certain analytical procedures will be performed on the capital outlay line items for governmental funds associated with the conversion to governmentwide reporting.

Accounts & Retainage Payable & Accrued Liabilities

Accounts payable cutoff will be tested by reviewing subsequent disbursements. Retainage payable will be recalculated on invoices as required by contracts between the City and your contractors. Accrued liabilities, such as compensated absences, will be detail tested, and analytical testing will be used to help determine that proper accruals have been made. Due to/from funds will be reviewed and evaluated for collection within the next operating cycle and the intent of the fund to help satisfy the obligation to determine proper classification.

Long-Term Debt

This is typically a risk due to the presence of one or more significant debt covenants. We review the associated debt documents to help gain an understanding of the flow of funds prescribed for any pledged revenues. We review the covenants and obtain evidence through inquiry and other means, including the recalculation of any financial covenants, to support the conclusion that all covenants have been met and all debt service payments have been made timely. We also will confirm the annual payment activity and ending balances of certain bonds, notes and leases payable with trustees. In the case of any refunded debt in the year being audited, we will recalculate the accounting gain or loss by reviewing trustee statements and bond documents to test for proper classification and footnote disclosures. We also will inquire about your policy on reviewing each bond and note for applicable IRS arbitrage requirements, prepare a list of bonds and notes subject to IRS arbitrage requirements and the most recent arbitrage calculation prepared for each bond and challenge the calculation performed to test for completeness and obligations of the City.

Net Position/Fund Balances

Procedures we perform in this area include vouching (or cross-indexing to work performed in other areas) of significant increases and decreases to net position, recalculation of net investment in capital assets for enterprise funds and governmentwide activities, review of documentation supporting the establishment and classifications of new accounts and testing of various nonspendable, restricted, committed and assigned fund balance accounts based on supporting documentation of donor and grantor agreements, enabling legislation, formal actions of city council, such as ordinances and resolutions, and other formal policies.

Significant Accounting Estimates

There are a number of significant accounting estimates used in preparing the financial statements, including estimates involving the discount rates to be applied to pension obligations, the fair value determination of investments, the estimated useful lives of property and equipment and the allowance for uncollectible receivables. These estimates are often significant and have a certain amount of inherent risk associated with them. We generally gather information supporting the City's rationale for significant estimates recorded, gain an understanding of how the estimates were prepared and document our understanding and conclusions regarding reasonableness. We also employ certain analytical procedures, including the review of relevant historical data.

Risk of Management Override of Controls

The Auditing Standards Board's AU-C 220, *Consideration of Fraud in a Financial Statement Audit*, requires that auditors consider this area to be a risk of material misstatement in every audit. Procedures include interviews of selected individuals in the City, an audit team brainstorming session and the selection and application of unpredictable audit procedures.

Uniform Guidance Testing

We will discuss with management and review the preliminary Schedule of Expenditures of Federal Awards (SEFA) as of an interim date to determine the likely major programs for testing. We will conduct the majority of our testing prior to year-end and will share our results with you prior to final fieldwork. During final fieldwork, we will assess whether there are any additional major programs that would require testing and conclude our compliance and internal control procedures related to OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200* (Uniform Guidance) expenditures in agreement with the conclusion of the audit of the financial statements.

Utility Receivables & Unbilled Revenues

We will use several methods to audit your receivables and the estimate of unbilled revenues, including using look-back reports, reviewing historical collection methods and assessing of the aging and payor mix of your accounts receivable detail. We will analytically review key ratios such as days in accounts receivable and charge-off rates compared to industry averages and prior year results to help us reach our audit conclusions. We will work with your team before year-end on the allowance to see that we are comfortable with your methodologies and conclusions. Finally, we use ACL to test subsequent billings and receipts and the accuracy of revenue cutoff to help validate the year-end accounts receivable balance and any unbilled revenue amounts.

Net Pension Liability & Other Post-Employment Benefit Obligations

Due to the subjective nature of the estimation processes associated with determining the estimated Net Pension Liability and Other Post-Employment Benefit (OPEB) obligations liability, we will obtain and test the specific actuarial calculations for these liabilities. First, we will evaluate the professional qualifications and reputation of the actuary. We will read the actuarial reports to obtain an understanding of the methods and assumptions employed and evaluate the cost method used and the significant assumptions underlying the actuarial calculations. Select testing of the underlying data used in the calculation will be performed. We will evaluate the valuation, cost and amortization methods for consistency. The other significant underlying assumptions such as discount rates, rates of return and medical cost trends will be compared with independent external studies of assumptions.

IT

We will use IT audit professionals and employ audit procedures to test the controls within your IT environment sufficient to allow us to rely on the information generated by your IT platform. These tests will include identification of critical internal controls, detailed walkthroughs of transactions, testing the functionality of the key IT controls identified and review of change management protocols, access controls and overall IT security.

WHY CHOOSE BKD

DELIVERING VALUE

It is important to monitor expenditures and receive exceptional value for your investments. However, informed consumers understand value is about more than just price. Value from a professional CPA and advisory firm is about the quality of the work and the merit of the advice. Expect BKD's work to be accurate and insightful. We stand behind it. Our Public Company Accounting Oversight Board inspections and AICPA peer reviews demonstrate the firm's record of excellence.

As evidenced by our inclusion in the **INSIDE Public Accounting** Best of the Best Firms list for the last six years, we also offer long-term consistency, exceptional performance and a national network of support and resources. BKD is large enough to help the City address a variety of financial issues. At the same time, we pride ourselves on hard work and low overhead, which keep our fees competitive. With our reputation, size, service and experience, you can consider us a good value.



GOVERNMENTAL ACCOUNTING EXPERTISE

BKD National Governmental Group works with approximately 500 governmental clients nationwide, including municipalities, counties, federal and state agencies, public utilities, airports and transportation authorities. Our advisors can help the City address the numerous financial considerations of governmental entities, including fiscal accountability and resource management, as well as performance management, budgeting and debt administration.

As part of our commitment to remaining at the forefront of the public sector, leaders across our national government practice created the BKD Center of Excellence for Government. This group of professionals meets regularly to discuss important developments, legislative updates and challenges affecting governmental entities similar to the City.

In addition, our public sector involvement has enabled us to establish connections with numerous regulatory and auditing organizations, including:

- ▶▶ AICPA Governmental Audit Quality Center, as a member
- ▶▶ Government Finance Officers Association
- ▶▶ Governmental Accounting Standards Board
- ▶▶ Office of Management and Budget
- ▶▶ U.S. Government Accountability Office



We look forward to communicating best practices and forward-looking strategies to help the City thoughtfully consider the areas important to fulfilling your fiduciary responsibilities.

WATER UTILITY INDUSTRY EXPERIENCE

The majority of our Texas municipalities (including Lubbock, Mesquite, McKinney, North Richland Hills and Greenville) have water utility funds that we audit as part of the overall engagement. As part of our City of Texarkana, Arkansas, audit engagement, we are aware of the working relationship between the two cities and the Texarkana Water Utilities, including the various water agreements currently in place. We also have experience auditing freestanding water utilities including the City of Springdale, Arkansas Water and Sewer Commission and Community Water Systems.

TEXAS GOVERNMENTAL EXPERIENCE

Services from BKD's Texas offices compose approximately 17 percent of our firmwide not-for-profit and governmental industry practice. Professionals in these offices provide audit or other professional services to approximately 15 municipalities and their component units as well as approximately 200 municipal utility districts. This experience, along with our involvement with the Government Finance Officers Association of Texas, means we understand Texas laws and other regulations to which our governmental clients must adhere, and we can offer the knowledge and resources the City deserves.

ARKANSAS GOVERNMENTAL EXPERIENCE

Professionals in BKD's Arkansas offices provide services to multiple cities, their component units and other local governmental units, including airports, public employee pension plans, public libraries, transit and port authorities and utilities, as well as multiple state agencies. Services to the not-for-profit and governmental industry constitute a large portion of our Arkansas practice.

REPRESENTATIVE LIST OF CLIENTS

BKD is proud to work with municipalities in Texas and Arkansas, including:

City of Balch Springs, Texas
 City of Bedford, Texas
 City of Bentonville, Arkansas
 City of El Paso, Texas
 City of Eureka Springs, Arkansas
 City of Fort Smith, Arkansas
 City of Greenville, Texas
 City of Kerrville, Texas
 City of Lancaster, Texas
 City of Little Rock, Arkansas
 City of Lubbock, Texas
 City of McKinney, Texas
 City of Mesquite, Texas
 City of North Richland Hills, Texas
 City of Roanoke, Texas
 City of Little Rock, Arkansas
 City of Springdale, Arkansas
 City of Texarkana, Arkansas
 Town of Addison, Texas
 Town of Highland Park, Texas

A FRESH LOOK FROM AN EXPERIENCED TEAM

Our experienced engagement team will work with the City to identify areas you believe may warrant a fresh look. An essential component of a successful transition is proper planning and communication during the information-gathering process. We will strive to get to know your financial team members as soon as possible with little disruption to your operations. As a result, we can help identify and resolve potential issues.

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

TIMELY SERVICES TO HELP RETAIN YOUR GFOA CERTIFICATE

We understand the City intends to issue a comprehensive annual financial report (CAFR) and apply for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program). BKD can help you. We have several team members, including Kevin Kemp, the City's proposed lead engagement partner, who serve on the GFOA's Special Review Committee, so we understand the process. We will work with you to help resolve identified discrepancies and reduce exceptions when your reports are returned.

As you know, GFOA certification increases transparency in financial reporting and can lend credibility to the City's stewardship of funds. The window for completing annual audits to meet the established GFOA deadlines make timely and accurate services vital. A core service philosophy at BKD is Responsive Reliability, which means you can count on our service process to follow the established timeline. You can expect timely delivery of reports to help you meet GFOA deadlines and retain your certificate, as well as timely communications with your councilors, audit committee and interested third parties.

KNOWLEDGE OF GASB REQUIREMENTS

BKD offers a team of professionals who can bring expertise to the City in the application of GASB accounting and reporting requirements relevant to your industry. Your proposed engagement team will include professionals who routinely work with clients who follow GASB standards.

We will work closely with you in evaluating the effect of pending GASB pronouncements on the City. We strive to address these matters well in advance so you have adequate time to prepare for and apply the pronouncements. Our audit approach is based on understanding the requirements of the standards, understanding your application of the requirements and evaluating the results. We commit to a continued dialogue with you on significant pronouncements both prior to and during the implementation process.

THOUGHT LEADERSHIP

BKD advisors are serious about reinforcing and strengthening their positions as thought leaders in the industries they serve. To help keep you informed about emerging issues in your industry, as well as changes in regulations and accounting and tax methods, we provide **BKD Thoughtware**® webinars, seminars and articles. Many of these are eligible for continuing professional education (CPE) credit. Topics include:

- ▶▶ GASB 68 Year Two – Lessons Learned
- ▶▶ Changes to Government Reporting of Fiduciary Activities
- ▶▶ Using Big Data to Make a Big Impact in Government
- ▶▶ Pursuing Operational Excellence in the Public Sector

experience direction

"Let's face it. The process of changing audit firms and going through that first audit is not something people look forward to. However, BKD, LLP made our transition go better than our expectations. Their approach to the audit was very professional and efficient and made the process very smooth. They were very thorough and knowledgeable and were of great assistance with our implementation of the new GASB requirements."

Todd Simoneaux, CPA

Controller
City of Beaumont, Texas

"BKD just completed the first year audit engagement with the City. The transitional year went extremely smooth. BKD's staff did an excellent job working with our staff during the transition. During the engagement, BKD provided knowledgeable support and guidance. The audit was completed on schedule, and BKD always completed their deliverables on time."

Allen Herink

City Comptroller
City of Omaha, Nebraska

■ ADDITIONAL SERVICE IDEAS

INTEGRAREPORT™

Studies indicate that a typical organization loses 5 percent of its annual revenue to fraud and that the most common method of detecting fraud is through tips from employees. BKD offers a confidential way for the City's employees to report suspicious activity to help strengthen your anti-fraud program. BKD's IntegraReport hotline is accessed via an anonymous phone hotline or web-based portal and is monitored by BKD fraud professionals. The service would include providing your management with verbatim report transcriptions of tips reported to the hotline in a clean and easy to understand format. Assistance with hotline implementation, fraud awareness training for employees tailored to your industry, hotline promotional materials, investigative services and forensic data mining also are available.

FORENSIC DATA MINING – ACCOUNTS PAYABLE & PAYROLL

BKD's proprietary forensic data mining service is designed to use cutting-edge data analysis and mathematical algorithms to assist in identifying questionable relationships, *e.g.*, vendor/employee and other patterns indicative of fraud or questionable transactions. Forensic data mining may result in findings requiring additional follow-up or investigation. BKD can provide this service at your request or you can perform it internally. At the conclusion of the forensic data mining engagement, we would present our findings either orally or through a written report.

IT RISK ASSESSMENT

The City may benefit from a review of your information system and/or an audit of your system's security measures in the future. BKD's IT Risk Services team specializes in these services. As advisors to thousands of clients nationwide, we have a wealth of experience, expertise and best practices to draw on.



experience ideas

Attachment: 2017-065 ATTH 07 BKD Proposal (1661 : 2017-065 RES approving audit contract)

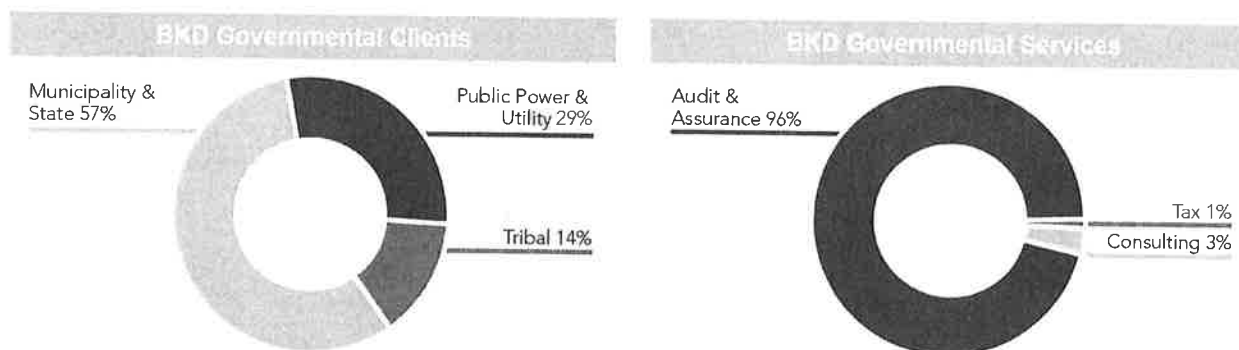
INDUSTRY COMMITMENT

BKD NATIONAL GOVERNMENTAL GROUP

Hundreds of governmental entities nationwide, including approximately 120 municipalities, depend on BKD as their CPA and advisory firm of choice. With dedicated advisors in BKD National Governmental Group, we have the experience and commitment you require as you look for help in identifying ways to effectively deliver services and meet fiduciary and regulatory requirements.

OUR CLIENTS & SERVICES

Geographically spread throughout the United States, our significant client base reflects the diversity of governmental entities, in both size and type of organization. The following graphs demonstrate the clients we serve and the services we provide.



INDUSTRY INVOLVEMENT

To reinforce our commitment to the governmental sector, our advisors routinely attend conferences focused on industry issues and trends. They also receive CPE to stay informed of industry regulatory updates and other general accounting issues, averaging approximately 70 hours of formal training annually.

This dedication also extends to involvement on national industry committees, such as the GASB and AICPA.

Mike Wolfe, the firm's chief risk officer, has been appointed to the AICPA Governmental Audit Quality Center Executive Committee. He previously served as BKD's liaison to the center, which helps raise awareness about the importance of improving governmental audit quality for entities receiving federal funding.

Chris Telli, a partner in our Colorado Springs office, has been appointed as an advisor to the Government Finance Officers Association's Committee on Accounting, Auditing, and Financial Reporting. This committee works closely with the GASB, the AICPA and other organizations and recommends best practices for effective government finance operations.

Amy Shreck, director in our Omaha office, accepted a Practice Fellowship with GASB. She is serving a two-year term at the GASB headquarters as a project manager to help formulate standards and assist with technical inquiries.

Andy Richards, partner in our Little Rock office and an additional resource for this engagement, was a member of the GASB's Comprehensive Implementation Guide Advisory Committee from 2012 to 2014. The 11-member committee advises GASB on its Comprehensive Implementation Guide, which helps financial statement preparers apply a number of GASB pronouncements. Andy also was involved with the governmental accounting standards-setting process as a Practice Fellow with the GASB in Norwalk, Connecticut. He was a member of the AICPA State & Local Government Expert Panel from October 2010 to October 2013, which identifies state and local government financial reporting and auditing issues and works to achieve resolutions benefiting the public interest.

BKD advisors also actively serve as participants, exhibitors, speakers and sponsors in regional and national associations for governmental organizations, including:

- ▶▶ Association of Government Accountants (AGA)
- ▶▶ Government Finance Officers Association
- ▶▶ National Council of State Housing Agencies
- ▶▶ National League of Cities
- ▶▶ Native American Finance Officers Association
- ▶▶ Texas Municipal League

RECENT PRESENTATION

Managing Director Shauna Woody-Coussens served as a panelist at the Government Finance Officers Association's 2016 Annual Conference. The session, *Dealing with Fraud in a High-Tech Age*, focused on how data mining and similar techniques can be used to effectively and efficiently combat fraud that previously was difficult, if not impossible, to detect.

In addition, we encourage you to discover the wide array of resources available on our website, bkd.com.

BKD FIRM PROFILE

experience **insight** // **BKD, LLP**, a national CPA and advisory firm, can help individuals and businesses realize their goals. Our dedicated professionals offer audit, tax and consulting services to clients in all 50 states and internationally. BKD and its subsidiaries combine the insight and ideas of multiple disciplines to provide solutions in a wide range of industries.

ABOUT BKD



CLIENT SERVICE

The **BKD Experience** is a commitment to unmatched client service that is shared by CPAs, advisors and dedicated staff members who take your business personally. We are so dedicated to the idea that we wrote a book—**The BKD Experience: Unmatched Client Service**.



INTERNATIONAL SOLUTIONS

BKD is the largest North American member of Praxity, AISBL*, a global alliance of independent firms serving clients in approximately 100 countries. We offer multinational clients a gateway to the global marketplace with services delivered by alliance firms committed to the highest standards required in international business.



PROFESSIONAL AFFILIATIONS

BKD is a member of the American Institute of CPAs and its three quality centers: Center for Audit Quality, Employee Benefit Plan Audit Quality Center and Governmental Audit Quality Center.

BKD is registered with the Public Company Accounting Oversight Board, which is required to serve as an independent auditor of public companies. BKD audits approximately 80 U.S. Securities and Exchange Commission registrants, including approximately 30 benefit plans.



MISSION STATEMENT

The mission of BKD is to always strive for excellence in providing services to clients, create rewarding career opportunities and maintain sound professional, business and financial standards.



QUICK FACTS

- **Clients:** Individuals and private and publicly traded businesses in the health care, manufacturing, distribution, financial services, construction and real estate industries, as well as not-for-profit and governmental entities
- **Total Personnel:** Approximately 2,600[^]
- **Partners & Principals:** Approximately 270[^]
- **Net Revenues:** \$550 million[^]
- **Fiscal Year-End:** May 31
- **Founded:** 1923
- **Locations:** 35 offices serving clients in all 50 states and internationally[^]

^{*}Praxity, AISBL is a global alliance of independent firms. Organised as an international not-for-profit entity under Belgium law, Praxity has its executive office in Epsom. Praxity – Global Alliance Limited is a not-for-profit company registered in England and Wales, limited by guarantee, and has its registered office in England. As an Alliance, Praxity does not practice the profession of public accountancy or provide audit, tax, consulting or other professional services of any type to third parties. The Alliance does not constitute a joint venture, partnership or network between participating firms. Because the Alliance firms are independent, Praxity does not guarantee the services or the quality of services provided by participating firms.

[^]As of December 31, 2016

BKD SERVICES

Audit & Assurance

Tax

Business Succession Planning

Employee Benefit Plans

Forensics & Valuation Consulting

Information Technology

Risk Management

State, Local & International Tax

Wealth Management

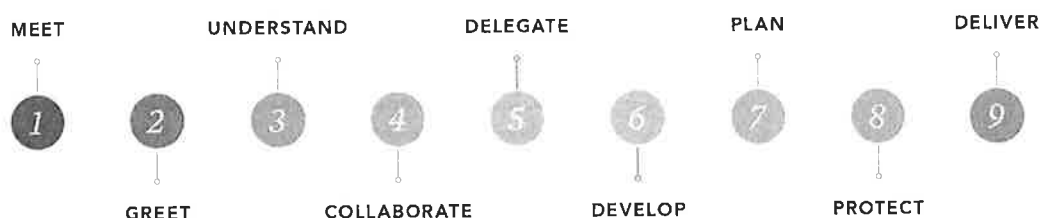
And more

BKD SMOOTH TRANSITION APPROACH

BKD SMOOTH TRANSITION™

Change is good; changing to BKD is even better.

Switching to a new firm that lacks a transparent, well-defined transition process can be challenging. We understand. That's why we developed BKD Smooth Transition™, a clear framework designed to make your move to BKD easy and efficient. Our simple nine-step approach emphasizes collaboration and centers on a tailored transition plan with distinct deadlines. If it's time for a change, make sure it's a smooth transition with BKD.



1 MEET – Our team sits down with your leadership. We get to know each other further and learn more about your business objectives.

2 GREET – We introduce our team to your staff and address their questions about transitioning to BKD.

3 UNDERSTAND – We review prior work and seek out your opinions and observations to better grasp your challenges.

4 COLLABORATE – We meet with your management team to gather the right information from the right people.

5 DELEGATE – Your staff members can be a great asset in terms of efficiency, and we work with you to help determine how they can assist.

6 DEVELOP – Using the information we gather, we devise a tailored approach focused on the needs you identified and prioritized.

7 PLAN – Together we build out a schedule and then communicate key dates tied to performance and delivery.

8 PROTECT – We train you on our secure systems to help safeguard your confidential information from start to finish.

9 DELIVER – We commit to provide the BKD experience of unmatched client service.

UNMATCHED CLIENT SERVICE



WHAT DO YOU VALUE MOST IN YOUR CPA OR ADVISOR? // Ethics? Intelligence? Sound advice? Consistent results? You deserve deep industry knowledge delivered with a highly interactive and attentive style. That's why we penned our service standards in a book, **The BKD Experience: Unmatched Client Service**. Experience what our unmatched client service can mean for you.



INTEGRITY FIRST

- Be honest and truthful
- Protect privacy and respect rights

Experience how our trustworthiness, our commitment to protect your privacy and confidentiality and our unwavering ethical standards can benefit your business. For more than 90 years BKD has been doing what's right and advising our clients accordingly.



TRUE EXPERTISE

- Commit to lifelong learning
- Learn to listen so you can listen to learn

Experience how our business savvy, credentials and experience can help you meet your goals. You can count on BKD to provide a broad base of skills and knowledge to evaluate, advise and deliver solutions for you.



PROFESSIONAL DEMEANOR

- Practice exemplary work habits
- Choose your attitude

Experience how our attitude, character, communication skills, appearance and behaviors can inspire confidence and respect.



RESPONSIVE RELIABILITY

- Under promise, over deliver
- There's no penalty for early delivery

Experience how our consistent delivery of results, ability to handle difficult tasks and knowledge of your business affairs can help your business management.



PRINCIPLED INNOVATION

- Connect client needs with resources
- Initiate solutions

Experience how our creativity, valuable advice and sound practices can bring ideas and alternative approaches to your business. You can count on BKD to be proactive and resourceful, even when it appears there are no immediate solutions.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

BKD is committed to creating rewarding careers and equipping our professionals with the tools they need to serve our clients. We take professional growth and development seriously and offer numerous programs and training so we are prepared to help meet your professional services needs.



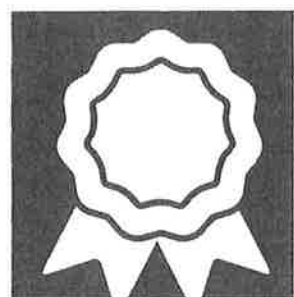
AWARD-WINNING TRAINING

BKD's commitment to lifelong learning and professional development is highlighted by our recognition as a top-tier training organization. BKD has earned the distinction of **Training** magazine's Training Top 125 for the past four years. In 2016 and 2014, BKD also earned the **Chief Learning Officer** magazine's LearningElite award.



PROGRESSIVE PROGRAMS & INITIATIVES

BKD is dedicated to creating and implementing programs and initiatives to help our professionals achieve their full potential. Programs include SKY, a firmwide initiative to emphasize and strengthen diversity in our firm. SKY focuses on recruiting, retaining and developing women for the sustainable growth of BKD. Through the collaboration of men and women, BKD aims to foster a culture that recognizes and supports maximizing the potential of all.



REWARDING CAREERS

As part of a recent employee engagement survey, BKD employees ranked us within the 90th percentile of professional services companies, indicating they find BKD to be an exemplary platform from which to serve clients.

BKD PRIDE VALUES

WHAT'S IMPORTANT TO YOU? // A commitment to excellence? Independence and objectivity? A broad skill set? Exceeding expectations? At BKD, these are all essential. That's why every day you can see our partners and employees "living the PRIDE." These values—passion, respect, integrity, discipline and excellence—are the hallmarks of BKD and guide us as we provide solutions for your business and financial needs. Experience what BKD PRIDE values can mean for you.



P

PASSION

- For service to others
- For making tomorrow better than today

Experience how our dedication and enthusiasm for making tomorrow better than today can help you make informed decisions to help improve business and financial outcomes.

R

RESPECT

- For the differences that make our team strong
- For our legacy and the benefits of change

Experience how our respect for diversity can provide a variety of skills and talents to meet your needs. Respecting the lessons of our legacy and yours, we can help you capitalize on the opportunities change inevitably offers.

I

INTEGRITY

- To do the right thing
- To be objective and independent

Experience how our integrity and objectivity can help you make smart business decisions. You want an advisor to tell you what you need to know, not just what you want to hear.

D

DISCIPLINE

- In process and innovation
- To balance professional and personal commitments

Experience how our well-established protocols and low-risk approaches can help resolve issues and advance your goals.

E

EXCELLENCE

- In skills and competencies
- In our quest to be the best

Experience how our ambition, knowledge, commitment to lifelong learning and drive to improve technical and analytical skills can work to consistently surpass your expectations.

YOUR INVESTMENT

The pricing proposal should include a table of proposed audit pricing which details the proposed audit bid prices for each of all five years requested (a clear price proposal for the first three years and proposed pricing for each of the two additional one-year terms).

BKD, LLP knows our clients do not like fee surprises. Our goal is to be candid and timely, and we want to answer City of Texarkana, Texas's questions about fees upfront. We determine our fees by evaluating a number of variables: the complexity of the work, the project's scope, the time we will spend and the level of professional staff needed.

PROPOSED FEES

City of Texarkana, Texas

For the Years Ending September 30	2017	2018	2019	2020	2021
Financial Statement Audit in Accordance with <i>Government Auditing Standards & Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i>	\$135,000	\$140,000	\$146,000	\$151,500	\$158,000

The above fees include travel costs and an administrative fee of 4 percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs, such as computer processing, software licensing, research and library databases, and similar expense items. Our fees may increase if our duties or responsibilities change because of new rules, regulations and accounting or auditing standards. We will consult with you should this happen.

Our estimate of fees does not include any time that may be required to address a restatement of the previously audited financial statements. Accordingly, any such work will be billed based on the following quoted hourly rates.

WORK OUTSIDE SCOPE OF ENGAGEMENT

Any work outside the scope of this engagement will be based upon a mutually agreed-upon blended rate before any work commences. This blended rate will usually range from \$175 to \$225 per hour, depending on the complexity of the engagement.



HOLLIDAY, LEMONS & COX, P. C.

CERTIFIED PUBLIC ACCOUNTANTS

Proposal Presentation for City of Texarkana, Texas City Council



Presented by: Rhonda Easley Jones, CPA



Tonight's Presentation

Engagements

Timeline

Audit
Approach

Firm Profile &
Qualifications

Audit Team
Qualifications



Engagements

Audit of financial statements:

- City of Texarkana, Texas
- Texarkana Water Utilities

Single Audit in accordance
with OMB Uniform Guidance



Audit Timeline

Preliminary audit work

Final audit work



Pre-audit planning meeting –
August 2017



Interim procedures, risk
assessment & other planning –
September & October 2017



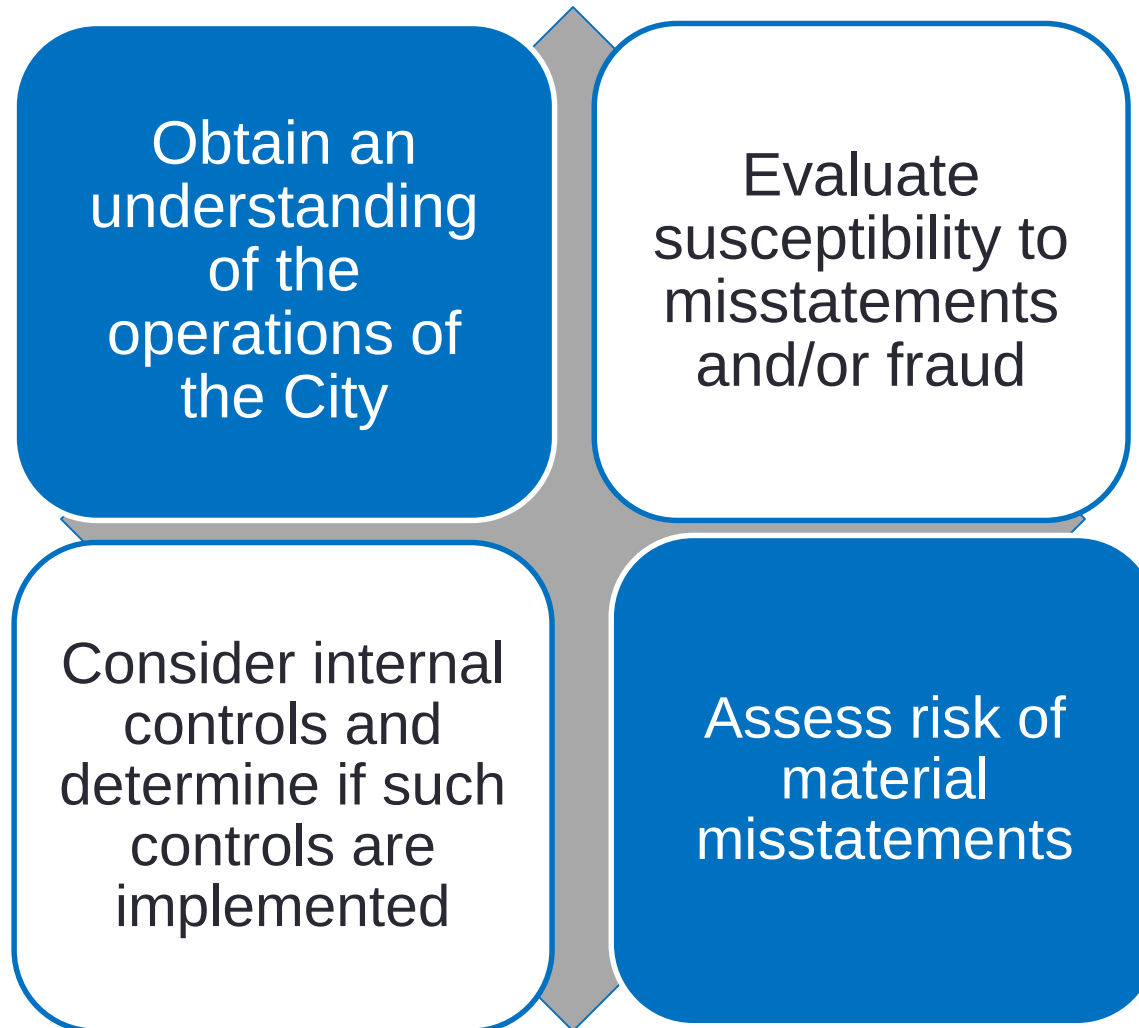
Fieldwork procedures –
December 2017 – February
2018



Issuance of financial
statements – February 2018

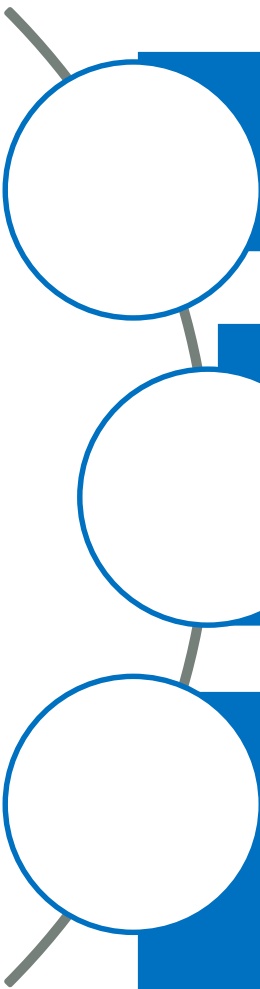


Audit Approach - Planning





Audit Approach - Framework



Financial reporting

- U. S. Generally Accepted Accounting Principles

Auditing standards

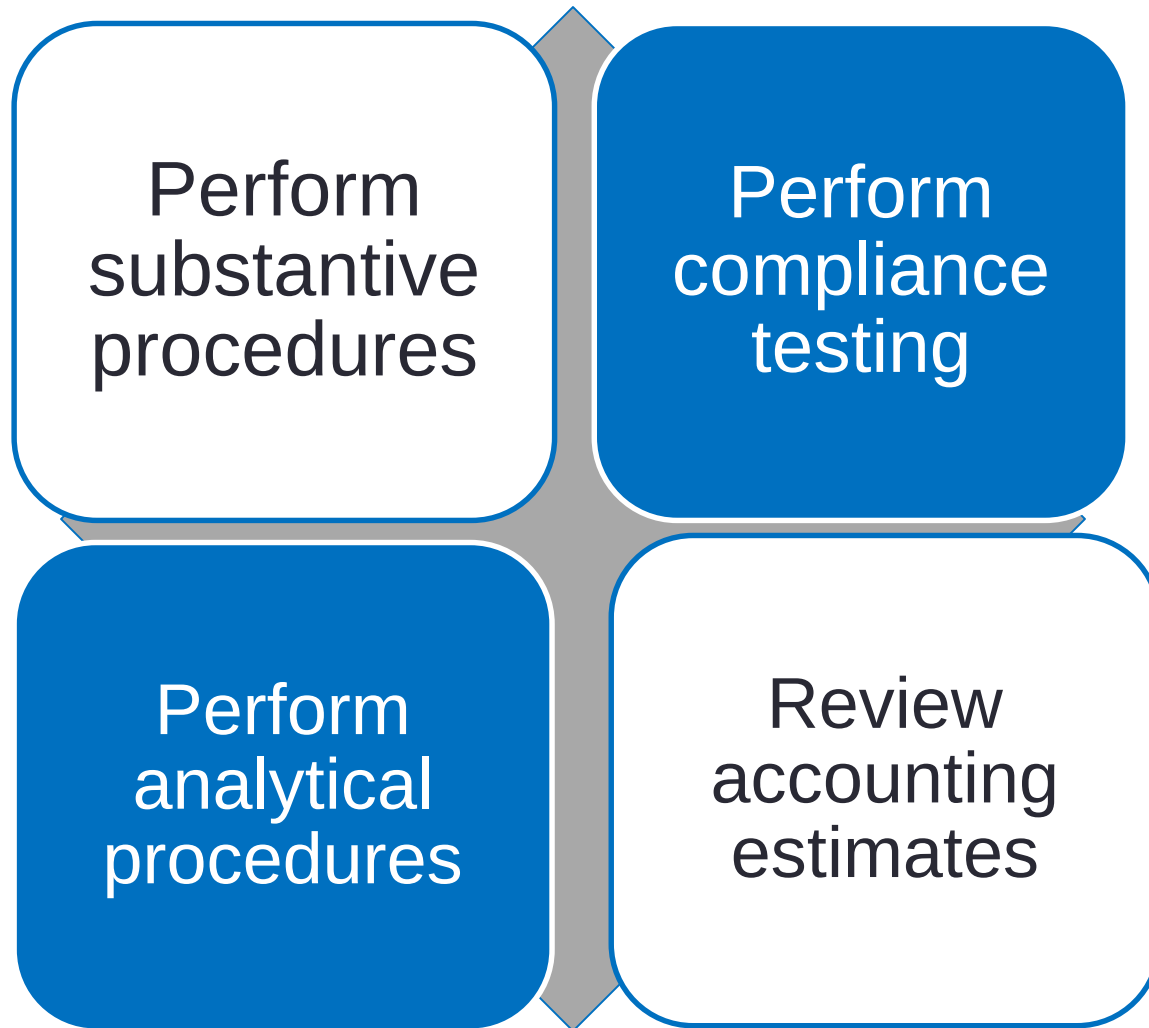
- Generally accepted in the U. S.
- *Governmental Auditing Standards*

Compliance

- Title 2 U. S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)



Audit Approach - Fieldwork



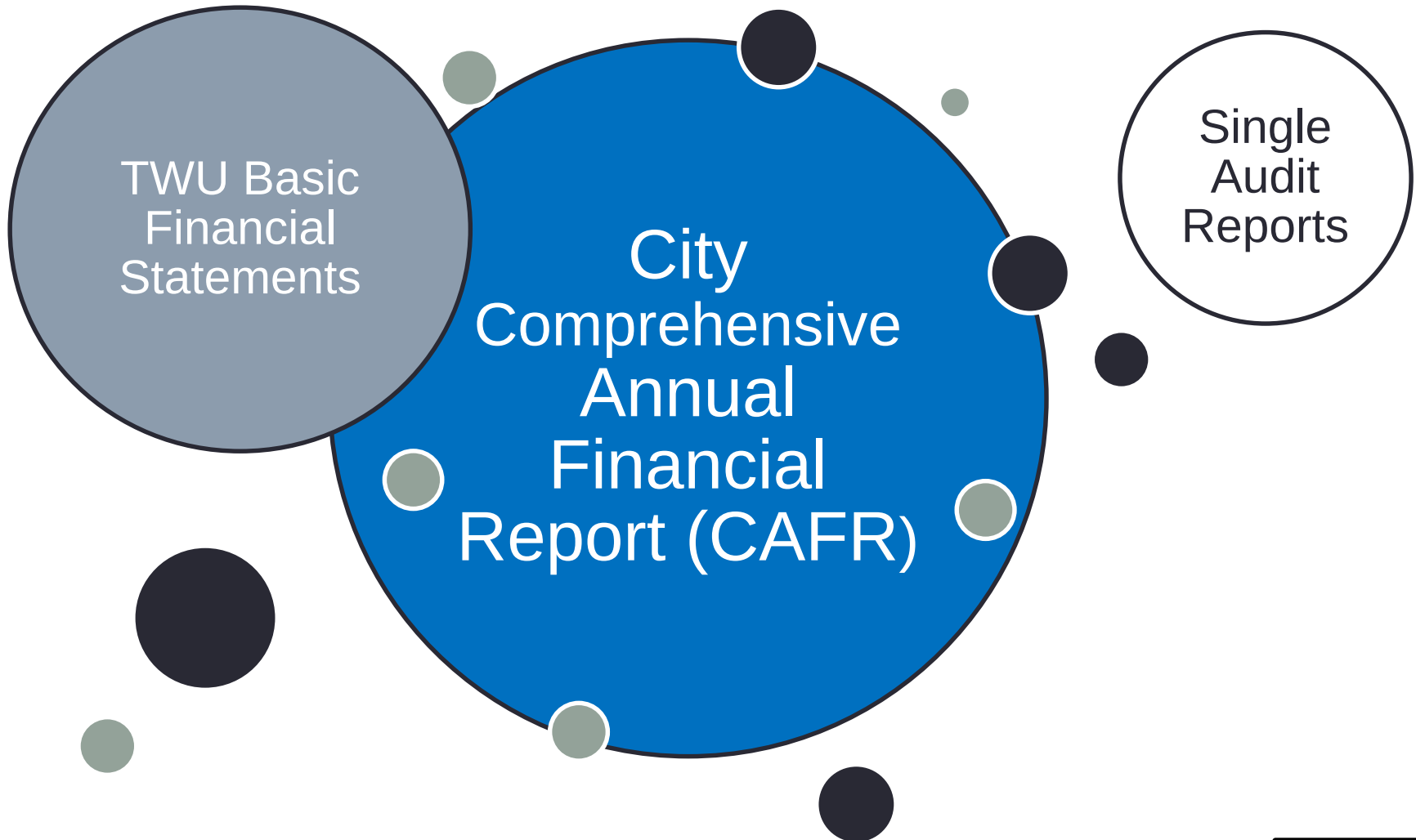


Audit Approach - Conclusion





Financial Reports





Other Required Communications

- Issuance of management letter commenting on the effectiveness of internal control procedures that offers suggestions for improvements in areas as deemed necessary
- Issuance of letter of communication with Board of Governance - City Council at conclusion of audit reporting significant audit findings
- Report on follow-up review of prior year findings and recommendations



Firm Profile & Qualifications

Specialized knowledge, expertise and resources to serve complex entities such as the City

Partner-to-staff ratio is small, allowing our senior level professionals to be involved throughout the process

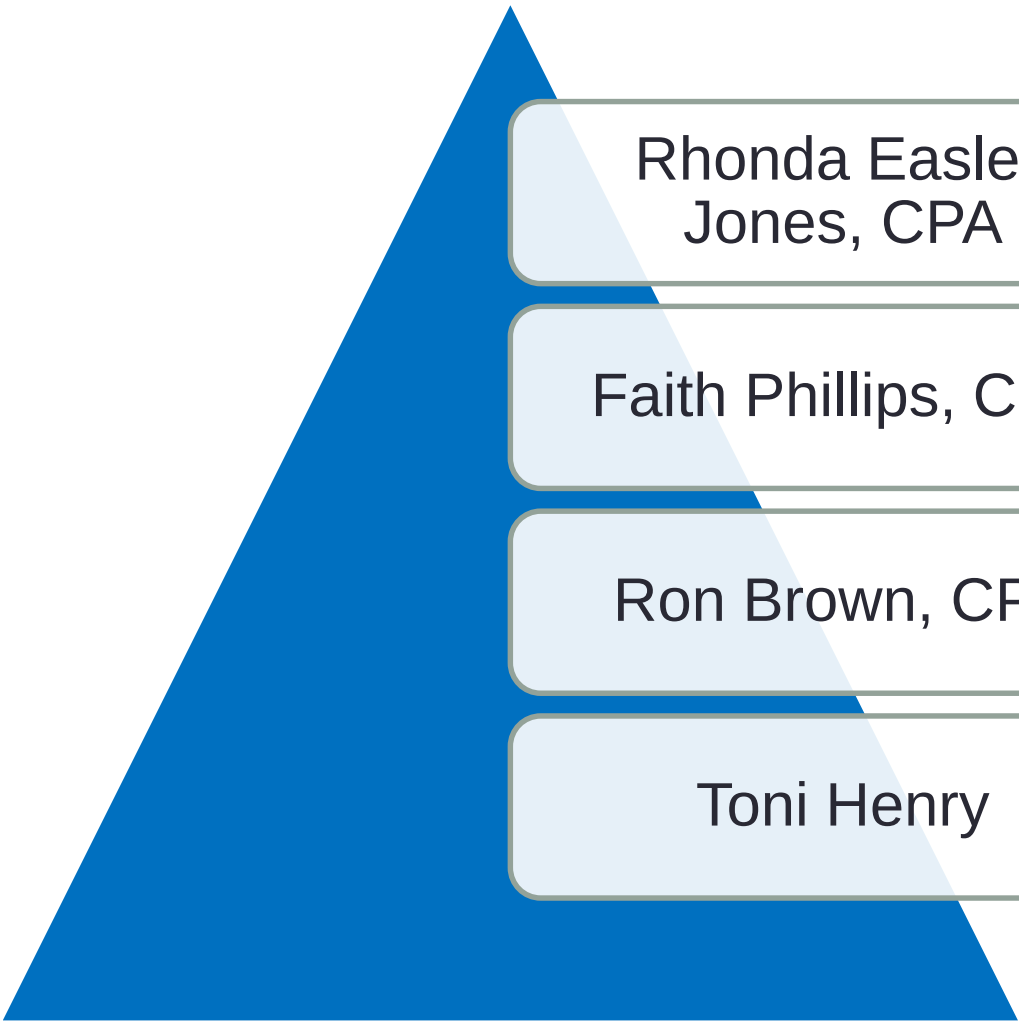
Audit team with governmental experience

Long-term relationship with City -- GFOA certificate of excellence awards for over 20 years

Locally owned firm that has contributed to the Texarkana economy since 1967



Audit Team



Rhonda Easley
Jones, CPA

Faith Phillips, CPA

Ron Brown, CPA

Toni Henry



Audit Team

**RHONDA
EASLEY
JONES,
CPA**

Audit Partner at Holliday, Lemons & Cox, P. C.
Licensed in Texas & Arkansas.

30 years audit experience. Practice areas include governmental, not for profit, utilities and single audits. Clients include City of Texarkana and Texarkana Water Utilities

Bachelor of Business Administration, Texas A&M University - Texarkana



Audit Team

FAITH
PHILLIPS,
CPA

Manager at Holliday, Lemons & Cox, P. C.
Licensed in Texas and Arkansas.

15 years experience. Practice areas include governmental, not for profit, nonpublic companies and plan audits. Clients include City of Texarkana.

Bachelor of Science in Business
Administration, University of Arkansas.



Audit Team

**RON
BROWN,
CPA**

Supervising Senior Accountant at Holliday, Lemons & Cox, P. C. Licensed in Texas and Arkansas.

31 years experience. Practice areas include governmental, not for profit, and nonpublic companies. Clients include Texarkana Water Utilities.

Bachelor of Business Administration, Texas A&M University – Texarkana.



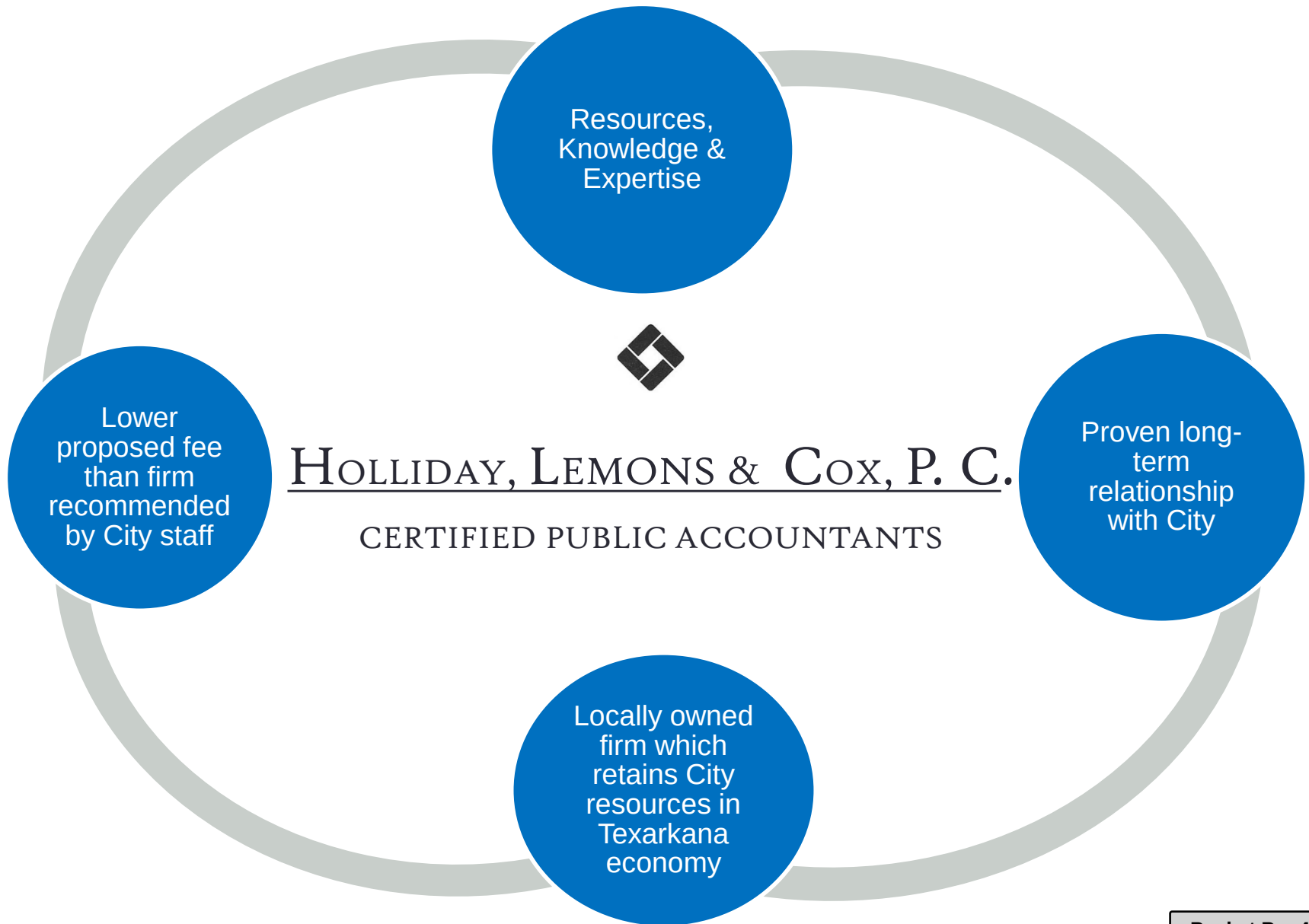
Audit Team

TONI
HENRY

Senior Accountant at Holliday, Lemons & Cox,
P. C.

14 years experience. Practice areas include governmental, not for profit, and nonpublic companies. Clients include City of Texarkana and Texarkana Water Utilities.

Bachelor of Business Administration, Texas A&M University – Texarkana.



BKD NATIONAL GOVERNMENTAL GROUP

THE BKD EXPERIENCE OF UNMATCHED CLIENT SERVICE
CITY OF TEXARKANA, TX

PRESENTED BY: **BKD**, LLP

OUR GOALS FOR THE DAY

- ▶▶ Say thank you and express our appreciation to city management for selecting BKD as the best choice for your financial statement auditor
- ▶▶ Provide additional insight regarding why BKD is the right choice
- ▶▶ Define the advantages BKD audit brings to the City of Texarkana

THE AUDIT OF THE FUTURE

- 
- ▶▶ As technology evolves, auditors have the ability to audit large amounts of data
 - Many times we are testing 100% of a population as opposed to a small sample
 - BKD has invested significant resources in developing the “audit of the future”
 - We utilize unique strategies that help identify outlier transactions
 - || For example: Benfords law
 - This allows us to streamline the time spent in low risk areas and spend more time on areas like internal control reviews and high risk areas

WHAT IS MY BKD AUDIT TEAM'S EXPERIENCE WITH CITY GOVERNMENT AUDIT AND ADVISORY SERVICES?

5.6.j

- ▶▶ City of Balch Springs, Texas
- ▶▶ City of Bentonville, Arkansas
- ▶▶ City of El Paso, Texas
- ▶▶ City of Fort Smith, Arkansas
- ▶▶ City of Greenville, Texas
- ▶▶ City of Tomball, Texas
- ▶▶ City of Kerrville, Texas
- ▶▶ City of Lancaster, Texas
- ▶▶ City of Waco, Texas
- ▶▶ City of Little Rock, Arkansas
- ▶▶ City of Lubbock, Texas
- ▶▶ City of Mesquite, Texas
- ▶▶ City of McKinney, Texas
- ▶▶ City of North Richland Hills, Texas
- ▶▶ City of Phoenix, Arizona
- ▶▶ City of Roanoke, Texas
- ▶▶ City of Springdale, Arkansas
- ▶▶ City of Texarkana, Arkansas
- ▶▶ Texas Municipal Power Agency
- ▶▶ Town of Addison, Texas
- ▶▶ Town of Highland Park, Texas
- ▶▶ San Diego County Area Regional Airport Authority

All representative clients are proprietary & confidential

Attachment: 2017-065 ATTH 09 BKD LLP Presentation Final Version 071017 (1661 : 2017-

GOVERNMENTAL INDUSTRY COMMITMENT & EXPERTISE

5.6.j



► Deep government bench strength

- Firm-wide, we serve approximately 500 governmental entities including approximately 15 municipalities in Texas
- We have approximately 150 professionals firm-wide focused on governmental clients
- Webinars, white papers and live trainings (including at client locations)
- Best practice recommendations

Attachment: 2017-065 ATTH 09 BKD LLP Presentation Final Version 071017 (1661 : 2017-

WHAT ADVANCED TECHNOLOGY WILL BKD BRING TO THE CITY OF TEXARKANA'S AUDIT PROCESS?

5.6.j

» ACL

- Data base tool that allows us to audit large amounts of a population (100% auditing) for certain audit areas

» BKDConnect

- Secure portal (original documents not necessary)
- City controls internal access and can monitor PBC progress
- Leads to less interruption of City personnel

» Comfort with using your IT system to streamline the audit process

- BKD routinely obtains read only access to your IT system
- Allows us to limit the time spent by your team in pulling information and reports
- BKD routinely runs our own reports, review source documentation and verify proper approvals
- Limits the need to pull original documents if optical images area available

» Evolving audit tools developed through BDMP Technologies

- Partnership with 3 other regional firms (significant \$ investment)
- Developing audit technology (including artificial intelligence) for the future
- AICPA is concerned that some firms will struggle to keep up

Attachment: 2017-065 ATTH 09 BKD LLP Presentation Final Version 071017 (1661 : 2017-

WHAT SPECIALIZED KNOWLEDGE WILL THE BKD TEAM POSSESS?

- ▶▶ A dedicated team of 15 people in Dallas that spends 100% of their time on government audits
- ▶▶ Audit team includes a recent GASB fellow that will provide guidance on emerging GASB statements
- ▶▶ Actively serve as participants and speakers in state, regional & national industry associations
 - GFOA
 - GFOAT
- ▶▶ Engagement partner on GFOA's Special Review Executive Committee



HOW WILL BKD ADD VALUE TO THE RELATIONSHIP WITH THE CITY OF TEXARKANA?

5.6.j

- ▶▶ Data Mining of Accounts Payable and Payroll Systems
 - BKD can provide “continuous” auditing that looks at all payroll, accounts payable and revenue transaction each quarter to help identify potentially fraudulent activity
 - Proprietary algorithms using ACL and Tableau software to provide a roadmap to city management for review
- ▶▶ Public Sector Consulting
 - Private Public Partnerships
 - Overtime analysis, fleet operations review, budget trend analysis and modeling
 - Developing performance management & activity-based costing approaches
- ▶▶ IntegraReport™ (fraud hotline utilized by several Texas cities)
 - We will provide the City one year of free use of BKD IntegraReport

BKD INTEGRA
REPORT

Attachment: 2017-065 ATTH 09 BKD LLP Presentation Final Version 071017 (1661 : 2017-

WHY WE BELIEVE BKD IS THE RIGHT CHOICE



Integrity First



True Expertise



Professional Demeanor



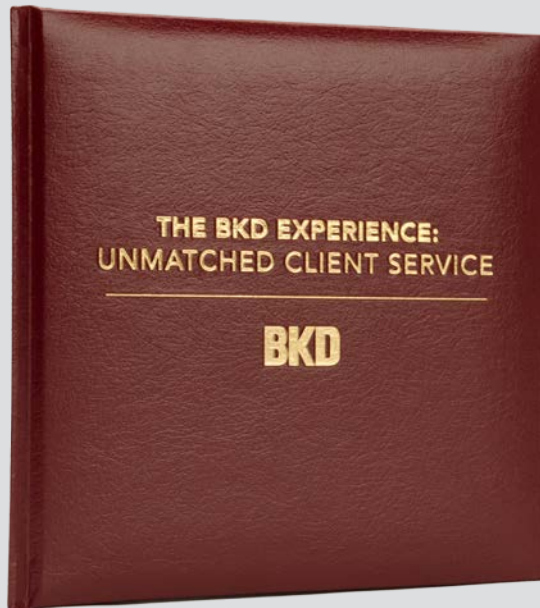
Responsive Reliability



Principled Innovation

- ▶ We understand your needs, issues, challenges & opportunities
- ▶ Receive a fresh look from experienced professionals
- ▶ Receive value for your investment knowing you are being served by an experienced team
- ▶ Access to a depth of local & national resources to meet your needs (more than just an audit firm)
- ▶ Significant partner & director involvement
- ▶ Proactive, year-round communication and personalized training for City personnel
- ▶ You will be an important client to BKD
- ▶ Experience our commitment to unmatched client service

QUESTIONS & ANSWERS



► BKD's unmatched client service standards

- || Integrity First
- || True Expertise
- || Professional Demeanor
- || Responsive Reliability
- || Principled Innovation

“Unmatched client service isn't just a slogan at BKD; it's the backbone of our culture.”

Theodore D. Dickman, CPA
Chief Executive Officer | BKD, LLP

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: High

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: B

Update Date: 7/7/2017 8:50 AM

Briefing Sheet

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary
Subject: Ordinance No. 2017-076 calling for a Special Election to be held on Tuesday, November 7, 2017 to consider City Charter amendments.
Briefing: 7/24/2017 **Public Hearing:** **Second Briefing:** **Council Vote:** 7/24/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

On August 11, 2014 the city council approved Ordinance 2014-097 authorizing six (6) city charter amendments to be presented to city voters on the November 2014 General Election ballot. See the briefing item at this link

<http://texarkanacitytx.igm2.com/Citizens/FileOpen.aspx?Type=1&ID=1030&Inline=True>

Of the six amendments only three were presented to the voters due to limited space on the ballot. Of the three presented two were approved by the voters with one being denied. The three amendments that were not presented are hereby represented (Charter Questions 1, 2, and 3) unchanged.

City Charter Amendment 1: Revising the City Charter, Article II, Section 8 – Meetings of the Council. Providing for regular, special, and emergency meetings of the city council and the manner in which the meetings are scheduled or called. Designating all meetings of city boards and commissions to be public meetings subject to rules and regulations of the city charter, state law, and adopted rules of procedure. Permitting the city council to adopt rules and procedures for public comments to be heard during regular council meetings.

City Charter Amendment 2: Revising the City Charter, Article IV, Section 1 – Administrative departments. Removing from the current charter the listing of specific department names and providing that the city may create, abolish, or combine departments and assign or transfer duties of any department.

City Charter Amendment 3: Revising the City Charter, Article X, Section 2 – City attorney. Providing for the city council to appoint a city attorney to serve at its pleasure and to be its legal adviser and removing all other stated duties and authorities of the city attorney.

Four new amendments are presented for consideration:

City Charter Amendment 4: Revising the City Charter, Article II, Section 10 – Annual audit. Providing for the completed annual audit report to be posted to the city's website.

City Charter Amendment 5: Revising the City Charter, Article II, Section 4 – The mayor. Providing for additional authority for the Mayor to vote in the event of a vacancy in council membership, a Councilmember not voting, or the absence of a Councilmember.

City of Texarkana, Texas

City Charter Amendment 6: Revising the City Charter, Article XVII, Section 12 – Rearrangement and renumbering of Charter. Providing for additional authority for the Council by ordinance to substitute appropriate terms to bring the Charter into conformity with state or federal law.

City Charter Amendment 7: Revising the City Charter, Article II, Section 9 – Council Rules. Changing the requirement of the affirmative vote of four members to the affirmative vote of a simple majority of the members present and voting for adoption of any ordinance or resolution, unless the Charter, city ordinance, or state law requires otherwise; and providing for a member to abstain from participation on a matter when intending to abstain from voting and to notify the mayor when intending to abstain.

The 2014 Ballot Question that failed was an amendment that would provide for four-year terms for the Mayor and Councilmembers. The amendment has been rewritten to provide for three-year terms for the Mayor and Councilmembers and adjusting the election cycle, following transition years, to provide for the election of two councilmembers in each annual general election.

City Charter Amendment 8: Revising the City Charter, Article II, Section 2 – Number, selection, term of office and remuneration, and Article II, Section 6 - Vacancies. Providing for three-year terms of office for the Mayor and Councilmembers; providing a transition plan from two-year terms to three-year terms; providing for filling a vacancy in council membership by mandatory special election when the unexpired term of the vacant office is greater than twelve (12) months or by optional appointment when the unexpired term of the vacant office is twelve (12) months or less; and renumbering existing Charter sections providing for Council composition, a person filling a vacancy serving for the remainder of the unexpired term, and procedures to raise council membership to a quorum when the membership of the Council is reduced to less than a quorum.

Potential Options:

- Adopted the ordinance as proposed
- Amend the proposed ordinance and adopt the proposed ordinance
- Deny the proposed ordinance

Fiscal Implications:

The city will be compensating Bowie County for conducting the municipal election, the only additional costs could be the cost of printing additional ballots if a second sheet ballot is provided.

Staff Recommendation:

Adopt the Ordinance as presented.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-076 ORD Calling Special Election for Charter Amendments (DOCX)
- b. 2017-076 EXH 'A' Proposed Amendments (DOCX)
- c. 2017-076 ATTH 01 Compare Current and Proposed Charter Amendments (DOCX)
- d. 2017-076 ATTH 02 City School Districts Terms of Office (PDF)

City of Texarkana, Texas

e. 2017-076 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed
	07/06/2017 9:06 PM		
City Attorney	John Whitson	City Attorney Review	Skipped 07/07/2017 8:19 AM
Deputy City Manager - Shirley Jaster	John Whitson	Deputy City Manager	
Review	Skipped	07/07/2017 8:32 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	07/07/2017 8:41 AM	
Public Information Officer	Lisa Thompson	PIO Review	Completed
	07/07/2017 8:44 AM		
City Manager	John Whitson	City Manager Review	Completed 07/07/2017 8:55 AM
City Council	Jennifer Evans	Meeting	Completed 07/10/2017 6:00 PM

Meeting History

07/10/17 City Council MOVED FORWARD Next: 07/24/17
 City Manager Whitson briefed this agenda item. City Attorney Jeff Lewis made additional comments.

ORDINANCE NO. 2017 - 076

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ORDERING A SPECIAL ELECTION FOR A PROPOSED UPDATE AND REVISION OF THE EXISTING CITY CHARTER, AMENDING AND RESTATING SECTIONS OF THE CITY CHARTER, TO BE PLACED ON THE SPECIAL ELECTION BALLOT FOR NOVEMBER 7, 2017, AND PRESENTED TO THE QUALIFIED VOTERS OF THE CITY OF TEXARKANA, TEXAS; PRESCRIBING THE FORM FOR THE PROPOSITIONS ON THE BALLOT; DIRECTING THE CITY SECRETARY TO PROVIDE FOR THE TIMELY PRINTING OF BALLOTS; PROVIDING FOR EARLY VOTING; PROVIDING FOR PUBLICATION OF PUBLIC NOTICE OF THIS ELECTION; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Home Rule Charter of the City of Texarkana, Texas, originally adopted in May 1960, and subsequently amended to its present form, contains provisions which need to be clarified or modified to reflect changes in law over the past 50 years and to make City operations more efficient and effective; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(a), the governing body of a municipality on its own motion may submit a proposed charter amendment to the municipality's qualified voters for their approval at an election; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(b), the ordinance ordering the election shall provide for the election to be held on the first authorized uniform election date prescribed by the Election Code or on the earlier of the date of the next municipal general election or presidential general election and the election date must allow sufficient time to comply with other requirements of law and must occur on or after the 30th day after the date the ordinance is adopted; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(c), notice of election shall be published in a newspaper of general circulation published in the municipality, the notice must include a substantial copy of the proposed amendment, an estimate of the anticipated fiscal impact to the municipality if the proposed amendment is approved at the election, and be published on the same day in each of two successive weeks, with the first publication occurring before the 14th day before the date of the election; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(d), an amendment may not contain more than one subject; and

WHEREAS, pursuant to Texas Local Government Code Chapter 9, Section 9.004(e), the ballot shall be prepared so that a voter may approve or disapprove any one or more amendments without having to approve or disapprove all of the amendments; and

Publish

WHEREAS, the City Council, having given due consideration to the recommendations of the city staff, has determined to submit to the qualified voters of the City of Texarkana, Texas, for their adoption or rejection ('yes' or 'no' vote), proposed amendments to the Charter for the City of Texarkana, Texas, pursuant to the provisions the Texas Local Government Code, Chapter 9, Section 9.004, as amended.

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

SECTION 1: That the presented City Charter amendments, a copy of which is attached hereto as **Exhibit "A"** and to which reference is made for all purposes, be and the same is hereby accepted and approved.

SECTION 2: That a special election is hereby ordered to be held within the jurisdiction of the City of Texarkana, Texas, on the 7th day of November, 2017, pursuant to the laws of the State of Texas and the Charter of the City of Texarkana, Texas, with said election to be held for the purpose of amending the Charter. In all City elections, the Mayor, City Secretary, or City Council shall perform each act as is required to be performed, in connection with the holding and consummation of such election, and to give effect to the intent of this Ordinance.

SECTION 3: That said special election shall be held on the next Texas uniform election date in conjunction with the Bowie County General Election on said same date.

SECTION 4: That said election shall be held in accordance with the Interlocal Agreement with Bowie County, Texas, attached to Ordinance No. 2017-075, laws of the State of Texas, the provisions of the Texas Election Code, the Charter of the City of Texarkana, Texas, and city ordinances unless otherwise specified herein.

SECTION 5: That the specimen ballot shall be made available for public inspection in the office of the City Secretary and on the bulletin board in City Hall as soon as practicable after the official ballots have been prepared for the election, as required by Section 52.007, Texas Election Code.

SECTION 6: That the City Secretary shall give notice of this election by publication on the same day in each of two successive weeks in the Texarkana Gazette, a newspaper of general circulation in the City of Texarkana, with the date of the first publication occurring before the 14th day before the date of the election as required by Texas Local Government Code, Section 9.004 (c).

SECTION 7: That the election precincts and polling locations for the respective precincts as established by Bowie County for the November 2017 general election that are within the City are the election precincts for this special election:

Precinct	Location
1A / 4E	Academic Learning Center 3201 Lincoln St. - Texarkana
1B	Liberty-Eylau C.K. Bender Elementary School

Publish

	2300 Buchanan Rd. - Texarkana
2A	Liberty Eylau Pre-Kindergarten Center/Grandview Campus 3105 Norris Cooley Dr. - Texarkana
2B / 4D / 5A	Westlawn Elementary School 410 Westlawn Dr. - Texarkana
2C	Theron Jones Early Literacy Center 2600 W. 15th St. - Texarkana
2D	<i>(With 4C)</i>
3A	Collins Memorial Building 3000 Texas Blvd. - Texarkana
3B	Texarkana City Hall – Municipal Building 220 Texas Blvd. - Texarkana
4A	<i>(With 4C)</i>
4B	Spring Lake Park School 4324 Ghio-Fish Blvd. - Texarkana
4C /4A /2D /5B	Texarkana College 2500 N Robison Rd. - Texarkana
4D	<i>(With 2B)</i>
4E	<i>(With 1A)</i>
5A	<i>(With 2B)</i>
5B	<i>(with 4C)</i>
5C	Pleasant Grove High School 5406 McKnight Road - Texarkana
6A	First Baptist Church 3015 Moores Ln. - Texarkana
6B	Pleasant Grove Middle School 5605 Cooks Ln. - Texarkana
10	Pleasant Grove Volunteer Fire Department 3123 FM 559 - Texarkana

Publish

SECTION 8: That the City Council shall, at its next regular meeting after the election returns are delivered to the City Secretary's office, canvass the returns and declare the official results of the election. If one or more proposed Charter amendments are approved by a majority of the qualified voters voting in the election, the Charter as amended shall be considered adopted when an official order has been entered upon the records of the City by the City Council declaring the same adopted.

SECTION 9: That the ballots for said election shall be prepared by Bowie County in sufficient number and in conformity with Chapter 52 of the Texas Election Code so that a voter may approve or disapprove each proposed charter amendment without having to approve or disapprove all of the proposed charter amendments; provided, however, that in the event available ballot space will not accommodate placement of all proposed amendments contained in **Exhibit "A"**, and the City Manager in his discretion determines that the cost of an additional ballot page for submission of all proposed amendments outweighs the benefit to the City, then the City Manager is authorized to withhold from ballot placement one or more proposed amendments beginning with the last numbered item and continuing in descending order to the next sequentially numbered item as necessary.

SECTION 10: That it is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

SECTION 11: That all ordinances or parts of ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 12: That this Ordinance shall be in full force and effect from and after its passage and approval.

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

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2017-076

Exhibit A**Amendment Question 1:**

Texarkana, Texas, City Charter, Article II, Section 8 shall be as follows and all other provisions rescinded and removed:

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at least once per month. Meeting dates, times, and locations shall be specified by resolution. A newly-elected Councilmember (including the Mayor) shall assume the duties of office on the next regular council meeting day immediately following the canvass of the election.

(b) *Special Meetings.* The Mayor, the Mayor Pro Tempore, any two Councilmembers, or the City Manager may at any time call a special council meeting by submitting to the City Secretary a signed statement specifying the time and place of the meeting and the subjects to be considered. The meeting notice shall be prepared and posted by the City Secretary and shall contain for City Council deliberation only the subjects specified in the signed statement. Councilmembers shall be informed of the meeting in any manner consistent with state law or as otherwise approved by resolution of the City Council.

(c) *Emergency Meeting.* The Mayor or City Manager may call an Emergency Meeting of the City Council as allowed by law.

(d) *Public Meetings.* All meetings of the City Council, boards, and commissions shall be open to the public and noticed as provided by law. The City Council, boards, and commissions may adopt rules of procedure consistent with the city charter and state law.

(e) *Public Participation.* The Council shall adopt rules and procedures for public comment during regular Council meetings.

(f) *Attendance of City Manager.* The City Manager shall attend all meetings of the City Council and may take part in the discussion of all matters coming before the Council but shall have no vote.

Ballot Language:

City Charter Amendment 1: Revising the City Charter, Article II, Section 8 – Meetings of the Council. Providing for regular, special, and emergency meetings of the city council and the manner in which the meetings are scheduled or called. Designating all meetings of city boards and commissions to be public meetings subject to rules and regulations of the city charter, state law, and adopted rules of procedure. Permitting the city council to adopt rules and procedures for public comments to be heard during regular council meetings.

2017-076

Amendment Question 2:

Texarkana, Texas, City Charter, Article IV, Section 1 shall be as follows and all other provisions rescinded and removed:

Sec. 1 – Administrative departments

All administrative departments shall be under the control and direction of the City Manager. The City may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another.

Ballot Language:

City Charter Amendment 2: Revising the City Charter, Article IV, Section 1 – Administrative departments. Removing from the current charter the listing of specific department names and providing that the city may create, abolish, or combine departments and assign or transfer duties of any department.

2017-076

Amendment Question 3:

Texarkana, Texas, City Charter, Article X, Section 2 shall be as follows and all other provisions rescinded and removed:

Sec. 2. – City attorney.

The Council shall appoint a city attorney to serve at its pleasure and to be its legal adviser.

Ballot Language:

City Charter Amendment 3: Revising the City Charter, Article X, Section 2 – City attorney. Providing for the city council to appoint a city attorney to serve at its pleasure and to be its legal adviser and removing all other stated duties and authorities of the city attorney.

2017-076

Amendment Question 4:

Texarkana, Texas, City Charter, Article II, Section 10 shall be as follows and all other provisions rescinded and removed:

Sec. 10. - Annual audit.

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. The completed audit report shall be posted to the city's website.

Ballot Language:

City Charter Amendment 4: Revising the City Charter, Article II, Section 10 – Annual audit. Providing for the completed annual audit report to be posted to the city's website.

2017-076

Amendment Question 5:

Texarkana, Texas, City Charter, Article II, Section 4 shall be as follows and all other provisions rescinded and removed:

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council in the event of a tie vote, a vacancy in council membership, or a Councilmember not voting or absent, but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Ballot Language:

City Charter Amendment 5: Revising the City Charter, Article II, Section 4 – The mayor. Providing for additional authority for the Mayor to vote in the event of a vacancy in council membership, a Councilmember not voting, or the absence of a Councilmember.

2017-076

Amendment Question 6:

Texarkana, Texas, City Charter, Article XVII, Section 12 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance, as it shall deem appropriate, to renumber and rearrange all Articles, Sections, and Paragraphs of this Charter, or any amendments thereto, or to substitute appropriate terms to bring the Charter into conformity with state or federal law or to eliminate gender references, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Ballot Language:

City Charter Amendment 6: Revising the City Charter, Article XVII, Section 12 – Rearrangement and renumbering of Charter. Providing for additional authority for the Council by ordinance to substitute appropriate terms to bring the Charter into conformity with state or federal law.

2017-076

Amendment Question 7:

Texarkana, Texas, City Charter, Article II, Section 9 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. Unless otherwise specifically provided for in this Charter, city ordinance, or state law, the affirmative vote of a majority of the members present and voting shall be necessary to adopt any ordinance or resolution. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes. A member intending to abstain from voting shall abstain from participation in the matter and shall notify the Mayor of such intention prior to the first presentation of the matter to the council.

Ballot Language:

City Charter Amendment 7: Revising the City Charter, Article II, Section 9 – Council Rules. Changing the requirement of the affirmative vote of four members to the affirmative vote of a simple majority of the members present and voting for adoption of any ordinance or resolution, unless the Charter, city ordinance, or state law requires otherwise; and providing for a member to abstain from participation on a matter when intending to abstain from voting and to notify the mayor when intending to abstain.

2017-076

Amendment Question 8:

Texarkana, Texas, City Charter, Article II, Sections 2 and 6 shall be as amended as follows and all other provisions rescinded and removed:

Sec. 2. – Number, selection, term of office and remuneration.

- (a) *Council composition.* The council shall be composed of seven members, consisting of six ward councilmembers and a mayor. Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.
- (b) *Term of office.* Each ward councilmember and the mayor shall serve for a three-year term, which term shall begin on the day of the next regular council meeting following the canvas of the regular election in which the ward councilmember or mayor was elected.
- (c) *Transition from two-year to three-year terms.* The following election schedule and process is established to transition from a two-year term to a three-year term:
- (1) The three councilmembers elected in the 2017 election year shall, upon taking the oath of office, collectively draw to determine which one shall have a transitional term of office for four years, with the other two having a term of office of three years; and
 - (2) The three councilmembers elected in the 2018 election year shall, upon taking the oath of office, collectively draw to determine which two shall have a transitional term of office for four years, with the other councilmember having a term of office of three years; and
 - (3) There will be no regular election for councilmembers in the 2019 election year.
 - (4) The following table provides an example of the transition from two-year terms to three-year terms, utilizing Ward 5 as the hypothetical draw for the four-year transitional term under subsection (c)(1), and Wards 3 and 6 as the hypothetical draws for the four-year transitional terms under subsection (c)(2):

Example of Transition from 2-Year Terms to 3-Year Terms							
Office	2017	2018	2019	2020	2021	2022	2023
Mayor		3-year			3-year		
Ward 1		3-year			3-year		
Ward 2	3-year			3-year			3-year
Ward 3		4-year				3-year	
Ward 4	3-year			3-year			3-year
Ward 5	4-year				3-year		
Ward 6		4-year				3-year	

- (d) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

- (a) The City Council shall order a special election to fill a vacancy in council membership in the event the unexpired term of the vacant office, including the office of Mayor, is greater than twelve (12) months.

2017-076

(b) In the event the unexpired term of a vacant office, including the office of Mayor, is twelve (12) months or less, the City Council may, by majority vote of the Mayor and the remaining councilmembers, either fill the vacancy by appointment, defer filling the vacancy until the next regular city election, or order a special election to fill the vacancy.

(c) A person filling a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.

(d) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum: (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4) the Governor, upon the petition of any remaining councilmember or any five registered voters of the city, provided the preceding methods have failed to raise the membership to a quorum.

Ballot Language:

City Charter Amendment 8: Revising the City Charter, Article II, Section 2 – Number, selection, term of office and remuneration, and Article II, Section 6 - Vacancies. Providing for three-year terms of office for the Mayor and Councilmembers; providing a transition plan from two-year terms to three-year terms; providing for filling a vacancy in council membership by mandatory special election when the unexpired term of the vacant office is greater than twelve (12) months or by optional appointment when the unexpired term of the vacant office is twelve (12) months or less; and renumbering existing Charter sections providing for Council composition, a person filling a vacancy serving for the remainder of the unexpired term, and procedures to raise council membership to a quorum when the membership of the Council is reduced to less than a quorum.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 1: Article II, Section 8

Proposed

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at least once per month. Meeting dates, times, and locations shall be specified by resolution. A newly-elected Councilmember (including the Mayor) shall assume the duties of office on the next regular council meeting day immediately following the canvass of the election.

(b) *Special Meetings.* The Mayor, the Mayor Pro Tempore, any two Councilmembers, or the City Manager may at any time call a special council meeting by submitting to the City Secretary a signed statement specifying the time and place of the meeting and the subjects to be considered. The meeting notice shall be prepared and posted by the City Secretary and shall contain for City Council deliberation only the subjects specified in the signed statement. Councilmembers shall be informed of the meeting in any manner consistent with state law or as otherwise approved by resolution of the City Council.

(c) *Emergency Meeting.* The Mayor or City Manager may call an Emergency Meeting of the City Council as allowed by law.

(d) *Public Meetings.* All meetings of the City Council, boards, and commissions shall be open to the public and noticed as provided by law. The City Council, boards, and commissions may adopt rules of procedure consistent with the city charter and state law.

(e) *Public Participation.* The Council shall adopt rules and procedures for public comment during regular Council meetings.

(f) *Attendance of City Manager.* The City Manager shall attend all meetings of the City Council and may take part in the discussion of all matters coming before the Council but shall have no vote.

Current Charter

Sec. 8. - Meetings of the Council.

(a) *General.* The City Council shall meet at the City Hall on the first week day of May following a regular city election. Newly elected members (including the Mayor) shall assume the duties of office at that time. Thereafter the Council shall meet in a regular meeting at the City Hall at least once a month on a day to be set by ordinance or resolution.

(b) *Special.* The Council may provide by ordinance or resolution for the time and place of holding any additional meetings, and the manner in which special meetings shall be called. A special meeting shall be called by the City Secretary upon written request of the Mayor, the City Manager, or a majority of the members of the Council by written notice thereof mailed to the post office address of the several members of the Council at least twenty-four (24) hours next before such special meeting. Notice of such meeting shall state the subject to be considered, and no subject at such meeting shall be considered unless notice of the subject to be considered has been given according to law. Special meetings may be held without previous notice provided all members of the Council are present, or all members waive such notice in writing.

(c) *Attendance of City Manager; meetings public.* The City Manager shall attend all meetings of the Council and may take part in the discussion of all matters coming before the Council but shall have no vote. All meetings of the Council and of all boards, commissions, and committees thereof shall be open to the public as provided by State law. Any inhabitant of the City shall have a reasonable opportunity to be heard at any meetings of the Council on any matter.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 2: Article IV, Section 1

Proposed

Sec. 1 – Administrative departments

All administrative departments shall be under the control and direction of the City Manager. The City may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another.

Current Charter

Sec. 1. - Administrative departments.

General. There are hereby created the following administrative departments: (1) Finance Department. (2) Police Department. (3) Fire Department. (4) Public Works Department, and others which may be established by ordinance.

All administrative departments shall be under the control and direction of the City Manager. The Council may abolish or combine one or more departments created by it, and may assign or transfer duties of any departments of the City from one department to another by ordinance.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 3: Article X, Section 2

Proposed

Sec. 2. – City attorney.

The Council shall appoint a city attorney to serve at its pleasure and to be its legal adviser.

Current Charter

Sec. 2. - City attorney.

(a) The City Council shall appoint the City Attorney, who must be a competent practicing attorney in the City of Texarkana, Texas. He shall receive for his services such compensation as may be fixed by the Council and shall hold his office until his successor is appointed and qualified.

(b) The City Attorney shall represent the City in all litigations. He shall be the legal advisor of and attorney and counsel for the City and for all officers and departments thereof.

(c) The City Attorney shall have power to appoint such assistants as are provided in the city budget, subject to the approval of the Council, at such compensation as fixed by the Council.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 4: Article II, Section 10

Proposed

Sec. 10. – Annual Audit.

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. The completed audit report shall be posted to the city's website.

Current Charter

Sec. 10. – Annual Audit

The council shall cause to be prepared an independent audit annually by a certified public accountant covering all of the city's financial affairs as soon after the close of the fiscal year as practicable. A summary of the annual city audit shall be published by the council in the newspaper authorized to publish the city's legal notices.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 5: Article II, Section 4

Proposed

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council in the event of a tie vote, a vacancy in council membership, or a Councilmember not voting or absent, but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Current Charter

Sec. 4. – The mayor.

The mayor shall preside at meetings of the council, and shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The person holding the office of mayor shall cast a vote in the council only in the event of a tie vote but otherwise shall have all the duties and powers conferred on the mayor by this Charter. The council shall elect a mayor pro tem who shall act as mayor during the absence or disability of the mayor. The mayor pro tem shall be elected from among the councilmen.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 6: Article XVI, Section 12

Proposed

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance, as it shall deem appropriate, to renumber and rearrange all Articles, Sections, and Paragraphs of this Charter, or any amendments thereto, or to substitute appropriate terms to bring the Charter into conformity with state or federal law or to eliminate gender references, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Current Charter

Sec. 12. - Rearrangement and renumbering of Charter.

The Council shall have the power by ordinance to renumber and rearrange all Articles, Sections and Paragraphs of this Charter, or any amendments thereto and to eliminate gender references to the various provisions of the charter and to substitute appropriate terms therefor, as it shall deem appropriate, and upon the passage of any such ordinance a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State of the State of Texas for filing.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 7: Article II, Section 9

Proposed

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. Unless otherwise specifically provided for in this Charter, city ordinance, or state law, the affirmative vote of a majority of the members present and voting shall be necessary to adopt any ordinance or resolution. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes. A member intending to abstain from voting shall abstain from participation in the matter and shall notify the Mayor of such intention prior to the first presentation of the matter to the council.

Current Charter

Sec. 9. - Council rules.

The council shall be the judge of the election and qualifications of its members, and for such purpose shall have the power to subpoena witnesses and require the production of records, but the decision of the council in any such case shall be subject to review by the courts. It shall determine its own rules and order of business and keep a bound record of its proceedings. Five members of the council shall constitute a quorum. The affirmative vote of four of the members shall be necessary to adopt any ordinance or resolution unless otherwise specifically provided in this Charter. The ayes and noes shall be taken upon the passage of all ordinances or resolutions and the vote of each member shall be recorded in the minutes.

Comparing Current Charter and Proposed Amendments
July 2017

Amendment 8: Article II, Sections 2 and 6

Proposed

Sec. 2. – Number, selection, term of office and remuneration.

- (a) *Council composition.* The council shall be composed of seven members, consisting of six ward councilmembers and a mayor. Candidates for mayor shall be voted on by the qualified voters of the city at large. Candidates for ward councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election.
- (b) *Term of office.* Each ward councilmember and the mayor shall serve for a three-year term, which term shall begin on the day of the next regular council meeting following the canvas of the regular election in which the ward councilmember or mayor was elected.
- (c) *Transition from two-year to three-year terms.* The following election schedule and process is established to transition from a two-year term to a three-year term:
 - (1) The three councilmembers elected in the 2017 election year shall, upon taking the oath of office, collectively draw to determine which one shall have a transitional term of office for four years, with the other two having a term of office of three years; and
 - (2) The three councilmembers elected in the 2018 election year shall, upon taking the oath of office, collectively draw to determine which two shall have a transitional term of office for four years, with the other councilmember having a term of office of three years; and
 - (3) There will be no regular election for councilmembers in the 2019 election year.
 - (4) The following table provides an example of the transition from two-year terms to three-year terms, utilizing Ward 5 as the hypothetical draw for the four-year transitional term under subsection (c)(1), and Wards 3 and 6 as the hypothetical

Current Charter

Sec. 2. - Number, selection, term of office, and remuneration.

- (a) The council shall be composed of seven (7) members, consisting of six (6) ward Councilmembers and a Mayor. Candidates for Mayor shall be voted on by the qualified voters of the City at-large. Candidates for ward Councilmember shall be voted on only by the qualified voters residing in the ward from which the candidate seeks election. Each ward Councilmember and the Mayor shall serve for a two-year term, which term shall begin on the first weekday in May following the regular City election in which the ward Councilmember or Mayor was elected. Three (3) ward Councilmembers shall be elected on each odd year, and three (3) ward Councilmembers and the Mayor shall be elected on each even year.
- (b) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

- (a) The City Council may, by majority vote of the remaining councilmembers (including the Mayor as a temporary, full-voting member), fill a vacancy in council membership, including the office of Mayor.
- (b) The City Council may order a special election to fill a vacancy in council membership.
- (c) The City Council may defer filling a vacancy in council membership until the next regular City election.
- (d) A person elected to fill a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.
- (e) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum:
 - (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4)

Comparing Current Charter and Proposed Amendments

July 2017

draws for the four-year transitional terms under
subsection (c)(2):

Example of Transition from 2-Year Terms to 3-Year Terms							
Office	2017	2018	2019	2020	2021	2022	2023
Mayor		3-year			3-year		
Ward 1		3-year			3-year		
Ward 2	3-year			3-year			3-year
Ward 3		4-year				3-year	
Ward 4	3-year			3-year			3-year
Ward 5	4-year				3-year		
Ward 6		4-year				3-year	

(d) The mayor shall receive remuneration in the amount of \$400.00 monthly, and councilmembers shall receive remuneration in the amount of \$300.00 monthly.

Sec. 6. - Vacancy.

(a) The City Council shall order a special election to fill a vacancy in council membership in the event the unexpired term of the vacant office, including the office of Mayor, is greater than twelve (12) months.

(b) In the event the unexpired term of a vacant office, including the office of Mayor, is twelve (12) months or less, the City Council may, by majority vote of the Mayor and the remaining councilmembers, either fill the vacancy by appointment, defer filling the vacancy until the next regular city election, or order a special election to fill the vacancy.

(c) A person filling a vacancy in council membership shall serve for the remainder of the unexpired term of the vacated office.

(d) If the membership of the City Council is reduced to less than a quorum (that is, less than five councilmembers), the following persons, in the order of succession listed, may appoint additional councilmembers to raise the membership to a quorum: (1) the Mayor; (2) the Mayor Pro Tempore if the office of Mayor is vacant; (3) a unanimous vote of the remaining councilmembers, with the Charter's quorum requirement suspended for such vote, if the offices of both the Mayor and Mayor Pro Tempore are vacant; (4) the Governor, upon the petition of any remaining councilmember or any five registered voters of the city, provided the preceding methods have failed to raise the membership to a quorum.

the Governor, upon the petition of any remaining councilmember or any five registered voters of the City, provided the preceding methods have failed to raise the membership to a quorum.

(f) A person appointed to fill a vacancy in council membership shall serve for the remainder of the unexpired term of office if the remaining term expires immediately following the next regular City election. Otherwise, a person appointed to fill a vacancy shall serve only until a successor is elected.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTIONS AND
TERMS

Board members shall be elected by position for three-year terms with the elections conducted annually, as follows:

- POSITIONS 1 AND 2 The election for positions 1 and 2 shall be held in 2015, 2018, 2021, and in three-year intervals thereafter.
- POSITIONS 3 AND 4 The election for positions 3 and 4 shall be held in 2016, 2019, 2022, and in three-year intervals thereafter.
- POSITIONS 5, 6, AND 7 The election for positions 5, 6, and 7 shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTIONS AND
TERMS

Board members shall be elected by place for three-year terms with the elections conducted annually, as follows:

PLACES 4 AND 5

The election for places 4 and 5 shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

PLACES 6 AND 7

The election for places 6 and 7 shall be held in 2018, 2021, 2024, and in three-year intervals thereafter.

PLACES 1, 2, AND 3

The election for places 1, 2, and 3 shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

CANDIDACY	Information regarding the procedures for becoming a candidate may be found in the business office. [See BBA]
SCHEDULE OF ELECTIONS	Trustees shall be elected for three-year terms with elections held annually, as indicated below:
SINGLE MEMBER DISTRICT 1 AND AT-LARGE TRUSTEE	The current term expires in the year 2012. Subsequent elections shall take place in 2015 and 2018, and at three-year intervals thereafter in a like manner.
SINGLE MEMBER DISTRICTS 3 AND 5	The current term expires in the year 2013. Subsequent elections shall take place in 2016 and 2019, and at three-year intervals thereafter in a like manner.
SINGLE MEMBER DISTRICTS 2, 4, AND AT-LARGE TRUSTEE	The current term expires in the year 2014. Subsequent elections shall take place in 2017 and 2020, and at three-year intervals thereafter in a like manner.
ELECTION SUPPLIES	The Superintendent or designee shall be responsible for securing the necessary ballots, ballot boxes, and other supplies to conduct the scheduled election.
REELECTION	Board members may succeed themselves in office without limit.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 7/20/2017 9:07 AM

Lead Department: Deputy City Manager - Kyle Dooley **Action Officer:** Kyle Dooley
Subject: Ordinance No. 2017-074 amending Chapter 1 of the Code of Ordinances of the City of Texarkana, Texas, by adding Section 1-14 - "Release or Reduction of Real Property Liens."
Briefing: 7/24/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

As Council is aware, staff has made great strides in trying to improve the weed lot mowing program and residential demolition program over the last few of years. While doing so, staff has identified several reoccurring issues with property liens in both programs. Research was conducted to see how each department handled these issues historically.

Each department had the same procedure on how to handle these issues. Typically, if someone came in and paid off a lien in full, staff would release the lien. If any error was made in filing the lien, thus making the lien invalid, staff would release the lien. If any other request was made to either reduce or release a lien without a full payment, that request was denied. As we have now had some time to review our weed lot and demolition programs, it has become apparent that there are instances where these procedures were not adequate.

Currently, there is no policy in the city ordinance that covers how to handle releasing liens. It was determined that the best course of action would be to propose a policy that would set criteria for staff on how we handle releasing or reducing liens, and would address the inadequacies in our current procedures.

The first item in this new policy proposes to allow the City Manager or designee the ability to release a lien when paid in full. Staff has always followed this method as a general procedure once a lien was paid in full, but upon further research, it could not be determined that Council had ever actually given that ability to staff through an ordinance.

The second item in the new policy proposes to allow the City Manager or designee, in consultation with the City Attorney, to reduce or release in whole or in part a lien of up to \$50,000 if it falls into one of four categories. These four categories cover the reoccurring property lien issues staff is seeing in the weed lot and demolition programs. These categories are: a partial payment of the lien, the lien amount exceeds the market value of the property, promotion of neighborhood improvements or economic redevelopment, or remedying any defects and/or errors in the recording of the lien.

Anything beyond these criteria would not be eligible for reduction or release by staff. All other issues with property liens would be brought to Council for consideration on a case-by-case basis.

Potential Options:

City of Texarkana, Texas

- Approve amendment to the Code of Ordinances.
- Do not approve amendment to the Code of Ordinances.
- Revise amendment and approve revised version of amendment to Code of Ordinances.

Fiscal Implications:

Typically, lien releases or reductions range between a few hundred to a few thousand dollars. The proposed \$50,000 threshold for releasing or reducing liens would match the current purchasing authority of the City Manager.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-074 ORD Adding Sec 1-14 Release or Reduction of Real Property Liens to Code of Ord (DOCX)
- b. 2017-074 Goals & Perspectives (DOCX)

Staff Coordination

Deputy City Manager - Kyle Dooley	Kyle Dooley	Department Head Review
Completed	07/13/2017 8:57 AM	
Public Works Department	Dusty Henslee	Review Completed
07/13/2017 12:38 PM		
Municipal Prosecutor Deborah Jones	Asst. City Attorney Review	Completed
07/14/2017 8:42 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review Completed	07/19/2017 9:40 AM	
City Attorney Jeffery C. Lewis	City Attorney Review	Completed 07/14/2017
9:23 AM		
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review Completed	07/19/2017 9:43 AM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	07/19/2017 10:19 AM	
Public Information Officer	Lisa Thompson	PIO Review Completed
07/19/2017 10:37 AM		
City Manager John Whitson	City Manager Review	Completed 07/20/2017
2:19 PM		
City Council Vicky Coopwood	Meeting	Pending 07/24/2017
6:00 PM		

City of Texarkana, Texas

Meeting History

PUBLISH

ORDINANCE NO. 2017 - 074

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES OF THE CITY OF TEXARKANA, TEXAS, BY ADDING SECTION 1-14 - "RELEASE OR REDUCTION OF REAL PROPERTY LIENS"; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's Code of Ordinances contains varied provisions authorizing the imposition of real property liens; and

WHEREAS, City Staff recommends the addition of an ordinance codifying circumstances which would authorize the City Manager or designee to release or reduce in whole or in part such liens.

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

SECTION 1: Chapter 1 of the Code of Ordinances of the City of Texarkana, Texas, is hereby amended to add the following new Section 1-14:

Sec. 1-14. - Release or Reduction of Real Property Liens

- (a) This section applies only to a real property lien authorized by this Code.
- (b) The City Manager or designee shall release a real property lien upon full payment or satisfaction of the lien, inclusive of interest and penalties.
- (c) The City Manager or designee may reduce or release in whole or in part a real property lien up to a maximum value of \$50,000, inclusive of interest and penalties, if, in the opinion of the City Manager or designee, in consultation with the City Attorney, reduction or release in whole or in part of the lien will facilitate any of the following:
 - (1) a partial payment of the lien;
 - (2) a sale of the burdened property to a responsible taxpayer when the lien amount or the cost or recoupment exceeds the market value of the property, or when such a sale relieves the city of any recurring maintenance, demolition, or other costs;
 - (3) the promotion of neighborhood improvement or economic redevelopment; or
 - (4) remedying any defects or errors in the imposition or recording of the lien.
- (d) This section is cumulative of other provisions in this Code relating to the same subject.

SECTION 2: That the City Secretary shall give notice of the passage of this ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

Attachment: 2017-074 ORD Adding Sec 1-14 Release or Reduction of Real Property Liens to Code of Ord (1671 : 2017-074 ORD Add to Code

PUBLISH

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

SECTION 4: That 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 **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: D

Update Date: 7/18/2017 3:13 PM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-077 rezoning Lot 6A, Block 6, Wade and Smith Addition,
located at 3117 Smith Street. Two Family-1 to Multiple Family-1. Phillip
Subject: Simmons, applicant.

Briefing: 7/24/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

NOT APPLICABLE

Executive Summary and Background Information:

Z-17-8: This is a request by Phillip Simmons, owner, to rezone Lot 6A, Block 6, Wade and Smith Addition, located at 3117 Smith Street from Two Family-1 to Multiple Family-1. The proposed use is a small apartment development. The existing use is a vacant lot.

The adjacent zoning is Two Family-1 to the north and west and General Retail to the east and south. The adjacent land use is a vacant nursing home to the north, vacant land to the south, a dilapidated boarded up residence to the east and a residence to the west.

The City's current Comprehensive Plan has designated this as a low density residential area. However, this area is in transition and changes are proposed in the City's new Comprehensive Plan that is currently in draft form.

Per the applicant, the proposed use of this property is a small apartment development. Mr. Simmons also owns the lot to the east. He plans to utilize these lots for the proposed six-unit development. 24 units per gross acre are allowed in the Multiple Family-1 zoning district. These two lots are approximately .66 acres in size so 16 units would be allowed on this site. The dilapidated structure on the lot to the east will have to be demolished before construction of the apartments.

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

Potential Options:

None

Fiscal Implications:

City of Texarkana, Texas

None

Staff Recommendation:

There is General Retail zoning to the east and south. There is multiple family and duplex zoning throughout this area of Robison Road. This use is consistent with other uses in this area. Therefore, staff recommends for approval of the request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request.

Advisory Board/Committee Meeting Date and Minutes:

July 5, 2017.

Attachments

- a. 2017-077 ORD rezoning 3117 Smith Street from 2F-1 to MF-1 (DOCX)
- b. 2017-077 ATTH 01 Maps (PDF)
- c. 2017 077 ATTH 02 Proposed site plan (PDF)
- d. 2017-077 ATTH 03 Zoning district definitions (PDF)
- e. 2017-077 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/11/2017 3:09 PM	
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager
Review Completed	07/11/2017 5:01 PM	
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	07/12/2017 1:18 PM	
Public Information Officer	Lisa Thompson	PIO Review Completed
07/12/2017 1:19 PM		
City Manager	John Whitson	City Manager Review Completed
4:22 PM		07/13/2017
City Council	Vicky Coopwood	Meeting Pending
6:00 PM		07/24/2017

City of Texarkana, Texas

Meeting History

ORDINANCE NO. 2017-077

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 6A, BLOCK 6, WADE AND SMITH ADDITION, LOCATED AT 3117 SMITH STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM TWO FAMILY-1 TO MULTIPLE 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 6A, Block 6, Wade and Smith Addition, located at 3117 Smith Street in the City of Texarkana, Bowie County, Texas, from **Two Family-1 to Multiple 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 after holding hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted six (6) to zero (0) to recommend approval of the application for rezoning from Two Family-1 to Multiple Family-1** 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 **Two Family-1 to Multiple 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 6A, Block 6, Wade and Smith Addition, located at 3117 Smith Street in the City of Texarkana, Bowie County, Texas, from **Two Family-1 to Multiple 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 **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



3117 Smith Street

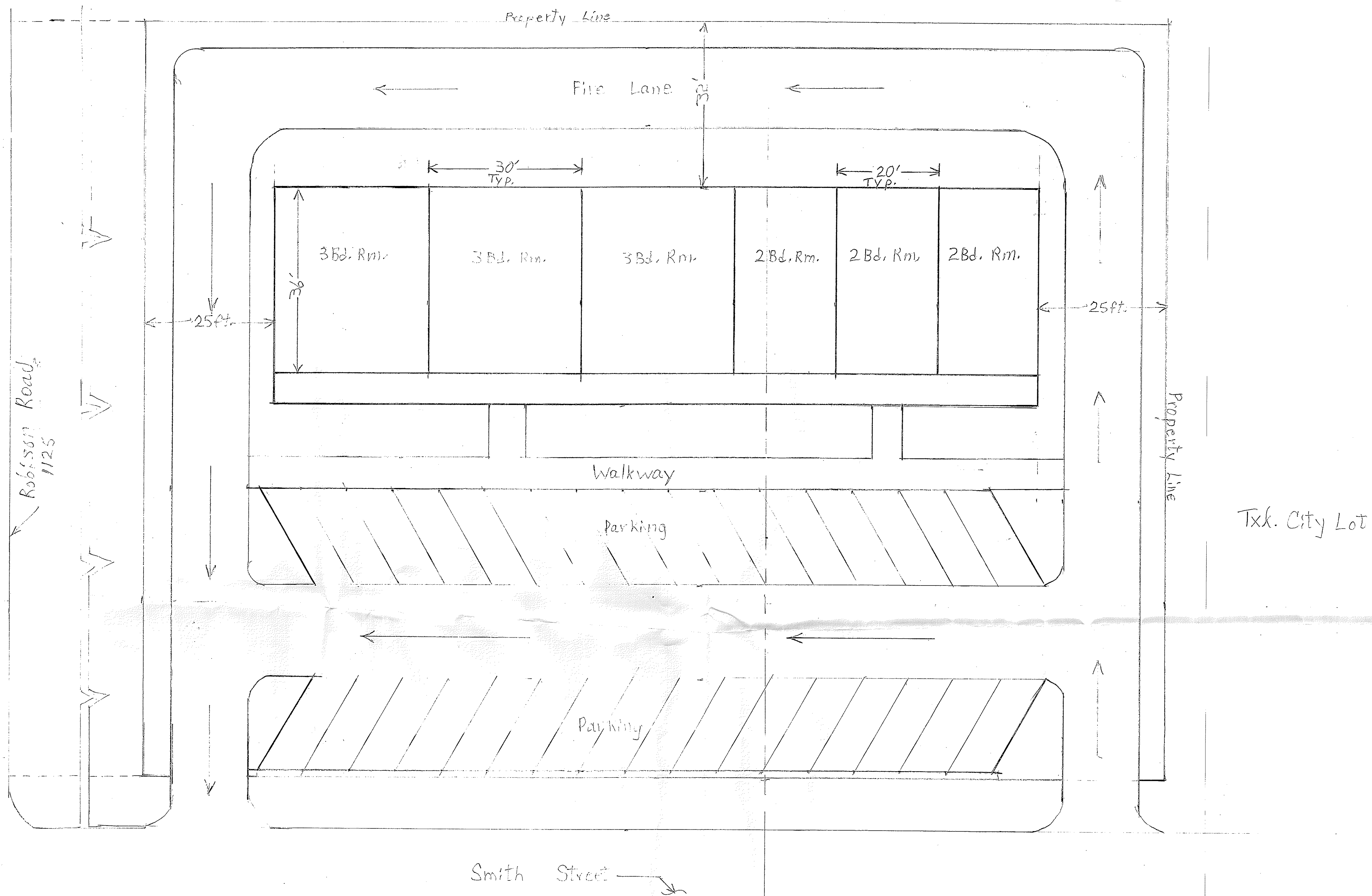
Department of Planning and Community Development



1:1,300



Attachment: 2017-077 ATTH 01 Maps (1677 : 2017-077 ORD rezoning at 3117 Smith Street)





CITY OF TEXARKANA TEXAS

ZONING DISTRICT DEFINITIONS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.bkusa.org

6.2.d

For complete definition of Use District and Permitted Uses, consult City Zoning Ordinance

- "A" Agriculture Districts – Single Family homes on 1 acres or more of land; ranches farms, stables, public utility facilities, country clubs, schools, churches, green houses and other agrarian related uses.
- "SF-1" Single-Family Dwelling District 1 – Uses permitted in "A: District plus, Single Family homes on lots of 12,000 square feet or more.
- "SF-2" Single-Family Dwelling District 2 – Uses permitted in "SF-1" District plus: Single Family homes on lots of 7,200 square feet or more.
- "SF-3" Single-Family Dwelling district 3 – Uses permitted in "SF-2" District plus: Single Family homes on lots of 5,000 square feet or more, modular or factory fabricated dwelling. HUD code manufactured homes subject to a specific location and a Specific use Permit (SUP).
- "PUR" Planned Unit Residential – Single family homes on lots intended as Garden Homes, 3750 square feet or more, Zero lot line homes/Patio Homes, 5000-6000 square feet or more. Subdivision must note housing type. Not to exceed 6 homes per gross acres over 2 acres, 8 homes under 2 acres.
- "2F-1" Two-Family Dwelling District 1 – Uses permitted in "SF-3" District plus: Two-Family dwelling units (duplexes) on lots of 10,000 square feet or more.
- "2F-2" Two Family Dwelling District 2 – Uses permitted in "2F-1" District plus: Duplexes on lots of 6,000 square feet or more.
- "TH" Townhouses Dwelling district – Uses permitted in 2F-2" District plus: Townhouses on lots of 2,000 square feet or more. Not to exceed 14 ½ dwelling units per gross acre.
- "MF-1" Multiple Family Dwelling District 1 – Uses permitted in "TH" District plus: Apartments are not to exceed 24 units per gross acres, row houses not to exceed 21 units per gross acres, hospitals, boarding, and rooming houses.
- "MF-2" Multiple Family Dwelling District 2 – Uses permitted in "MF-1" District plus: Apartments, not to exceed 27 units per gross acres, fraternity or sorority houses, kindergarten, nursery or day school, nursing home, commercial parking lot with specific approval of City Council, high-rise apartments.
- "P" Parking District – Single Family detached homes, parking lots (private and public), nursing home, and schools.
- "O" Office District – Uses permitted in "P" District plus: Bank, savings & loan office, fraternity or sorority house, museum or art gallery, kindergarten, day care, medical office, general business office, hotel and motel.
- "NS" Neighborhood Services District – Uses permitted in "MF-2" and "O" districts plus: Theater, antique shop, bakery, barber, beauty shop, camera shop, drug store, food store, hardware store, restaurant (no drive-in service), greenhouse or nursery.
- "GR" General Retail District – Uses permitted in "NS" District plus: Gas stations, new and used automobile sales, service and display, amusement parks, swim or tennis clubs, private club with specific approval of City Council, bus stations, parking lots, auto parts sales (indoor), department store, general retail uses as specified in the Zoning Ordinance, per clinic.
- "LC" Limited Commercial District – Uses permitted in "GR: District plus: Auto glass or seat cover shop, commercial golf course, indoor pistol or rifle range, office/warehouse (no outside storage), and plumbing shops (with a Specific Use Permit).
- "CB" Central Business District – Uses permitted in "LC" District plus: Storage yards, dance hall or night club, commercial golf course, private club, roller skating rink, drive-in theater, freight terminal, rail yards, muffler shop, auto repairing and painting, outdoor new and used auto sales lots, advertising signs, bakery, building material, cabinet shops, and other light manufacturing uses, warehouse.
- "C" Commercial District – Uses permitted in "CB" District plus: Hatchery, tire retreading plant, auto storage or auction, truck parking lot, private stables, contractors storage yard, manufacturing laboratory, open air sales, mobile homes sales or rental, wholesale storage facilities, heavy machinery sales and storage.
- "I-1" Industrial District 1 – All uses permitted in C" District with the exception of Single-Family homes, duplexes and attached single family housing plus: outdoor sale and storage of auto parts and accessories, refinery, oil and gas well, light manufacturing.
- "I-2" Industrial District 2 – Any use with the exception of housing in any form, not prohibited by any other laws or regulations of the Code of Ordinances of the City, County or State of Texas.
- "PD" Planned Development District – Any permitted use when approved as part of an overall project plan by the City Council; subject to conditions as indicated in the City Zoning Ordinance.

Attachment: 2017-077 ATTH 03 Zoning district definitions (1677 : 2017-077 ORD rezoning at 3117 Smith Street)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: B

Update Date: 7/21/2017 10:46 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2017-078 rezoning an approximate 14-acre tract of land in the
Thomas Price HRS, A-466, located in the 3600 block of Old Boston Road.
Subject: Single Family-2 to Multiple Family-2. William Davis, applicant.
Briefing: 7/24/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

NOT APPLICABLE

Executive Summary and Background Information:

Z-17-9: This is a request by William Davis, owner, to rezone an approximate 14 acre tract of land in the Thomas Price HRS, A-466, located in the 3600 block of Old Boston Road from Single Family-2 to Commercial. The proposed use is a triplex development. The existing use is vacant property.

The adjacent zoning is Single Family-2 to the north, west and east, General Retail and Commercial to the south and Limited Commercial and Single Family-2 to the west. The adjacent land use is vacant land to the north, residences to the east, a mini-warehouse development to the south and Elliott Electric Company and vacant land to the west.

The City's current Comprehensive Plan has designated this as a low density residential area. However, this area is in transition and changes are proposed in the City's new Comprehensive Plan that is currently in draft form.

Per the applicant, Mr. William Davis, the proposed use of this property is a triplex development. Mr. Davis had stated that he is proposing to construct approximately 1,743 square foot triplex units with a double garage. See attached copy of floor plan, plot plan and photograph of the proposed triplexes.

This tract of land is currently surrounded on three sides by Single Family-2 zoning except for Limited Commercial zoning to the west along the front portion of the property. Mr. Davis has requested rezoning to the Commercial zoning district even though the triplex development would be allowed in a multiple family zoning district. Commercial zoning allows several undesirable uses. Therefore, staff would recommend that this property be rezoned to the Multiple Family-2 zoning district that would act as a buffer between the Commercial zoning to the west and the single family residential zoned property to the north, east and west.

City of Texarkana, Texas

The applicant requested to amend the application for rezoning to Multiple Family-2 as opposed to Commercial at the July 5, 2017 Planning and Zoning Commission meeting. 27 units per gross acre are allowed in the Multiple Family-2 zoning district.

The applicant should 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, 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:

None

Fiscal Implications:

None

Staff Recommendation:

This tract of land is currently surrounded on three sides by Single Family-2 zoning except for Limited Commercial zoning to the west along the front portion of the property. Mr. Davis has requested rezoning to the Commercial zoning district even though the triplex development would be allowed in a multiple family zoning district. Commercial zoning allows several undesirable uses. Therefore, staff would recommend that this property be rezoned to the Multiple Family-2 zoning district that would act as a buffer between the Commercial zoning to the west and the single family residential zoned property to the north, east and west.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval to the Multiple Family-2 zoning district.

Advisory Board/Committee Meeting Date and Minutes:

July 5, 2017

Attachments

City of Texarkana, Texas

- a. 2017-078 ORD rezoning 3600 blk. of Old Boston Rd. from SF-2 to MF-2 (DOCX)
- b. 2017-078 ATTH 01 Maps (PDF)
- c. 2017-078 ATTH 02 Plot Plan (PDF)
- d. 2017-078 ATTH 03 Floor plan (PDF)
- e. 2017-078 ATTH 04 Photo of proposed triplexes (PDF)
- f. 2017-078 EXH 'A' Legal description (PDF)
- g. 2017-078 ATTH 05 Gary Smith e-mail (PDF)
- h. 2017-078 ATTH 06 Zoning district definitions (PDF)
- i. 2017-078 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review		
Completed	07/11/2017 3:08 PM			
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager		
Review	Completed	07/11/2017 5:03 PM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager		
Review	Completed	07/12/2017 1:16 PM		
Public Information Officer	Lisa Thompson	PIO Review	Completed	
	07/12/2017 1:20 PM			
City Manager	John Whitson	City Manager Review	Completed	07/13/2017
4:19 PM				
City Council	Vicky Coopwood	Meeting	Pending	07/24/2017
6:00 PM				

Meeting History

ORDINANCE NO. 2017-078

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING AN APPROXIMATE 14-ACRE TRACT OF LAND IN THE THOMAS PRICE HRS, A-466, LOCATED IN THE 3600 BLOCK OF OLD BOSTON ROAD IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM SINGLE FAMILY-2 TO MULTIPLE FAMILY-2; 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 14-acre tract of land in the Thomas Price HRS, A-466 (**Exhibit 'A'**), located in the 3600 block of Old Boston Road in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Multiple Family-2**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted six (6) to zero (0) to recommend approval of the application for rezoning from Single Family-2 to Multiple Family-2** 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 Multiple Family-2** 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 14-acre tract of land in the Thomas Price HRS, A-466, located in the 3600 block of Old Boston Road in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Multiple Family-2**.

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.

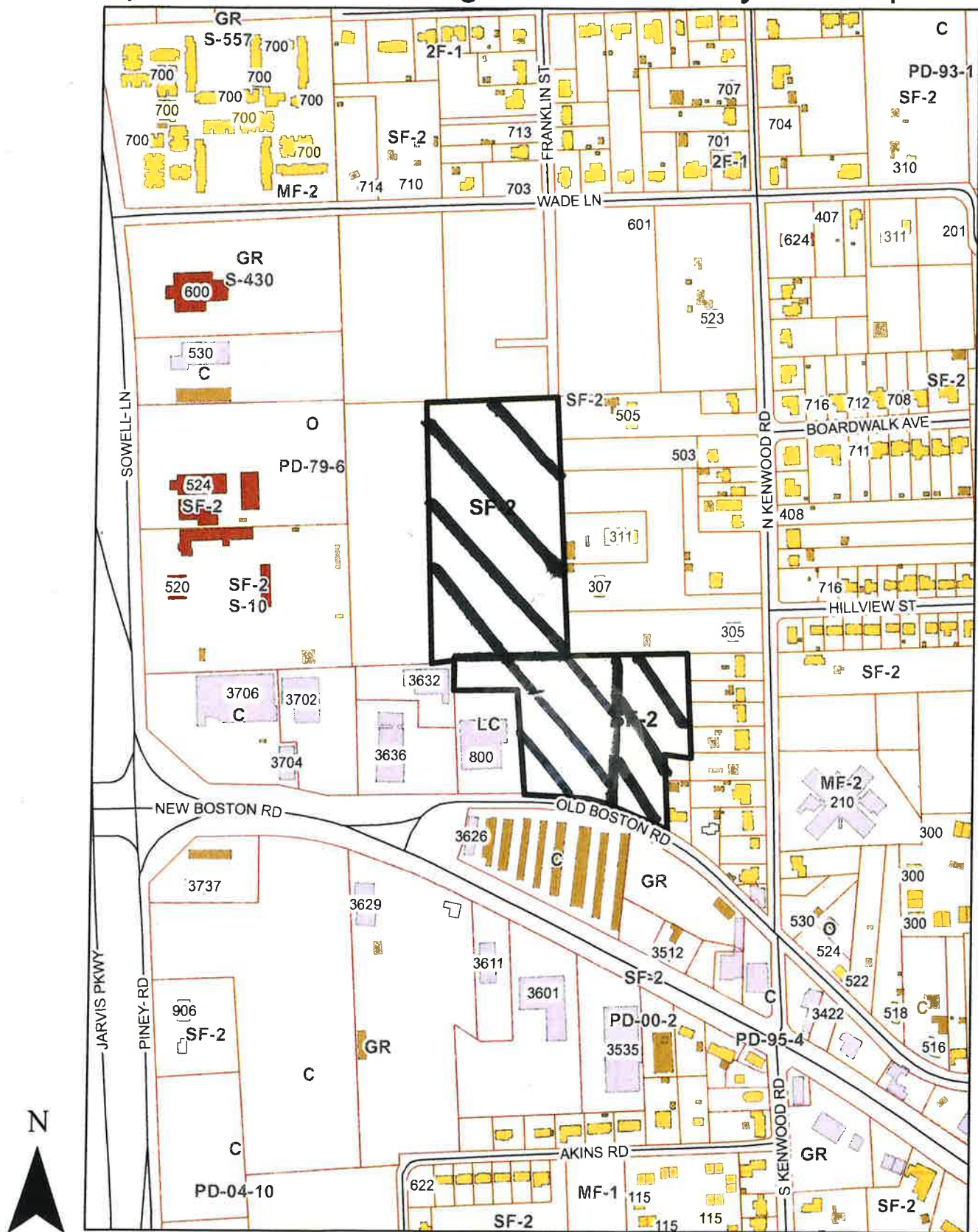
PASSED AND APPROVED in Regular Council Session on this the **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Department of Planning and Community Development



1:5,000

Attachment: 2017-078 ATTH 01 Maps (1678 : 2017-078 ORD rezoning 3600 block of Old Boston Road)



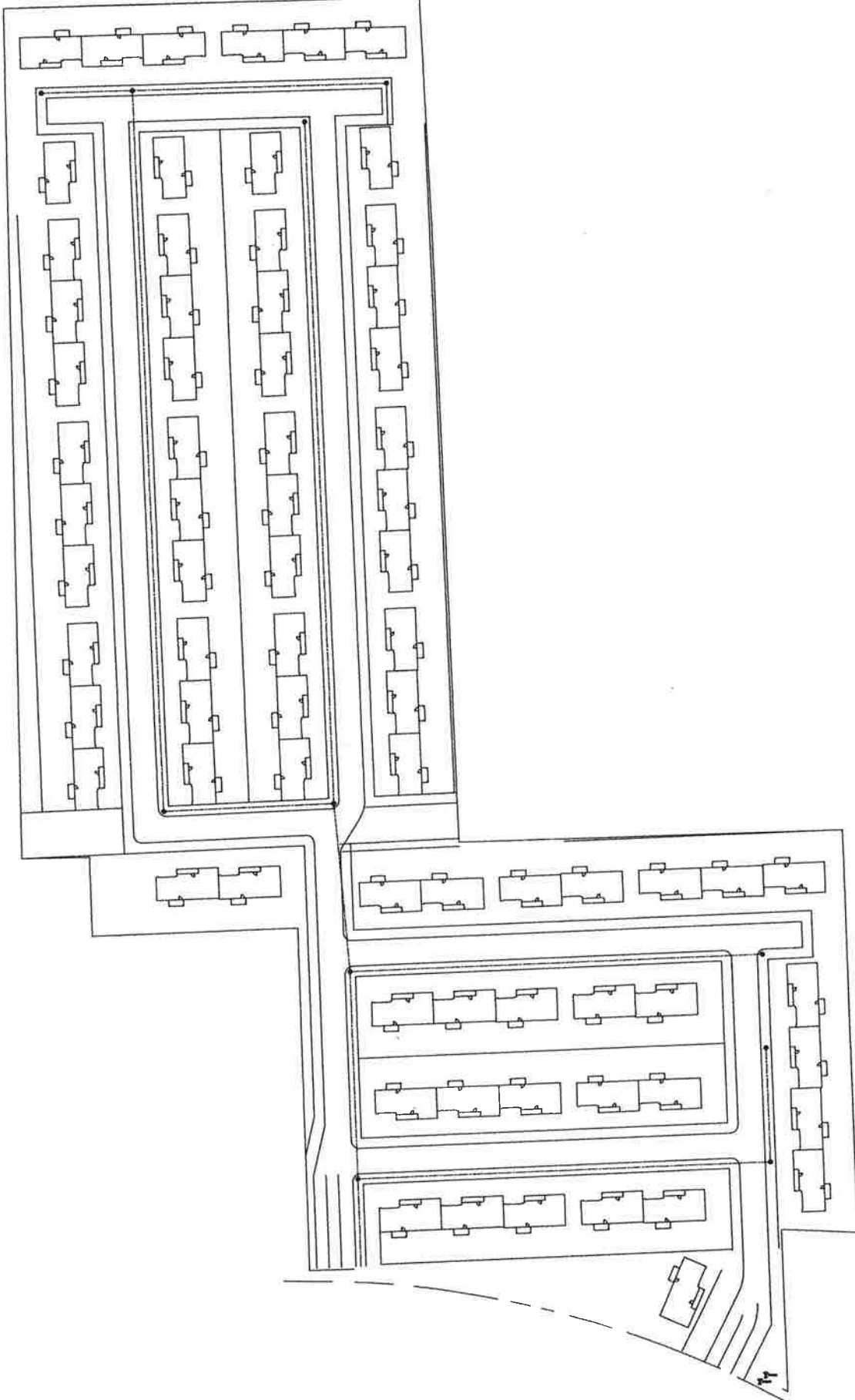
Department of Planning and Community Development



1:2,500

Attachment: 2017-078 ATTH 01 Maps (1678 : 2017-078 ORD rezoning 3600 block of Old Boston Road)





Attachment: 2017-078 ATTH 02 Plot Plan (1678 : 2017-078 ORD rezoning 3600 block of Old Boston Road)

THIS DRAWING IS FOR REVIEW PURPOSES ONLY.
NO PART OF THIS DRAWING IS TO BE USED FOR CONSTRUCTION.
DATE: 10/1/17 BY: C. J. WILSON III, P.E.

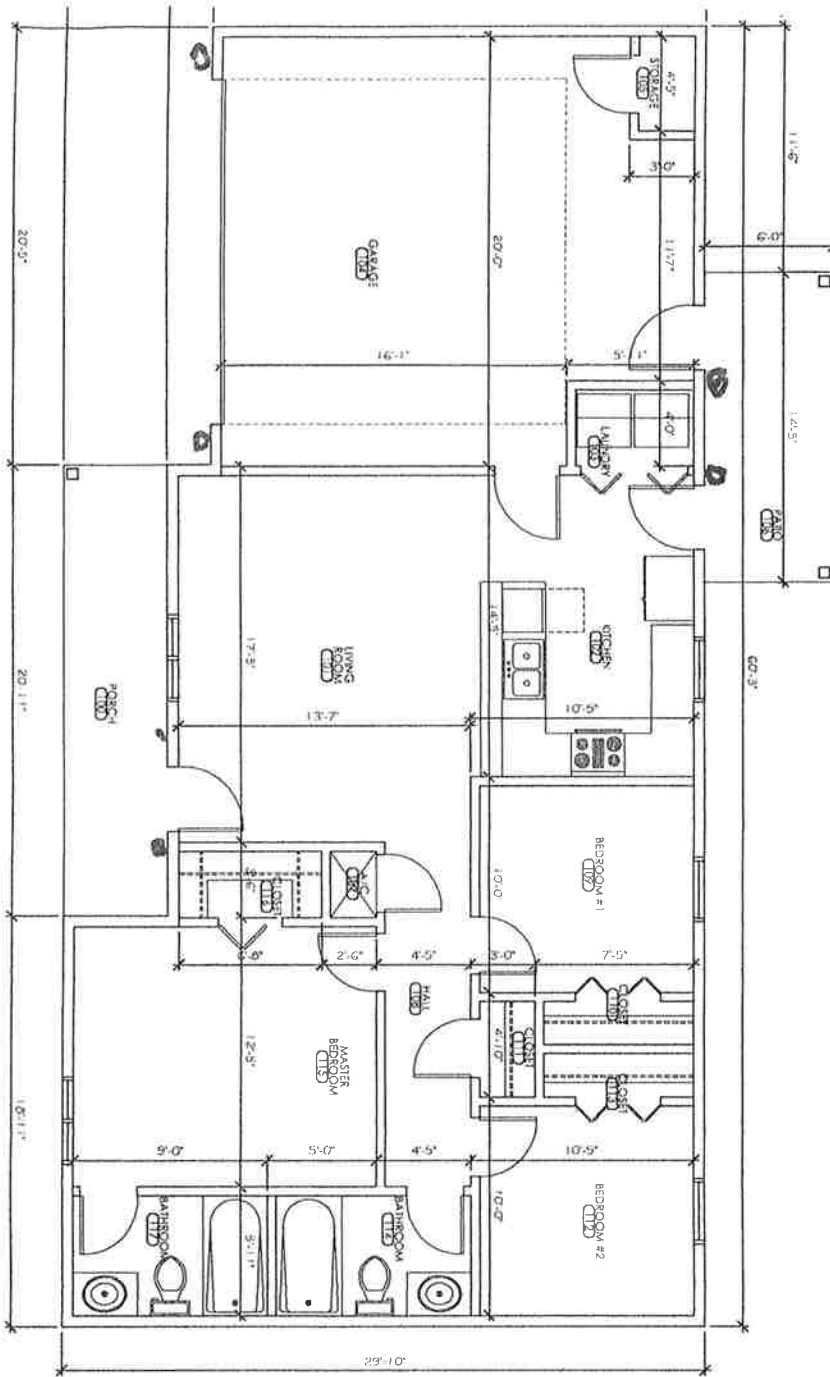
DATE	10/1/17
BY	C. J. WILSON III, P.E.
CHECKED BY	
DATE	
SCALE	AS SHOWN
PROJECT	xxxxxx Tri-Plex Complex
CLIENT	

PRELIMINARY

REVISION	
DATE	
BY	
CHECKED BY	
DATE	

PLOT PLAN (Preliminary -2) for
xxxxxx Tri-Plex Complex

AREA SCHEDULE (SQ.)	
FLOOR PLAN HEATED & COOLED	1,085
FRONT PORCH	101
BACK PORCH	87
GARAGE	420
TOTAL SQ. UNDER ROOF	1,743



1

DIMENSIONED FLOOR PLAN

Scale: 1/4" = 1'-0"

Sheet Title

FLOOR PLAN

Date

04/27/17

Sheet No.

A2.00

Bill Davis
Duplex Development
TEXARKANA, TX

FrankieZed Studios, Inc.

P.O. BOX 8028 - TYLER, TX 75711

903-525-9564

**NOT FOR
REGULATORY
APPROVAL,
PERMITTING, OR
CONSTRUCTION**



Attachment: 2017-078 ATTH 04 Photo of proposed triplexes (1678 : 2017-078 ORD rezoning 3600 block

All that certain tract(s) or parcel(s) of land situated in Thomas Price HRS, Abstract No. 466, Bowie Co, Texas, said tracts being a part of 15.268 acre tract conveyed by Larry Joseph King to Gary Hendrickson and Roger Dean by third party deed dated 27 October 1993, and recorded in Volume 2032, Page 86 of the Deed Records of Bowie County, Texas, of which Gary L. Hendrickson conveyed 11.427 acres to "The William E. Davis Living Trust", William E. Davis Trustee, by document filed for record 28 March 2008 as document 4059 in Vol 5349, page 242-244 of Bowie County, Texas records, and Gary L. H Hendrickson conveyed additional 2.3 acres to "The William E. Davis Living Trust", William E. Davis Trustee, by Instrument/Document No. 2017-4871, in Bowie County, Texas, Records 26 April 2017, combined tracts being more particularly described as follows:

BEGINNING at the North East Corner of 11.427acre tract, same being the North East Corner of 15.268 acre tract;

THENCE South 03°30'08" East 233.66 feet (called 234.3 feet) to found 1/2" pipe replaced with 1/2" rebar;

THENCE South 02°58'55" East 589.51 feet to found 1/2" rebar;

THENCE North 87°52'26" East 157.53 feet to found 1/2" rebar, Said Point being the North West Corner of the 2.3 acre tract;

THENCE North 87°48'46" East 216.06 feet to found 5/8" rebar (point of beginning of 2.3 acre tract);

THENCE South 02°40'38" East 391.21 feet to set 1/2" rebar;

THENCE North 88°15'55" West 75.14 feet to re-set 5/8" rebar;

THENCE South 02°44'04" East 156.71 feet to point in edge of concrete drive way (no marker);

THENCE North 59°56'29" West 5.71 feet along North side R-O-W of Old Boston Rd, to found 5/8" rebar;

THENCE A Curve of North Side R-O-W to the Left, With an Arc Length of 154.0 ft, With A Radius of 819.49 ft, a Delta Angle of 10°46'03", and a Chord Bearing North 64°50'58" West 153.78 ft to found 1/2" rebar in/on the North side R-O-W of Old Boston Rd, Said Point Being the South West Corner of the 2.3 acre tract;

THENCE Continue With Said Curve of North Side R-O-W to the Left, With an Arc Length of 281.09 ft, With A Radius of 819.49 ft, a Delta Angle of 19°39'09", and a Chord Bearing North 80°03'34" West 279.71 ft to a re-set 1/2" Rebar in/on the North side R-O-W of Old Boston Rd;

(A Combined Curve Arc Length of 435.09 ft, Delta Angle of 30°25'12", Chord Bearing North 74°40'33" West 279.71 ft)

THENCE South N 88°14'28" West 46.71 feet, Along the North Side R-O-W of Old Boston Rd, to re-set 1/2" rebar, Said Point Being The South West Corner of Said Tract, and Said Point Being the South East Corner of Elliot Electric;

THENCE North 02°34'28" West 331.65 ft, Along East Line of Elliot Electric Tract, to Set 1/2" Rebar, the North East Corner of Elliot Electric;

THENCE South 87°25'32" West 199.79 ft, Along the North Line of the Elliot Electric Tract, to Set 1/2" Rebar;

THENCE North 02°32'28" West 76.74 ft, Along East Line of xxxx Tract, to Found 1/2" Rebar;

THENCE South 88°27'31" West 66.08 ft, Along North Line of xxx Tract, to Set 1/2" Rebar, South West Corner of This Tract, Also the South East Corner of TxDOT Storage Yard;

THENCE North 01°45'18" West 826.9 feet, Along West Side of TxDOT Storage Yard, to Set 1/2" Rebar;

THENCE North 88°01'04" East 74.89 ft to Found 1/2" Rebar;

THENCE North 88°01'04" East 310.50 ft, to Found 1/2" Rebar;

THENCE North 88°01'04" East 21.37 ft, to the Point of Beginning, Containing 13.695 acres more or less, in the combined Tracts.

TEX-Jaster, Shirley

From: TWU-Smith, Gary
Sent: Friday, July 14, 2017 9:44 AM
To: TEX-Jaster, Shirley
Cc: TWU-Phillips, JD
Subject: The Aspect
Attachments: Preliminary Plans june 17.pdf; PreliminaryReviewNotes.doc

Shirley,

Attached are the preliminary plans Pat Patterson submitted with my preliminary review notes. The Utility does have adequate facilities to provide water and sewer service to this proposed development. There is an existing six-inch (6") sewer main and an existing six-inch (6") water main on Old Boston Road. There is also an existing thirty-inch (30") water main along Old Boston Road. This sewer will go to our South Regional WWTP. If you need anything else or have any questions please do not hesitate to let me know. Thank you.

Gary Smith, P.E.
 Director of Operations & Maintenance
 Texarkana Water Utilities
 (903)-798-3831

Attachment: 2017-078 ATTH 05 Gary Smith e-mail (1678 : 2017-078 ORD rezoning 3600 block of Old Boston Road)



CITY OF TEXARKANA TEXAS

ZONING DISTRICT DEFINITIONS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.bkusa.org

6.3.h

For complete definition of Use District and Permitted Uses, consult City Zoning Ordinance

- "A" Agriculture Districts – Single Family homes on 1 acres or more of land; ranches farms, stables, public utility facilities, country clubs, schools, churches, green houses and other agrarian related uses.
- "SF-1" Single-Family Dwelling District 1 – Uses permitted in "A: District plus, Single Family homes on lots of 12,000 square feet or more.
- "SF-2" Single-Family Dwelling District 2 – Uses permitted in "SF-1" District plus: Single Family homes on lots of 7,200 square feet or more.
- "SF-3" Single-Family Dwelling district 3 – Uses permitted in "SF-2" District plus: Single Family homes on lots of 5,000 square feet or more, modular or factory fabricated dwelling. HUD code manufactured homes subject to a specific location and a Specific use Permit (SUP).
- "PUR" Planned Unit Residential – Single family homes on lots intended as Garden Homes, 3750 square feet or more, Zero lot line homes/Patio Homes, 5000-6000 square feet or more. Subdivision must note housing type. Not to exceed 6 homes per gross acres over 2 acres, 8 homes under 2 acres.
- "2F-1" Two-Family Dwelling District 1 – Uses permitted in "SF-3" District plus: Two-Family dwelling units (duplexes) on lots of 10,000 square feet or more.
- "2F-2" Two Family Dwelling District 2 – Uses permitted in "2F-1" District plus: Duplexes on lots of 6,000 square feet or more.
- "TH" Townhouses Dwelling district – Uses permitted in 2F-2" District plus: Townhouses on lots of 2,000 square feet or more. Not to exceed 14 ½ dwelling units per gross acre.
- "MF-1" Multiple Family Dwelling District 1 – Uses permitted in "TH" District plus: Apartments are not to exceed 24 units per gross acres, row houses not to exceed 21 units per gross acres, hospitals, boarding, and rooming houses.
- "MF-2" Multiple Family Dwelling District 2 – Uses permitted in "MF-1" District plus: Apartments, not to exceed 27 units per gross acres, fraternity or sorority houses, kindergarten, nursery or day school, nursing home, commercial parking lot with specific approval of City Council, high-rise apartments.
- "P" Parking District – Single Family detached homes, parking lots (private and public), nursing home, and schools.
- "O" Office District – Uses permitted in "P" District plus: Bank, savings & loan office, fraternity or sorority house, museum or art gallery, kindergarten, day care, medical office, general business office, hotel and motel.
- "NS" Neighborhood Services District – Uses permitted in "MF-2" and "O" districts plus: Theater, antique shop, bakery, barber, beauty shop, camera shop, drug store, food store, hardware store, restaurant (no drive-in service), greenhouse or nursery.
- "GR" General Retail District – Uses permitted in "NS" District plus: Gas stations, new and used automobile sales, service and display, amusement parks, swim or tennis clubs, private club with specific approval of City Council, bus stations, parking lots, auto parts sales (indoor), department store, general retail uses as specified in the Zoning Ordinance, per clinic.
- "LC" Limited Commercial District – Uses permitted in "GR: District plus: Auto glass or seat cover shop, commercial golf course, indoor pistol or rifle range, office/warehouse (no outside storage), and plumbing shops (with a Specific Use Permit).
- "CB" Central Business District – Uses permitted in "LC" District plus: Storage yards, dance hall or night club, commercial golf course, private club, roller skating rink, drive-in theater, freight terminal, rail yards, muffler shop, auto repairing and painting, outdoor new and used auto sales lots, advertising signs, bakery, building material, cabinet shops, and other light manufacturing uses, warehouse.
- "C" Commercial District – Uses permitted in "CB" District plus: Hatchery, tire retreading plant, auto storage or auction, truck parking lot, private stables, contractors storage yard, manufacturing laboratory, open air sales, mobile homes sales or rental, wholesale storage facilities, heavy machinery sales and storage.
- "I-1" Industrial District 1 – All uses permitted in C" District with the exception of Single-Family homes, duplexes and attached single family housing plus: outdoor sale and storage of auto parts and accessories, refinery, oil and gas well, light manufacturing.
- "I-2" Industrial District 2 – Any use with the exception of housing in any form, not prohibited by any other laws or regulations of the Code of Ordinances of the City, County or State of Texas.
- "PD" Planned Development District – Any permitted use when approved as part of an overall project plan by the City Council; subject to conditions as indicated in the City Zoning Ordinance.

Attachment: 2017-078 ATTH 06 Zoning district definitions (1678 : 2017-078 ORD rezoning 3600 block of Old Boston Road)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA

No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 7/14/2017 9:35 AM

Lead Department: Water Utilities **Action Officer:** Pam White,
Subject: Resolution No. 2017-079 authorizing the City Manager to enter into a contract
for the purchase of chemicals for water and wastewater treatment.
Public **Second** August 28, **Council**
Briefing: 7/24/2017 **Hearing:** 8/14/2017 **Briefing:** 2017 **Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Bids were advertised and twenty-six chemical specification packages were requested and mailed to prospective bidders in June. Bids were received and opened at 2:00 PM, July 5, 2017, on the following chemicals required for water and wastewater treatment for FY 2017-2018: Sodium Chlorite, Sulphur Dioxide, Powdered Activated Carbon, HTH (100# containers), Caustic Soda (bulk), Liquid Chlorine, Aluminum Sulfate, Ortho-Polyphosphate and Anhydrous Ammonia.

One chemical was renewed, by the current vendors, at the same price as FY 2016-2017. That chemical is Liquid Polymer.

Two vendors, DPC Industries and Brenntag SouthWest, tied on the bid for Sulphur Dioxide. In accordance with the City of Texarkana, Texas Purchasing Policy a coin toss determined the tie-breaker.

Potential Options:

None

Fiscal Implications:

Recommendations are for the low bid price per unit, from the listed vendors as shown on the bid tabulation sheet – ATTH01, in an aggregate amount not to exceed the amount budgeted in the Texarkana Water Utilities, Departments 410, 420, 490, 520, 530 and 540 Operating Fund Budgets for FY 2017-2018.

Staff Recommendation:

Utility staff recommends approval.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

City of Texarkana, Texas

Attachments

- a. 2017-079 RES Chemicals for Water and Wastewater Treatment (DOC)
- b. 2017 079 ATTH 01 Bid Tabulation (PDF)
- c. 2017-079 Goals & Perspectives (DOCX)

Staff Coordination

Water Utilities 10:13 AM	Jennifer Evans	Review	Skipped	07/13/2017
Water Utilities 10:36 AM	Donnie Crittenden	Review	Completed	07/13/2017
Water Utilities 10:47 AM	Jim Cornelius	Review	Completed	07/13/2017
Water Utilities 10:48 AM	JD Phillips	Review	Completed	07/13/2017
Public Information Officer 07/13/2017 11:18 AM		Lisa Thompson	PIO Review	Completed
City Manager 4:06 PM	John Whitson	City Manager Review	Completed	07/13/2017
City Council 6:00 PM	Vicky Coopwood	Meeting	Pending	07/24/2017

Meeting History

RESOLUTION NO. 2017 - 079

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ACCEPTING BIDS AND AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACTS TO PURCHASE SODIUM CHLORITE, HTH AND CAUSTIC SODA FROM HARCROS CHEMICALS, INC., SULPHUR DIOXIDE AND LIQUID CHLORINE FROM DPC CHEMICALS, INC., POWDERED ACTIVATED CARBON FROM SOUTHWEST CHEMICALS, INC., ALUMINUM SULFATE FROM CHEMTRADE CHEMICALS, INC., ORTHO-POLYPHOSPHATE FROM BRENNTAG SOUTHWEST, INC. AND ANHYDROUS AMMONIA FROM TANNER INDUSTRIES, INC. TO BE USED IN THE TREATMENT OF WATER AND WASTEWATER FOR THE TEXARKANA, TEXAS WATER AND SEWER OPERATIONS IN FY 2017-2018; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Texarkana Water Utilities (TWU) has certain chemical requirements for proper treatment of water and wastewater; and

WHEREAS, bids have been advertised and tabulated for these chemicals; and

WHEREAS, TWU staff has recommended the lowest bid received and anticipate funds to be available in the FY 2017-2018 budget.

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

SECTION 1: That the lowest and best bid received for Sodium Chlorite, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Harcros Chemicals Inc. at \$.4725 per pound described in attached **ATTH01**, be and is hereby accepted.

SECTION 2: That the lowest and best bid received for Sulphur Dioxide, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from DPC Chemicals, Inc. at \$720.00 per ton described in attached **ATTH01**, be and is hereby accepted.

SECTION 3: That the lowest and best bid received for Powder Activated Carbon, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Southwest Chemical Services, Inc. at \$1960.00 per dry ton described in attached **ATTH01**, be and is hereby accepted.

SECTION 4: That the lowest and best bid received for HTH (100# Containers), a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Harcros Chemicals, Inc. at \$133.00 per hundred-pound tote described in attached **ATTH01**, be and is hereby accepted.

SECTION 5: That the lowest and best bid received for Caustic Soda (Bulk) Liquid, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Harcros Chemicals, Inc. at \$.1495 per liquid pound described in attached **ATTH01**, be and is hereby accepted.

SECTION 6: That the lowest and best bid received for Liquid Chlorine, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from DPC Industries, Inc. at \$.2670 per pound described in attached **ATTH01**, be and is hereby accepted.

SECTION 7: That the lowest and best bid received for Aluminum Sulfate, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Chemtrade Chemicals, Inc. at \$168.00 per ton described in attached **ATTH01**, be and is hereby accepted.

SECTION 8: That the lowest and best bid received for Ortho-Polyphosphate Drums, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Brenntag Southwest, Inc at \$.4748 per pound described in attached **ATTH01**, be and is hereby accepted.

SECTION 9: That the lowest and best bid received for Anhydrous Ammonia, a chemical for the Texarkana, Texas Water and Sewer Operations for FY 2017-2018, was received from Tanner Industries, Inc. at \$.7900 per pound described in attached **ATTH01**, be and is hereby accepted.

SECTION 10: 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 **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

TABULATION OF BIDS - JULY 11, 2017
FY 2017-2018 CHEMICAL BIDS

CHEMICAL PURCHASES PROJECTED FOR THE PERIOD OCTOBER 1, 2017 - SEPTEMBER 30, 2018

CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Sodium Chlorite	Harcros Chemicals 1011 Jack Wells Rd Shreveport, LA 71107	\$.4725 per pound	\$.4795 per pound	4 \$.4725 \$.4760 \$.4889 \$.9500	2	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Sulphur Dioxide	DPC Industries 15838 Brittain Court Lindale, TX 75771	\$720.00 cost per ton	\$720.00 cost per ton	2 \$720.00 \$720.00	1	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Powdered Activated Carbon	SouthWest Chemicals 1227 E. Washington McAlester, OK 74502	\$1960.00 cost per dry ton	NONE	3 \$1960.00 \$2020.00 \$2881.40	2	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
HTH (100# Containers)	Harcros Chemicals 1011 Jack Wells Rd Shreveport, LA 71107	\$133.00 per 100# tote	\$137.00 per 100# tote	3 \$133.00 \$139.00 \$236.23	1	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Caustic Soda (Bulk) Liquid Weight	Harcros Chemicals 1011 Jack Wells Rd Shreveport, LA 71107	\$.1495 cost per liquid pound	\$.1084 cost per liquid pound	4 \$.1495 \$.1513 \$.1523 \$.1646	2	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Liquid Chlorine	DPC Industries 15838 Brittain Court Lindale, TX 75771	\$.2670 cost per pound	\$.2565 cost per pound	2 \$.2670 \$.2790	1	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Aluminum Sulfate	ChemTrade Chemicals 90 East Halsey Rd. Parsippany, NJ 07054	\$168.00 cost per ton	\$155.00 cost per ton	3 \$168.00 \$341.25 \$355.00	0	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED

Attachment: 2017 079 ATTH 01 Bid Tabulation (1679 : 2017-079 RES Chemicals for Water and Wastewater Treatment)

Ortho-Polyphosphate Drums	Brenntag SouthWest 610 Fisher Rd Longview, TX 75604	\$.4748 cost per pound	\$.5900 cost per pound	5 \$.4748 \$.5470 \$.5650 \$.5900 \$.6900	2	26
CHEMICAL	COMPANY	BID FY 2018	COST FY 2017	BIDS RECEIVED	REPS. PRESENT	BIDS REQUESTED
Anhydrous Ammonia	Tanner Industries, Inc. 735 Davisville Rd. Southampton, PA 18966	\$.7900 cost per pound	\$.8100 cost per pound	1 \$.7900	0	26

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 7/15/2017 1:10 PM

Lead Department: City Manager **Action Officer:** John Whitson, City Manager

Subject: Resolution No. 2017-080 adopting collective bargaining for fire fighters.

Briefing: 7/24/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

On November 8, 2016, Texarkana voters approved collective bargaining for the city's fire fighters. The Texas Local Government Code Chapter 174 requires the city to implement collective bargaining no later than October 30, 2017. Adoption of the proposed resolution will be the city council's action implementing collective bargaining as approved by the voters.

The next action following the city council's implementation will be for members of the collective bargaining unit, that is, fire department employee's, to select, by election, an exclusive agent to represent them in collective bargaining with the city. Chapter 174 establishes that the fair election will be conducted according to procedures agreed on by both the city and the bargaining unit.

The proposed resolution authorizes the city secretary to coordinate with the collective bargaining unit to determine an agreed upon election procedure and then to conduct the election.

After designation of an exclusive bargaining agent the bargaining unit will request collective bargaining. Upon receipt of the request, per the city council resolution, the City Manager will appoint the members of the city's collective bargaining team.

Potential Options:

- Adopt the resolution as recommended
- Revise and adopt the resolution

Fiscal Implications:

None

Staff Recommendation:

Adopt the recommended resolution

Advisory Board/Committee Review:

NONE

City of Texarkana, Texas

Board/Committee Recommendation:

APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-080 RES Adopting Collective Bargaining for Fire Fighters (DOCX)
- b. 2017-080 ATTH 01 Email Reference Fire Fighters Bargaining Agent (PDF)
- c. 2017-080 ATTH 02 Email Reference Request for Collective Bargaining (PDF)
- d. 2017-080 Goals & Perspectives (DOCX)
- e. 2017-080 ATTH 03 EXTRACT OF LGC CHAPTER 174 (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed	
	07/13/2017 3:57 PM			
City Attorney	Jeffery C. Lewis	Review	Completed	07/13/2017
	7:14 PM			
Fire Department	Eric Schlotter	Review	Completed	07/14/2017
	7:18 AM			
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager		
Review	Completed	07/14/2017 8:20 AM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager		
Review	Completed	07/14/2017 8:29 AM		
Public Information Officer	Lisa Thompson	PIO Review	Completed	
	07/14/2017 8:38 AM			
City Manager	John Whitson	City Manager Review	Completed	07/17/2017
	8:25 AM			
City Council	Vicky Coopwood	Meeting	Pending	07/24/2017
	6:00 PM			

Meeting History

RESOLUTION NO. 2017 - 080

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING CHAPTER 174 OF THE TEXAS LOCAL GOVERNMENT CODE FOR COLLECTIVE BARGAINING FOR THE CITY'S FIRE FIGHTERS AS REQUIRED BY LAW; DIRECTING THE CITY SECRETARY TO CONDUCT AN ELECTION TO DETERMINE THE EXCLUSIVE COLLECTIVE BARGAINING AGENT FOR THE CITY'S FIRE FIGHTERS; DIRECTING THE CITY MANAGER TO APPOINT THE CITY'S COLLECTIVE BARGAINING NEGOTIATION TEAM; REQUIRING THAT ALL COLLECTIVE BARGAINING NEGOTIATIONS BE CONDUCTED EXCLUSIVELY THROUGH THE ELECTED, EXCLUSIVE BARGAINING AGENT FOR THE CITY'S FIRE FIGHTERS AND THE APPOINTED NEGOTIATION TEAM FOR THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a petition was filed with the City Secretary pursuant to Section 174.051 of the Texas Local Government Code to call for an election to consider adoption of Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters; and

WHEREAS, an election pursuant to Section 174.051 of the Texas Local Government Code was held on Tuesday, November 8, 2016, to determine whether a majority of those voting were in favor of or opposed to adoption of Chapter 174 for collective bargaining for the City's fire fighters; and

WHEREAS, following the election on November 8, 2016, the votes were canvassed and a majority of the votes cast favored the adoption of Chapter 174 for collective bargaining for the City's fire fighters (8,194 votes in favor, 2,491 against); and

WHEREAS, Section 174.052 of the Texas Local Government Code provides that “[i]f a majority of the votes cast in an election under Section 174.051 favor adoption of this chapter, the governing body shall place this chapter in effect not later than the 30th day after the beginning of the first fiscal year of the political subdivision after the election”; and

WHEREAS, the beginning of the first fiscal year of the City after the election of November 8, 2016, commences on October 1, 2017; and

WHEREAS, Chapter 174 requires that “the City shall recognize an association selected by a majority of the fire fighters of the fire department . . . as the exclusive bargaining agent for the fire fighters of that department. . . .”; and

WHEREAS, Chapter 174 permits the City to designate one or more persons to negotiate or bargain on its behalf.

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

SECTION 1: Since a majority of the votes cast in the November 8, 2016, election held under Section 174.051 favored adoption of Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters, the City Council, as mandated by law, places Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters in effect on October 30, 2017.

SECTION 2: The City Secretary is hereby directed to conduct an election to determine the identity of the exclusive collective bargaining agent for the City's fire fighters and is authorized to consult with members of the fire department for the purpose of establishing the election process and procedures.

SECTION 3: The City Manager shall appoint one or more persons to comprise the City's collective bargaining team to negotiate or bargain on behalf of the City.

SECTION 4: All negotiations between the City and the City's fire fighters shall be conducted exclusively through formal negotiations between the appointed collective bargaining team for the city and the elected, exclusive collective bargaining agent for the firefighters.

SECTION 5: 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 **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

From: TEX-Whitson, John
To: ["Scott Robertson"](#)
Cc: [TTFD-Schlottter, Eric \(schlotttere@txkusa.org\)](mailto:schlotttere@txkusa.org); [TEX-Powell, Jim](#)
Subject: RE: Fire Fighters Bargaining Agent
Date: Thursday, July 13, 2017 1:36:00 PM

Dear Mr. Robertson:

The City has not recognized the election you referenced, because the City has a question concerning whether the Association is the majority representative of the firefighters covered by collective bargaining, as provided for in Section 174.103 of the Texas Local Government Code. The City was not afforded the opportunity to consider the election procedures, therefore, the City does not recognize the results of the election. Therefore, because the Union's process in obtaining signatures of those employees purportedly selecting the Local Union as their exclusive bargaining representative was not resolved in accordance with Section 174.103, the Council is delegating the coordination of a fair election procedure to the City Secretary.

Sincerely,

John A. Whitson, ICMA-CM
 City Manager
 PO Box 1967
 Texarkana, Texas 75504-1967

220 Texas Blvd
 Office (903) 798-3930
 Cell (903) 949-7839
 City Website: <http://www.ci.texarkana.tx.us/>
 City Council Agendas and Council Videos: <http://texarkanacitytx.iqm2.com/Citizens/Default.aspx>

From: Scott Robertson [mailto:srobertson@LOCAL367.ORG]
Sent: Tuesday, March 28, 2017 12:54 PM
To: TEX-Whitson, John <John.whitson@txkusa.org>
Cc: Craig Hicks <chicksonfire@windstream.net>; Eric McCasland <ericm7531@yahoo.com>; Scott Daniel <scottdaniel1840@gmail.com>; Zachary Flanagan <zacharyflanagan11@yahoo.com>; firedriver741@gmail.com
Subject: Fire Fighters Bargaining Agent

Mr. Whitson,

I wanted to let you know that a majority of fire fighters with the Texarkana, Texas Fire Department have selected the IAFF Local 367 as their exclusive bargaining agent. We put the question to every fire fighter in the department with the exception of Chief Schlottter via secret

ballot.

The returns were 92 percent for and 8 percent against/abstain.

Sincerely,

Scott Robertson
President
Texarkana, TX Firefighters Association
IAFF Local 367

From: TEX-Whitson, John
To: ["Scott Robertson"](#)
Cc: [TTFD-Schlotter, Eric \(schlottere@txkusa.org\)](#); [TEX-Powell, Jim](#)
Subject: RE: Request for Collective Bargaining
Date: Thursday, July 13, 2017 1:55:00 PM

Dear Mr. Robertson:

I assume by your not following up on your 8 MAY 17 request that you now realize that the request is premature. The city council has not yet placed Chapter 174 into effect and they have until 30 OCT 17 to do so.

Sincerely,

John A. Whitson, ICMA-CM
 City Manager
 PO Box 1967
 Texarkana, Texas 75504-1967

220 Texas Blvd
 Office (903) 798-3930
 Cell (903) 949-7839
 City Website: <http://www.ci.texarkana.tx.us/>
 City Council Agendas and Council Videos: <http://texarkanacitytx.igm2.com/Citizens/Default.aspx>

From: Scott Robertson [mailto:srobertson@LOCAL367.ORG]
Sent: Monday, May 08, 2017 6:52 PM
To: TEX-Whitson, John <John.whitson@txkusa.org>
Cc: Craig Hicks <chicksonfire@windstream.net>; Eric McCasland <ericm7531@yahoo.com>; Scott Daniel <scottdaniel1840@gmail.com>; Zachary Flanagan <zacharyflanagan11@yahoo.com>; vptellez51@aol.com; firedriver741@gmail.com
Subject: Request for Collective Bargaining

Mr. Whitson:

This letter shall constitute notice by Local 367 of the Texarkana Texas Firefighters Association of our request for collective bargaining more than 120 days before the conclusion of the current fiscal operating budget.

We stand ready to begin our negotiations with the same concerns that we are certain you have and that is for the well-being of our members and the well-being of our city and its citizens. Our negotiations shall conform to Sec. 174.105 where it is stated:

“the duty to bargain collectively means a public employer and an association shall:

1. meet at reasonable times;
- (2) confer in good faith regarding compensation, hours, and other conditions of employment or the negotiation of an agreement or a question arising under an agreement; and
- (3) execute a written contract incorporating any agreement reached, if either party requests a written contract.

As part of this process it is our position that bargaining in good faith requires you to deal exclusively with the designated bargaining unit of the association.

Please contact Scott Robertson, President, Texarkana Texas Fire Fighters Association, so that times for our negotiation sessions can be set.

Best Regards,

Scott Robertson
President
Texarkana, TX Firefighters Association
IAFF Local 367
(903)826-2857

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

LOCAL GOVERNMENT CODE
 TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES
 SUBTITLE C. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES OF MORE THAN ONE TYPE OF
 LOCAL GOVERNMENT
 CHAPTER 174. FIRE AND POLICE EMPLOYEE RELATIONS

SUBCHAPTER D. COLLECTIVE BARGAINING

Sec. 174.101. RECOGNITION OF BARGAINING AGENT FOR FIRE FIGHTERS. A public employer shall recognize an association selected by a majority of the fire fighters of the fire department of a political subdivision as the exclusive bargaining agent for the fire fighters of that department unless a majority of the fire fighters withdraw the recognition.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.102. RECOGNITION OF BARGAINING AGENT FOR POLICE OFFICERS. A public employer shall recognize an association selected by a majority of the police officers of the police department of a political subdivision as the exclusive bargaining agent for the police officers of that department unless a majority of the police officers withdraw the recognition.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.103. SINGLE BARGAINING AGENT FOR FIRE FIGHTERS AND POLICE OFFICERS. (a) Except as provided by Subsection (b), the fire and police departments of a political subdivision are separate collective bargaining units under this chapter.

(b) Associations that represent employees in the fire and police departments of a political subdivision may voluntarily join together for collective bargaining with the public employer.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.104. QUESTION REGARDING REPRESENTATION. (a) A question of whether an association is the majority representative of the employees of a department under Sections 174.101-174.103 shall be resolved by a fair election conducted according to procedures agreed on by the parties.

(b) If the parties are unable to agree on election procedures under Subsection (a), either party may request the American Arbitration Association to conduct the election and certify the results. Certification of the results of an election under this section shall resolve the question regarding representation. The public employer shall pay the expenses of the election, except that if two or more associations seek recognition as the bargaining agent, the associations shall pay the costs of the election equally.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.105. DUTY TO BARGAIN COLLECTIVELY IN GOOD FAITH.

(a) If the fire fighters, police officers, or both of a political subdivision are represented by an association as provided by Sections 174.101-174.104, the public employer and the association shall bargain collectively.

(b) For purposes of this section, the duty to bargain collectively means a public employer and an association shall:

- (1) meet at reasonable times;
- (2) confer in good faith regarding compensation, hours, and other conditions of employment or the negotiation of an agreement or a question arising under an agreement; and
- (3) execute a written contract incorporating any agreement reached, if either party requests a written contract.

(c) This section does not require a public employer or an association to:

- (1) agree to a proposal; or
- (2) make a concession.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.106. DESIGNATION OF NEGOTIATOR. A public employer or an association may designate one or more persons to negotiate or bargain on its behalf.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.107. NOTICE TO PUBLIC EMPLOYER REGARDING CERTAIN ISSUES. If compensation or another matter that requires an appropriation of money by any governing body is included for collective bargaining under this chapter, an association shall serve on the public employer a written notice of its request for collective bargaining at least 120 days before the date on which the public employer's current fiscal operating budget ends.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.108. OPEN DELIBERATIONS. A deliberation relating to collective bargaining between a public employer and an association, a deliberation by a quorum of an association authorized to bargain collectively, or a deliberation by a member of a public employer authorized to bargain collectively shall be open to the public and comply with state law.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.109. EFFECT OF AGREEMENT. An agreement under this chapter is binding and enforceable against a public employer, an association, and a fire fighter or police officer covered by the agreement.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 7/21/2017 10:48 AM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Ordinance No. 2017-081 amending the budget estimate of the revenues and
expenditures for the fiscal year ending September 30, 2017 and adopting the
budget and appropriating resources for the fiscal year beginning October 1,
Subject: 2017 and ending September 30, 2018.

Briefing: 7/24/2017 **Public** **Second** August 28, **Council**
Hearing: 8/14/2017 **Briefing:** 2017 **Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The Charter of the City of Texarkana, Texas requires that at least sixty (60) days before the end of each fiscal year and not less than thirty (30) days prior to the time the City Council makes its tax levy for the current year, the City Manager shall file with the City Secretary and shall submit to the Council a proposed budget for the ensuing fiscal year.

Potential Options:

- Adopt budget as presented
- Adopt budget with requested changes

Fiscal Implications:

To provide proper documentation and approval of authorized expenditures for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

Staff Recommendation:

Staff recommends approval

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

City of Texarkana, Texas

- a. 2017-081 ORD Adopting Annual Budget for FY 18 (DOC)
- b. 2017-081 ATTH 01 General Fund Forecast FY 18-21 (PDF)
- c. 2017-081 ATTH 02 General Fund Summary FY 18 (PDF)
- d. 2017-081 ATTH 03 Non GF Summary (XLSX)
- e. 2017-081 ATTH 04 Proposed Property Tax Increase (PDF)
- f. 2017-081 ATTH 05 Use of Fund Balance 2017 (PDF)
- g. 2017-081 ATTH 06 City Proposed FY 18 Budget Presentation (PDF)
- h. 2017-081 ATTH 07 TWU Budget Presentation 2018 (PDF)
- i. 2017-081 ATTH 08 FY18 Master Fee List Revised (PDF)
- j. 2017-081 ATTH 09 TML Water Rates (PDF)
- k. 2017-081 ATTH 10 CIP (PDF)
- l. 2017-081 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	07/20/2017 3:22 PM			
TWU Finance	Jim Cornelius	Review	Completed	07/20/2017
	5:44 PM			
Deputy City Manager - Shirley Jaster	Shirley Jaster	Deputy City Manager		
Review	Completed	07/21/2017 8:40 AM		
Deputy City Manager - Kyle Dooley	Jennifer Evans	Deputy City Manager		
Review	Skipped	07/21/2017 8:33 AM		
Public Information Officer	Lisa Thompson	PIO Review	Completed	
	07/21/2017 8:46 AM			
City Manager	John Whitson	City Manager Review	Completed	07/21/2017
	10:26 AM			
City Council	Vicky Coopwood	Meeting	Pending	07/24/2017
	6:00 PM			

Meeting History

ORDINANCE NO. 2017-081

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE BUDGET ESTIMATE OF THE REVENUES AND EXPENDITURES FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017, AND ADOPTING THE BUDGET AND APPROPRIATING RESOURCES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith TO THE EXTENT OF SUCH CONFLICT; CONTAINING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION 1: That the budget estimate of the revenues 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, 2017 and ending September 30, 2018, be and is hereby adopted and approved as the budget for such fiscal year.

SECTION 2: That a copy of said final adopted budget shall be filed with the City Secretary, the Texarkana Public Library, and placed on the City's website.

SECTION 3: City of Texarkana, Texas Appropriations

Fund No.	Fund Name	Anticipated Revenue	Authorized Expenditures	Appropriated Fund Balance
101	General Fund	33,795,030	33,503,569	0
102	Narcotics Division Operations Fund	10,825	75,000	64,175
103	Personnel Policy Fund	355,000	334,886	0
104	Workers Compensation Fund	176,200	175,000	0
107	Court Security Fund	23,400	24,917	1,517
109	General Property & Liability Fund	242,376	241,976	0
110	Central Records & Communications Fund	2,706,060	2,706,060	0
113	Conservation Revolving Loan Fund	0	33,753	33,753
114	Court Technology Fund	30,100	33,406	3,306
115	Technology Fund	300,950	300,175	0
116	TIRZ #1 Fund	1,059,554	2,176,813	1,117,259
117	Donation Fund	30,000	30,000	0

200	Perot Enhancement Fund	45,000	230,000	185,000
202	Emergency Solutions Grant Fund	600,000	600,000	0
203	CDBG Revolving Loan Fund	1,974	500	0
204	Community Development Block Grant Fund	983,125	983,125	0
207	EPA Revolving Loan Grant Fund	861,356	861,356	0
208	EPA Multipurpose Grant Fund	116,145	116,145	0
209	Home Program Fund	200		0
211	Perot Theatre Fund	364,297	334,247	0
212	Hotel Occupancy Tax Fund	1,473,810	1,473,607	0
213	Perot Theatre Building Maintenance Fund	44,250	100,000	55,750
214	COC Homeless Assistance Grant Fund	406,920	406,920	0
215	Housing Fund	1,400	263,210	261,810
216	Police Dept. Training Provider Fund	6,000	6,000	0
217	Law Enforcement Block Grant Fund		28,052	28,052
219	Law Enforcement Program Fund	6,865	7,000	135
220	Metropolitan Planning Organization Fund	331,543	235,219	0
223	Economic Development Fund	591,500	687,646	96,146
226	Environmental Fund	2,080,368	722,110	0
227	NEA Grant Fund	100,000	100,000	0
228	Building Maintenance Fund	260,000	260,000	0
229	Public Safety Radio Fund	95,400	66,000	0
230	Rotary Splash Pad Fund			0
231	Airport Fund	100,000	100,000	0
301	Debt Service Fund	5,989,027	5,858,526	0
417	2005 Bond Fund	1,000	488,469	487,469
422	TIRZ Bond Fund	1,000	313,343	312,343
501	Health Department Fund	1,101,980	1,057,458	0
502	Public Library Fund	759,465	759,465	0
605	Federal Asset Forfeiture Fund	15,400	25,000	9,600
701	Employee Health Trust Fund	5,642,479	5,684,659	42,180
702	Employee Health Claim Fund	5,689,659	5,689,659	0
703	Fleet Services Fund	1,422,198	1,380,130	0
704	Capital Replacement Fund	1,225,000	1,275,900	50,900
810	Member Cities Water Revenue Fund	1,052,056	1,052,056	0
Total Appropriations		70,098,912	70,801,357	2,749,395

Attachment: 2017-081 ORD Adopting Annual Budget for FY 18 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

SECTION 4: Texarkana Water Utilities Appropriations

Fund Name	Anticipated Revenue	Authorized Expenditures	Appropriated Fund Balance
Texas Revenue Fund	17,613,808	17,806,689	192,881
Texas Bond Reserve Fund	949	949	-
Texas 2004 Bond Fund	194,875	194,875	-
Texas 2005 Bond Fund	-	-	-
Texas 2013 Bond Fund	166,380	165,944	-
Texas Capital Improvement Fund	403,775	918,865	515,090
Texas Infrastructure Fund	580,759	1,729,865	1,149,106
Texas Customer Loan Fund	13	40,325	40,312
Texas 2013 Bond Construction Fund	109	-	-
Personnel Policy Fund	100,440	83,443	-
Wagner Creek Capital Improvement Fund	207,474	25,000	-
LTWSC Capital Improvement Fund	707,284	1,515,000	807,716
Texas Share- Millwood WTP Depreciation Fund	334,702	531,613	196,911
Texas Share- North Texarkana WWTP Depr Fund	7,806	11,700	3,894
South Regional WWTP Depreciation Fund	151,200	320,000	168,800
Composting Fund	102,095	144,500	42,405
Equipment Acquisition Fund	202,892	339,532	136,640
Technology Fund	435,435	594,331	158,896
Wright Patman COE Cost Fund	1,604,548	-	-
IP Water Revenue Fund	1,421,147	1,421,147	-
	<u>24,235,691</u>	<u>25,843,778</u>	<u>3,412,651</u>

SECTION 5: That the City Council hereby approves the funding and purchases that are made pursuant to interlocal agreements as provided by Chapter 271, Subchapter (D) and (F) of the Texas Local Government Code, in this budget and authorizes the City Manager/Chief Executive Officer and his designated employees, at his discretion, to purchase, sign contracts and documents authorizing the payment of funds, and to expend public funds that have been expressly designated, approved, and appropriated in this budget, as set out in the 2017-2018 fiscal year Capital Replacement Fund.

SECTION 6: Operating funds encumbered on the financial records as of September 30, 2017,

are hereby re-appropriated to Fiscal Year 2018.

SECTION 7: The Capital Improvement Plan (CIP) is hereby approved and the City Manager is authorized and directed to incorporate the projects designated for Fiscal Year 2018 into the execution of the annual operating budget in all aspects of capital project execution including the appropriate debt funding procedures as may be required by state law.

SECTION 8: 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 9: All ordinances or parts of ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 10: This Ordinance shall be in full force and effect from and after its passage and approval, and after the adoption of this budget or budget amendment, budget officer shall provide for the filing of a true copy of the approved budget or amendment in the Office of the City Secretary.

PASSED AND APPROVED in Regular Council Session on this the **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



GENERAL FUND FORECAST

General Fund Budget Summary

	2017	2018	2019	2020	2021
General Fund Balance	12,909,232	11,808,937	11,959,636	12,131,840	12,102,9
Revenue					
Charges for Services	226,581	226,793	227,007	227,223	227,4
Contribution From Others	25,000	-	-	-	
Fees	699,232	699,232	699,232	699,232	699,2
Fines and Forfeitures	1,696,580	1,696,580	1,696,580	1,696,580	1,696,5
Franchise Taxes	1,420,820	1,420,820	1,420,820	1,420,820	1,420,8
Grant Revenue	80,608	10,000	10,000	10,000	10,0
Insurance Contributions	5,000	-	-	-	
Investment Revenue	62,601	63,181	63,767	64,358	64,9
Other Revenue	50,500	50,500	50,500	50,500	50,5
Permits	616,850	620,570	624,327	628,122	631,9
Property Tax Revenue	12,153,113	12,499,169	12,390,422	12,462,977	12,828,6
Rental Revenue	24,800	25,000	25,000	25,000	25,0
Taxes - Other	16,060,000	16,220,100	16,381,801	16,545,119	16,710,0
Transfers In	923,097	263,085	668,585	868,585	18,5
Total General Fund 101 Revenue	34,044,782	33,795,030	34,258,041	34,698,516	34,383,8
Narcotics Division Operations Fund 102	17,825	10,825	10,825	10,825	10,8
Personnel Policy Fund 103	555,000	355,000	365,500	376,315	387,4
Workers Compensation Fund 104	291,200	176,200	181,450	186,858	192,4
Court Security Fund 107	23,400	23,400	23,400	23,400	23,4
General Property & Liability Fund 109	200,400	242,376	249,545	256,930	264,5
Conservation Revolving Loan Fund 113	145	-	-	-	
Court Technology Fund 114	30,100	30,100	30,100	30,100	30,1
Technology Fund 115	224,808	300,950	307,050	307,050	307,0
Police Training Fund 216	1,000	6,000	22,308	22,866	23,4
Building Maintenance Fund 228	263,633	260,000	260,000	260,000	260,0
Federal Asset Forfeiture Fund 605	15,450	15,400	15,400	15,400	15,4
Capital Replacement Fund 704	1,995,421	1,225,000	1,525,000	1,825,000	1,825,0
Total General Fund Non 101 Revenue	3,618,382	2,645,251	2,990,579	3,314,744	3,339,6
Total Revenue	37,663,164	36,440,281	37,248,619	38,013,260	37,723,4

Attachment: 2017-081 ATTH 01 General Fund Forecast FY 18-21 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



GENERAL FUND FORECAST

6.6.b

General Fund Budget Summary

	2017	2018	2019	2020	2021
Expenditures					
General Government	2,781,457	2,958,953	2,965,960	2,987,476	2,991,8
Police	8,737,578	8,599,476	8,700,278	8,802,372	8,902,7
Fire and Emergency Management	6,221,831	6,339,103	6,382,736	6,417,446	6,449,8
Public Works	4,583,618	3,576,787	3,630,131	3,684,183	3,740,1
Building and Code Administration	1,056,656	1,153,112	1,172,266	1,191,728	1,211,9
Parks Recreation and Community Health	1,582,748	1,576,026	1,573,786	1,592,114	1,610,9
Planning and Community Development	1,250,843	587,534	598,155	600,323	602,5
Non-Operating	8,973,145	8,712,578	9,220,520	9,720,425	9,938,6
Total General Fund 101 Expenditures	35,187,876	33,503,569	34,243,831	34,996,067	35,448,6
Conservation Revolving Loan Fund 113	-	33,753	-	-	-
Court Security Fund 107	15,905	24,917	24,921	24,921	24,9
Court Technology Fund 114	32,961	33,406	33,406	33,406	33,4
General Property & Liability Fund 109	194,000	241,976	249,145	256,530	264,1
Personnel Policy Fund 103	325,132	334,886	344,933	355,281	365,9
Technology Fund 115	222,393	300,175	307,050	307,050	307,0
Workers Compensation Fund 104	520,077	175,000	180,250	185,658	191,2
Federal Asset Forfeiture Fund 605	-	25,000	20,000	20,000	20,0
Narcotics Division Operations Fund 102	33,000	75,000	18,000	13,500	13,5
Police Training Fund 216	1,000	6,000	22,308	22,866	23,4
Capital Replacement Fund 704	1,967,483	1,275,900	1,372,570	1,566,824	2,385,2
Building Maintenance Fund 228	263,633	260,000	260,000	260,000	260,0
Total General Fund Non 101 Expenditures	3,575,584	2,786,013	2,832,583	3,046,035	3,888,8
Total Expenditures	38,763,459	36,289,582	37,076,415	38,042,102	39,337,4
General Fund Balance	11,808,937	11,959,636	12,131,840	12,102,998	10,488,9

Attachment: 2017-081 ATTH 01 General Fund Forecast FY 18-21 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
General Fund Balance	11,542,673	9,734,001	12,909,232	11,808,936
Revenue	-	-	-	-
Appropriated Fund Balance	-	-	-	-
Charges for Services	219,759	214,400	226,581	226,793
Contribution From Others	36,339	-	25,000	-
Fees	779,193	660,252	699,232	699,232
Fines and Forfeitures	1,688,980	1,677,455	1,696,580	1,696,580
Franchise Taxes	1,528,390	1,547,300	1,420,820	1,420,820
Grant Revenue	174,998	80,631	80,608	10,000
Insurance Contributions	22,010	15,000	5,000	-
Investment Revenue	58,425	52,070	62,601	63,181
Other Revenue	1,204,768	50,865	50,500	50,500
Permits	587,153	585,560	616,850	620,570
Property Tax Revenue	11,059,575	12,244,765	12,153,113	12,499,169
Rental Revenue	22,990	22,750	24,800	25,000
Taxes - Other	16,120,052	16,442,787	16,060,000	16,220,100
Transfers In	89,684	923,097	923,097	263,085
Total General Fund 101 Revenue	33,592,314	34,516,932	34,044,782	33,795,030
Narcotics Division Operations Fund 102	8,440	2,000	17,825	10,825
Personnel Policy Fund 103	505,053	552,500	555,000	355,000
Workers Compensation Fund 104	260,527	291,150	291,200	176,200
AP Disbursement Fund 106	1	-	-	-
Court Security Fund 107	22,975	22,000	23,400	23,400
General Property & Liability Fund 109	175,447	200,250	200,400	242,376
Conservation Revolving Loan Fund 113	3,181	-	145	-
Court Technology Fund 114	29,102	30,025	30,100	30,100
Technology Fund 115	247,744	224,283	224,808	300,950
Police Training Fund 216	-	21,764	1,000	6,000
Building Maintenance Fund 228	-	263,633	263,633	260,000
Federal Asset Forfeiture Fund 605	9,394	15,350	15,450	15,400
Capital Replacement Fund 704	1,275,145	1,902,700	1,995,421	1,225,000
Total General Fund Non 101 Revenue	2,537,009	3,525,655	3,618,382	2,645,251
Total Revenue	36,129,323	38,042,587	37,663,164	36,440,281



BUDGET SUMMARY PAGES

General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
Expenditures	-	-	-	-
General Government	2,543,673	2,605,891	2,781,457	2,958,953
Police	9,022,911	8,166,189	8,737,578	8,599,476
Fire and Emergency Management	6,345,594	5,996,311	6,221,831	6,339,103
Public Works	4,397,893	4,555,228	4,583,618	3,576,787
Building and Code Administration	883,304	1,006,306	1,056,656	1,153,112
Parks Recreation and Community Health	1,769,964	1,509,488	1,582,748	1,576,026
Planning and Community Development	656,210	528,523	1,250,843	587,534
Veteran's Office	82	-	-	-
Non-Operating	6,733,978	10,166,494	8,973,145	8,712,578
Total General Fund 101 Expenditures	32,353,609	34,534,431	35,187,876	33,503,569
Narcotics Division Operations Fund 102	29,355	70,000	33,000	75,000
Personnel Policy Fund 103	416,363	546,000	325,132	334,886
Workers Compensation Fund 104	274,973	540,000	520,077	175,000
Payroll Disbursement Fund 105	(85)	-	-	-
Court Security Fund 107	4,095	40,000	15,905	24,917
General Property & Liability Fund 109	134,679	200,000	194,000	241,976
Conservation Revolving Loan Fund 113	-	33,602	-	33,753
Court Technology Fund 114	23,959	40,961	32,961	33,406
Technology Fund 115	231,234	224,250	222,393	300,175
Police Training Fund 216	-	21,764	1,000	6,000
Building Maintenance Fund 228	-	263,633	263,633	260,000
Federal Asset Forfeiture Fund 605	-	20,000	-	25,000
Capital Replacement Fund 704	1,294,582	1,843,400	1,967,483	1,275,900
Total General Fund Non 101 Expenditures	2,409,155	3,843,610	3,575,584	2,786,013
Total Expenditures	34,762,764	38,378,041	38,763,459	36,289,582
General Fund Balance	12,909,232	9,398,547	11,808,936	11,959,635

Attachment: 2017-081 A TTH 02 General Fund Summary FY 18 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
Fund Balance October 1	-	-	-	-
110 Central Records & Communications Fund	-	-	-	0
111 Police Evidence Escrow Fund	-	-	-	-
116 TIRZ #1 Fund	454,666	868,503	843,537	1,239,901
117 Donation Fund	4,589	4,619	9,764	-
118 TIRZ #2 Fund	-	-	3	-
200 Perot Enhancement	-	-	-	239,743
201 Supportive Housing Fund	(16,253)	-	(4,719)	(0)
203 CDBG Revolving Loan Fund	205,979	209,579	209,936	211,410
204 Community Development Block Grant Fund	0	-	(64,173)	-
205 EPA Petroleum Grant Fund	(617)	-	(217)	-
206 EPA Job Training Grant Fund	1,971	-	-	-
207 EPA Revolving Loan Grant Fund	(3,767)	-	(3,983)	-
208 EPA Multipurpose Grant Fund	10,768	-	253	-
209 Home Program Fund	63,156	-	63,995	64,195
211 Perot Theatre Fund	51,377	30,832	20,734	44,114
212 Hotel Occupancy Tax Fund	154,068	311,972	395,832	255,797
213 Perot Theatre Building Maintenance Fund	596,808	575,458	664,070	488,577
214 COC Homeless Assistance Grant Fund	-	-	(25,671)	-
215 Housing Fund	437,754	438,579	439,510	440,910
217 Law Enforcement Block Grant Fund	86	-	14,010	28,052
219 Law Enforcement Program Fund	18,786	19,056	25,664	26,733
220 Metropolitan Planning Organization Fund	(5,767)	(5,732)	(51,244)	(27,678)
221 Texarkana Urban Transit District Fund	-	-	100	100
223 Economic Development Fund	1,333,128	1,268,215	1,448,415	701,935
225 EPA Brownfield Grant Fund	(74,118)	-	(74,368)	-
227 NEA Grant Fund	-	-	-	-
230 Rotary Splash Pad Fund	17,171	351	350	-
301 Debt Service Fund	(173,968)	98,847	76,937	181,191
415 2003 Bond Fund	182,073	-	4,070	-
417 2005 Bond Fund	726,113	484,600	512,914	487,469
420 2009 Bond Fund	(31,269)	-	1,098	0
422 TIRZ Bond Fund	1,898,526	395,437	1,904,254	312,343
501 Health Department Fund	323,908	375,781	383,395	450,070
502 Public Library Fund	(2,960)	-	(14,931)	0
601 Drug Escrow Fund	-	-	-	-
701 Employee Health Trust Fund	1,152,052	1,962,207	1,584,696	2,915,149
702 Employee Health Claim Fund	487,903	-	884,233	0
703 Fleet Services Fund	563,912	476,668	549,230	555,196
801 Firemens Pension Fund	30,725,294	-	-	-

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
810 Member Cities Water Revenue Fund	(195)	-	(195)	0
901 General Fixed Assets Fund	128,162,039	128,160,234	126,148,822	126,148,822
903 Health Department Fixed Assets Fund	311,494	305,994	327,825	327,825
Fund Balance October 1	167,574,707	135,981,200	136,274,148	135,091,857
Revenue	-	-	-	-
110 Central Records & Communications Fund	2,211,544	2,866,919	2,606,966	2,706,060
116 TIRZ #1 Fund	656,320	918,138	651,852	1,059,554
117 Donation Fund	13,145	30,030	20,236	30,000
118 TIRZ #2 Fund	3	-	(3)	-
200 Perot Enhancement	-	-	249,742	45,000
201 Supportive Housing Fund	11,534	-	4,719	-
202 Emergency Solutions Grant	-	600,000	611,677	600,000
203 CDBG Revolving Loan Fund	3,957	3,950	1,974	1,974
204 Community Development Block Grant Fund	374,257	376,613	1,043,699	983,125
205 EPA Petroleum Grant Fund	69,169	-	217	-
206 EPA Job Training Grant Fund	(1,971)	-	-	-
207 EPA Revolving Loan Grant Fund	23,638	813,810	884,519	861,356
208 EPA Multipurpose Grant Fund	111,977	30,000	132,426	116,145
209 Home Program Fund	839	-	200	200
211 Perot Theatre Fund	301,658	342,547	342,447	364,297
212 Hotel Occupancy Tax Fund	1,473,269	1,309,139	1,441,800	1,473,810
213 Perot Theatre Building Maintenance Fund	80,690	78,650	44,250	44,250
214 COC Homeless Assistance Grant Fund	498,814	406,920	465,829	406,920
215 Housing Fund	1,757	825	1,400	1,400
217 Law Enforcement Block Grant Fund	29,613	27,997	28,047	-
219 Law Enforcement Program Fund	7,279	7,315	7,068	6,865
220 Metropolitan Planning Organization Fund	182,414	236,524	418,500	331,543
221 Texarkana Urban Transit District Fund	100	-	-	-
223 Economic Development Fund	350,169	598,450	347,000	591,500
225 EPA Brownfield Grant Fund	4,663	-	74,368	-
226 Environmental Fund	-	-	-	2,080,368
227 NEA Grant Fund	14,794	100,000	106,179	100,000
229 Public Safety Radio Fund	-	-	-	95,400
230 Rotary Splash Pad Fund	3	4	7,509	-
231 Airport Fund	-	-	99,962	100,000
301 Debt Service Fund	5,551,761	5,488,569	5,449,545	5,989,027
415 2003 Bond Fund	472	-	15	-
417 2005 Bond Fund	1,990	1,000	2,000	1,000
420 2009 Bond Fund	75	-	2	-

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
422 TIRZ Bond Fund	5,728	2,500	4,000	1,000
501 Health Department Fund	1,026,028	1,087,699	1,090,162	1,101,980
502 Public Library Fund	498,278	692,950	647,437	759,465
701 Employee Health Trust Fund	5,780,267	5,832,550	5,835,008	5,642,479
702 Employee Health Claim Fund	5,314,585	6,017,000	4,509,555	5,689,659
703 Fleet Services Fund	1,176,824	1,437,000	1,399,539	1,422,198
801 Firemens Pension Fund	1,192,311	-	-	-
810 Member Cities Water Revenue Fund	768,559	826,625	1,036,508	1,052,056
901 General Fixed Assets Fund	2,968,795			
903 Health Department Fixed Assets Fund	45,858			
Revenue	30,751,167	30,133,723	29,566,356	33,658,631
Expenditures	-	-	-	-
110 Central Records & Communications Fund	2,211,544	2,866,919	2,606,966	2,706,060
116 TIRZ #1 Fund	267,449	1,282,399	255,488	2,176,813
117 Donation Fund	7,970	30,000	30,000	30,000
200 Perot Enhancement	-	-	10,000	230,000
202 Emergency Solutions Grant	-	600,000	611,677	600,000
203 CDBG Revolving Loan Fund	-	500	500	500
204 Community Development Block Grant Fund	438,430	376,613	979,526	983,125
205 EPA Petroleum Grant Fund	68,769	-	-	-
207 EPA Revolving Loan Grant Fund	23,854	813,810	880,537	861,356
208 EPA Multipurpose Grant Fund	122,492	30,000	132,679	116,145
209 Home Program Fund	-	-	-	-
211 Perot Theatre Fund	332,301	323,542	319,067	334,247
212 Hotel Occupancy Tax Fund	1,231,505	1,567,542	1,581,835	1,473,607
213 Perot Theatre Building Maintenance Fund	13,428	141,200	219,742	100,000
214 COC Homeless Assistance Grant Fund	524,486	406,920	440,158	406,920
215 Housing Fund	-	439,000	-	263,210
217 Law Enforcement Block Grant Fund	15,689	27,997	14,005	28,052
219 Law Enforcement Program Fund	400	8,000	6,000	7,000
220 Metropolitan Planning Organization Fund	227,891	207,500	394,934	235,219
223 Economic Development Fund	234,882	1,094,064	1,093,480	687,646
225 EPA Brownfield Grant Fund	4,913	-	-	-
226 Environmental Fund	-	-	-	722,110
227 NEA Grant Fund	14,794	100,000	106,179	100,000
229 Public Safety Radio Fund	-	-	-	66,000
230 Rotary Splash Pad Fund	16,825	355	7,859	-
231 Airport Fund	-	-	99,962	100,000
301 Debt Service Fund	5,300,856	5,346,067	5,345,291	5,858,526

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
415 2003 Bond Fund	178,475	-	4,085	-
417 2005 Bond Fund	215,190	485,600	27,445	488,469
420 2009 Bond Fund	(32,292)	-	1,100	-
422 TIRZ Bond Fund	-	370,911	1,595,911	313,343
423 2017 Bond Fund	-	-	13,128,894	-
501 Health Department Fund	966,541	989,374	1,023,487	1,057,458
502 Public Library Fund	510,249	692,950	632,506	759,465
701 Employee Health Trust Fund	5,347,622	6,017,000	4,504,555	5,684,659
702 Employee Health Claim Fund	4,918,255	6,017,000	5,393,788	5,689,659
703 Fleet Services Fund	1,191,506	1,504,297	1,393,573	1,380,130
801 Firemens Pension Fund	31,917,605	-	-	-
810 Member Cities Water Revenue Fund	768,559	826,625	1,036,313	1,052,056
901 General Fixed Assets Fund	4,982,013			
903 Health Department Fixed Assets Fund	29,527			
Expenditures	62,051,727	32,566,186	43,877,540	34,511,776
Fund Balance September 30	-	-	-	-
108 TUTD Payroll Disbursement Fund	-	-	-	-
110 Central Records & Communications Fund	-	0	0	0
111 Police Evidence Escrow Fund	-	-	-	-
112 Riverbend Water Resources	-	-	-	-
116 TIRZ #1 Fund	843,537	504,242	1,239,901	122,642
117 Donation Fund	9,764	4,649	-	-
118 TIRZ #2 Fund	3	-	-	-
200 Perot Enhancement	-	-	239,743	54,743
201 Supportive Housing Fund	(4,719)	-	(0)	(0)
202 Emergency Solutions Grant	-	-	-	-
203 CDBG Revolving Loan Fund	209,936	213,029	211,410	212,884
204 Community Development Block Grant Fund	(64,173)	-	-	-
205 EPA Petroleum Grant Fund	(217)	-	-	-
206 EPA Job Training Grant Fund	-	-	-	-
207 EPA Revolving Loan Grant Fund	(3,983)	-	-	-
208 EPA Multipurpose Grant Fund	253	-	-	-
209 Home Program Fund	63,995	-	64,195	64,395
210 Teen Court Fund	-	-	-	-
211 Perot Theatre Fund	20,734	49,837	44,114	74,164
212 Hotel Occupancy Tax Fund	395,832	53,569	255,797	256,000
213 Perot Theatre Building Maintenance Fund	664,070	512,908	488,577	432,827
214 COC Homeless Assistance Grant Fund	(25,671)	(0)	-	-
215 Housing Fund	439,510	404	440,910	179,100

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
217 Law Enforcement Block Grant Fund	14,010	-	28,052	(0)
219 Law Enforcement Program Fund	25,664	18,371	26,733	26,598
220 Metropolitan Planning Organization Fund	(51,244)	23,292	(27,678)	68,646
221 Texarkana Urban Transit District Fund	100	-	100	100
223 Economic Development Fund	1,448,415	772,601	701,935	605,790
224 JAG - Recovery Act Grant Fund	-	-	-	-
225 EPA Brownfield Grant Fund	(74,368)	-	-	-
226 Environmental Fund	-	-	-	1,358,258
227 NEA Grant Fund	-	-	-	-
229 Public Safety Radio Fund	-	-	-	29,400
230 Rotary Splash Pad Fund	350	-	-	-
231 Airport Fund	-	-	-	-
235 Farmer's Market Fund	-	-	-	-
301 Debt Service Fund	76,937	241,349	181,191	311,692
406 Bringle Lake Fund	-	-	-	-
410 1998 Bond Fund	-	-	-	-
415 2003 Bond Fund	4,070	-	-	-
417 2005 Bond Fund	512,914	-	487,469	0
418 2008 Tax Note Fund	-	-	-	-
420 2009 Bond Fund	1,098	-	0	0
421 2010 Convention Center Bond Fund	-	-	-	-
422 TIRZ Bond Fund	1,904,254	27,026	312,343	(0)
423 2017 Bond Fund	-	-	(13,128,894)	-
501 Health Department Fund	383,395	474,105	450,070	494,592
502 Public Library Fund	(14,931)	-	0	(0)
503 Health Department Personnel Policy Fund	-	-	-	-
509 Health Department Property & Liability Fund	-	-	-	-
601 Drug Escrow Fund	-	-	-	-
701 Employee Health Trust Fund	1,584,696	1,777,757	2,915,149	2,872,969
702 Employee Health Claim Fund	884,233	-	0	0
703 Fleet Services Fund	549,230	409,371	555,196	597,264
801 Firemens Pension Fund	-	-	-	-
810 Member Cities Water Revenue Fund	(195)	-	0	0
901 General Fixed Assets Fund	126,148,822	128,160,234	126,148,822	126,148,822
903 Health Department Fixed Assets Fund	327,825	305,994	327,825	327,825
Fund Balance September 30	136,274,148	133,548,737	121,962,963	134,238,711

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

Fiscal Year 2018 Proposed Tax Rate Increase

FY 2017 Compensation Plan Cost	1,200,000	
FY 2017 Addition of Neighborhood Revitalization Employee	63,795	
FY 2017 Additional Costs	1,263,795	
FY 2017 Revenue Generated From \$.030707 Tax Increase GF Only	652,929	
Remaining Gap to Cover FY 2017 Compensation Plan & Adjustments	610,866	
Proposed Salary Adjustments for FY 2018	28,000	
Replacement of Fund Balance for Kress @ 1/3	209,725	
FY 2018 Revenue Increase Needed to Cover Comp Plan & Adjustments	848,591	
Estimated Revenue Generated By \$0.01 Tax Increase	219,979	
Penny Increase Needed to Cover Comp Plan and Adjustments	4.03	
	886,515	
Increase to General Fund	850,353	96%
Increase to TIRZ 1 Fund	36,161	4%
	886,514	
Proposed Rate for FY 2017	0.7423	
Adopted Rate for FY 2017	0.7000	
Proposed Rate for FY 2018	0.7403	

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.30	\$40.30	\$3.36
\$200,000	\$1,400.00	\$1,480.60	\$80.60	\$6.72
\$300,000	\$2,100.00	\$2,220.90	\$120.90	\$10.08
\$400,000	\$2,800.00	\$2,961.20	\$161.20	\$13.43
\$500,000	\$3,500.00	\$3,701.50	\$201.50	\$16.79
\$600,000	\$4,200.00	\$4,441.80	\$241.80	\$20.15
\$700,000	\$4,900.00	\$5,182.10	\$282.10	\$23.51
\$800,000	\$5,600.00	\$5,922.40	\$322.40	\$26.87
\$900,000	\$6,300.00	\$6,662.70	\$362.70	\$30.23
\$1,000,000	\$7,000.00	\$7,403.00	\$403.00	\$33.58

Fiscal Year 2017 Budget Use of Fund Balance

Fiscal Year 2017 Budget - General Fund 101 Expenditures

Adopted	34,516,676
Revised	35,187,876
Difference	<u>(671,200)</u>

Approved Uses of Fund Balance

Budget Amendments

Construction of Welcome Sign	79,779
Kress Building	629,173

Rolled Purchase Orders

Gt Distributors, Inc.	5,429
Tyler Technologies	13,465
Tecco Safety, Inc.	6,345
TK Armor Systems, LLC	7,038
TK Armor Systems, LLC	485
Motorola Solutions, Inc	57,138
Gt Distributors, Inc.	3,166
Foster Concrete, Inc.	5,732
Laser Shot, Inc.	6,427
Texarkana Fence and Access Control	2,400
Gibson Asphalt Construction Inc.	20,014
Halff	40,077
	<u>876,666</u>



Proposed Budget

Fiscal Year Ending September 30, 2018

General Fund 101

Items Included in the Proposed Budget:

- All departments have budgeted to maintain their current level of service
- Continued implementation of the Capital Improvement Plan
- Implementation of the proposed Environmental Fund and associated fee
- Salary adjustments for employees that did not receive an adjustment in the prior compensation study
- Employee Insurance Rates:
 - Continued coverage with Blue Cross Blue Shield of Texas
 - Health Reimbursement Account Plan – 3% increase
 - Health Savings Account Plan – No increase

Proposed Tax Rate Increase

- Proposed tax rate of \$0.7403
 - Originally proposed in FY 17 \$0.7423
 - Adopted rate in FY 17 \$0.7000
- Increase of \$0.0403 from the current rate of \$0.7000
- These amounts are preliminary and are based on estimated values provided by the Appraisal District in April
- Certified values will be available the last week of July
- The proposed increase would generate \$886,514:
 - \$850,353 for the General Fund (96%)
 - \$36,161 for the TIRZ #1 Fund (4%)

What would this tax increase cover?

- Unfunded amount of FY 2017 compensation plan and personnel changes
 - \$610,866
- Proposed FY 18 salary adjustments for employees not included in the prior compensation study \$28,000
- Replacement of the fund balance for 1/3 of the cost of the Kress demolition project \$209,725

What will the tax increase cost?

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.30	\$40.30	\$3.36
\$200,000	\$1,400.00	\$1,480.60	\$80.60	\$6.72
\$300,000	\$2,100.00	\$2,220.90	\$120.90	\$10.08
\$400,000	\$2,800.00	\$2,961.20	\$161.20	\$13.43
\$500,000	\$3,500.00	\$3,701.50	\$201.50	\$16.79
\$600,000	\$4,200.00	\$4,441.80	\$241.80	\$20.15
\$700,000	\$4,900.00	\$5,182.10	\$282.10	\$23.51
\$800,000	\$5,600.00	\$5,922.40	\$322.40	\$26.87
\$900,000	\$6,300.00	\$6,662.70	\$362.70	\$30.23
\$1,000,000	\$7,000.00	\$7,403.00	\$403.00	\$33.58

Adopted 17 vs. Revised 17 Budget

- Revised revenue for the 101 General Fund is down \$472,150 from adopted
 - Due mostly to a sales tax revenue decline of ~\$380,000
 - Originally budgeted an increase of 3% over the prior year based on historical trends
- Annual Sales Tax Trend
 - 2013 0.85%
 - 2014 2.62%
 - 2015 3.81%
 - 2016 4.19%
 - 2017 YTD -0.72%

Adopted 17 vs. Revised 17 Budget

- Revised expenditures for the 101 General Fund are up \$653,444 over adopted due mostly to the following approved one-time uses of fund balance:
 - Kress Building Demolition \$629,173
 - Construction of Welcome Sign \$79,779

Revised 17 vs. Proposed 18 Budget

- Proposed revenue for the 101 General Fund is up \$249,752 from Revised FY 17 revenue projections due mostly to the following:
 - Proposed property tax increase allocated to GF \$850,353
 - Additional allocation of property tax to debt service (\$539,738)
 - Projected increase in sales tax revenue of 1% or \$160,100
 - Decline in Transfers In (\$660,012)
 - Economic Development (\$405,500)
 - Worker's Compensation (\$250,000)
 - TWU Employee Health Nurse (\$4,512)

Revised 17 vs. Proposed 18 Budget

- Proposed expenditures for the 101 General Fund are down \$1,684,307 due mostly to the following:
 - One time use of fund balance
 - Kress Building Demolition (\$629,173)
 - Construction of Welcome Sign (\$79,779)
 - Personnel Changes
 - Salary adjustments for employees not included in prior compensation study ~\$28,000
 - 10 Frozen Positions (~\$460,000)
 - Full funding of authorized positions \$~230,000
 - Movement of personnel to Environmental Fund (~\$272,000)
 - Contribution to Bi-State
 - \$449,650
 - Capital Replacement Fund
 - (\$675,700)
 - Personnel Policy Fund
 - (\$200,000)

General Fund 101 Forecast

	2017	2018	2019	2020	2021
Revenue					
Total General Fund 101 Revenue	34,044,782	33,795,030	34,258,041	34,698,516	34,383,808
Expenditures					
Total General Fund 101 Expenditures	35,187,876	33,503,569	34,243,831	34,996,067	35,448,625
Revenues Over(Under) Expenditures	(1,143,094)	291,461	14,209	(297,551)	(1,064,817)

General Fund Balance Policy

- It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund in the range of 25% - 35% of general fund expenditures, exclusive of capital outlay and debt services expenditures. The City considers a balance of less than 25% to be cause for concern, barring unusual or deliberate circumstances.
- Current Fund Balance Projections
 - 2017 – 30.96%
 - 2018 – 33.30%
 - 2019 – 33.12%
 - 2020 – 32.36%
 - 2021 – 27.43%

Questions



TEXARKANA WATER UTILITIES FY 2018 BUDGET OVERVIEW

July 24, 2017

AR/TX RATIO

- Current - 37.37 / 62.63%
- FY 18 - 37.25 / 62.75%

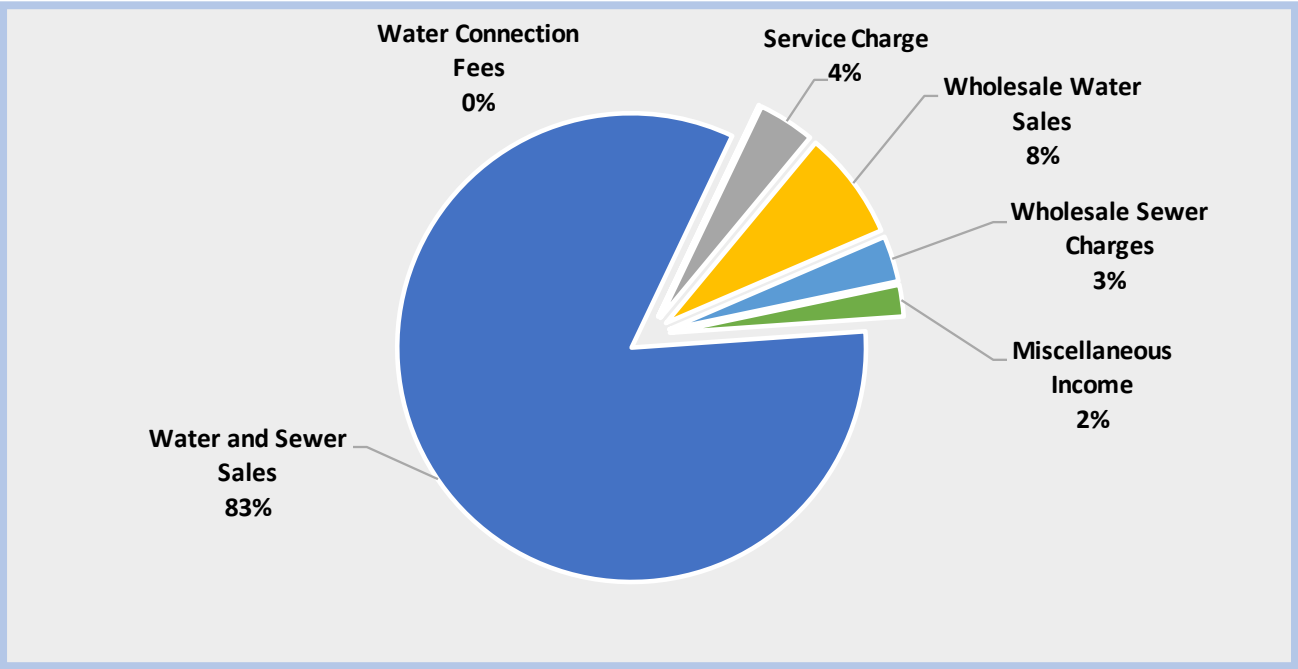
FY 18 BUDGET OVERVIEW

- TMRS contribution:
 - Current 16.20%
 - Jan 1, 2018 16.67%

RATE CHANGES

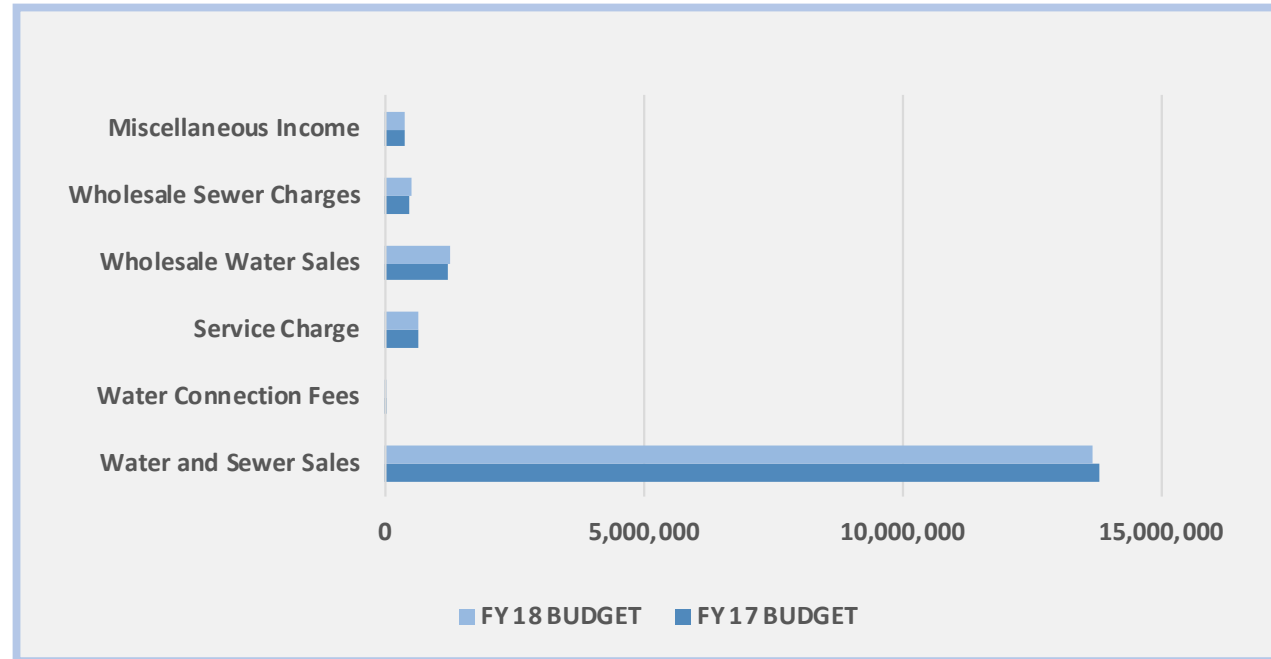
- Water
 - None for Water Enterprise Fund
 - City tentatively budgeting 30% water rate increase to fund City General Fund Drainage CIP
- Sewer
 - None proposed for FY18

TEXAS REVENUE COMPOSITION- FY 18



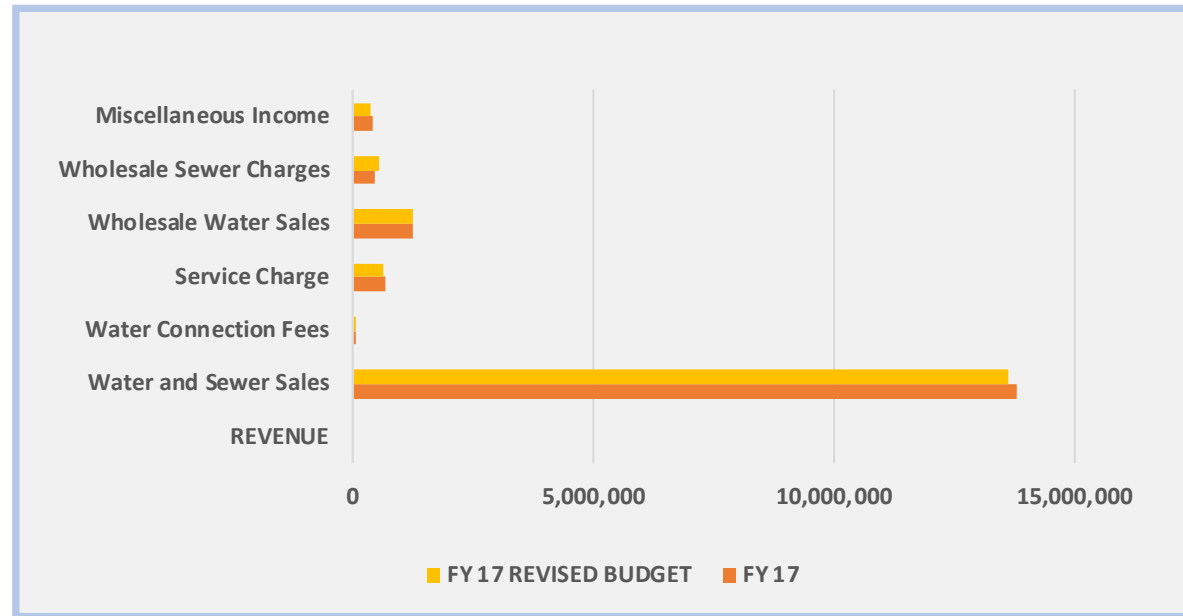
REVENUE	FY 18 Proposed
Water and Sewer Sales	13,673,226
Water Connection Fees	7,120
Service Charge	644,020
Wholesale Water Sales	1,235,200
Wholesale Sewer Charges	520,600
Miscellaneous Income	<u>359,258</u>
	16,439,424

TEXAS REVENUE COMPARISON- FY 17 TO FY 18

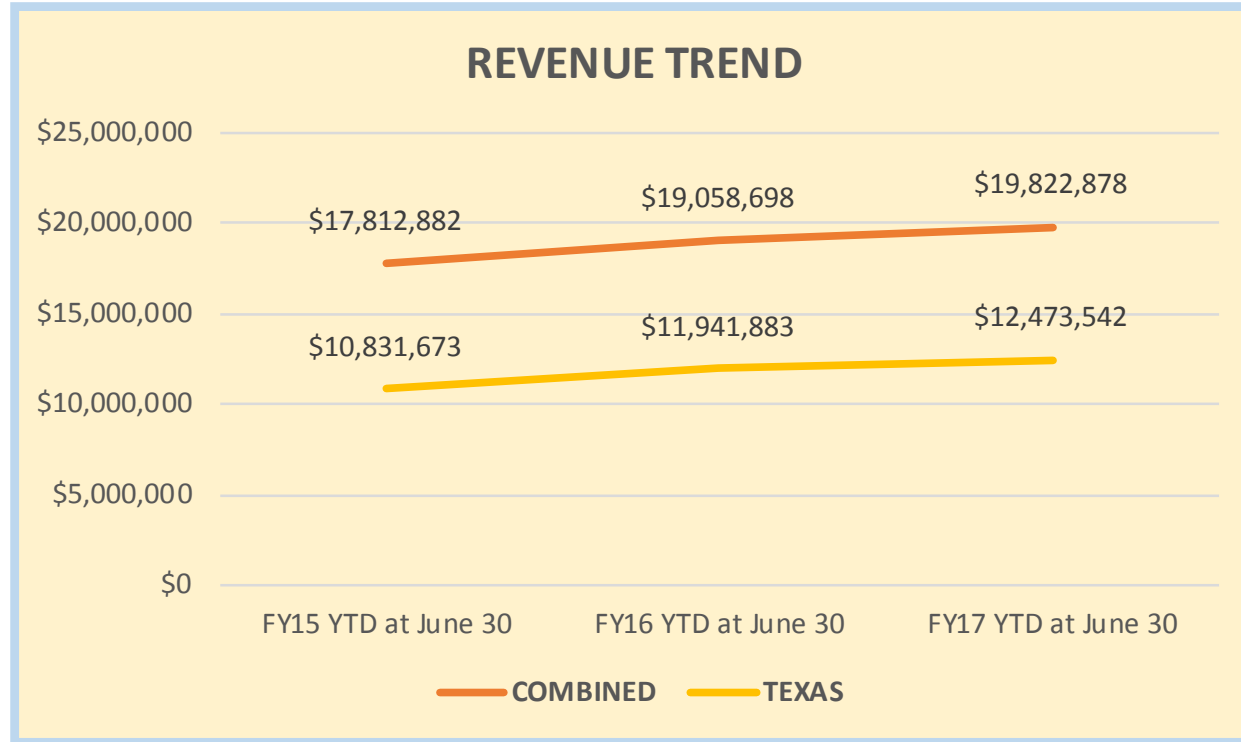


REVENUE	FY 17 BUDGET	FY 18 BUDGET	INCR/(DECR)
Water and Sewer Sales	13,796,940	13,673,226	(123,714)
Water Connection Fees	3,180	7,120	3,940
Service Charge	651,460	644,020	(7,440)
Wholesale Water Sales	1,231,300	1,235,200	3,900
Wholesale Sewer Charges	452,500	520,600	68,100
Miscellaneous Income	<u>393,910</u>	<u>359,258</u>	<u>(34,652)</u>
	16,529,290	16,439,424	(89,866)

TEXAS REVENUE COMPARISON- FY 17 TO FY 17 REVISED



REVENUE	FY 17 BUDGET	FY 17 REVISED BUDGET	INCR/(DECR)
Water and Sewer Sales	13,796,940	13,612,426	(184,514)
Water Connection Fees	3,180	7,120	3,940
Service Charge	651,460	644,020	(7,440)
Wholesale Water Sales	1,231,300	1,231,800	500
Wholesale Sewer Charges	452,500	520,600	68,100
Miscellaneous Income	<u>393,910</u>	<u>359,238</u>	(34,672)
	16,529,290	16,375,204	(154,086)



REVENUE TREND- TEXAS REVENUES TO COMBINED REVENUES

PERIOD	COMBINED	TEXAS
FY15 YTD at June 30	\$17,812,882	\$10,831,673
FY16 YTD at June 30	\$19,058,698	\$11,941,883
FY17 YTD at June 30	\$19,822,878	\$12,473,542

10.2497%
4.4521%

EXPENDITURES

- Electrical Costs – increase 8%
- Chemical Costs
 - Caustic Soda – increase 27.5%

OPERATING DIVISION BUDGET COMPARISON										
FY 17 BUDGET TO FY 17 REVISED BUDGET										
		FY 17 REVISED BUDGET (PROJECTED)			FY 17 BUDGET			Increase/		
Division		Arkansas	Texas	Totals	Arkansas	Texas	Totals	(Decrease)		
110	Admin	159,894	263,782	423,676	160,090	264,110	424,200	(524)		
120	Safety/Security	26,670	44,698	71,368	35,843	60,069	95,912	(24,544)		
210	Acctg/Personnel	174,716	284,237	458,953	178,563	283,884	462,447	(3,494)		
230	IT	363,812	632,724	996,536	370,212	769,066	1,139,278	(142,742)		
310	Customer Service	357,413	525,088	882,501	374,176	549,694	923,870	(41,369)		
330	Field Services	230,994	339,363	570,357	273,066	401,153	674,219	(103,862)		
410	Water Prod-WP	0	2,793,403	2,793,403	0	2,975,216	2,975,216	(181,813)		
420	Water Prod-MW	1,366,599		1,366,599	1,326,499		1,326,499	40,100		
490	IP Water	0	1,207,762	1,207,762	0	1,225,077	1,225,077	(17,315)		
520	Wagner Cr	0	373,308	373,308	0	395,879	395,879	(22,571)		
530	SRWWTP	1,310,479	2,184,881	3,495,360	1,416,203	2,362,212	3,778,415	(283,055)		
540	NTWWTP	203,347	800	204,147	202,728	1,000	203,728	419		
580	Composting	122,641	205,538	328,179	119,764	200,715	320,479	7,700		
610	Ops Admin	94,697	158,708	253,405	94,126	157,752	251,878	1,527		
612	Utility Constr	280,366	469,875	750,241	327,807	549,385	877,192	(126,951)		
620	Water Distr	470,846	753,213	1,224,059	520,349	833,847	1,354,196	(130,137)		
622	Water Distr-RR	0	30,580	30,580	0	0	0	30,580		
630	Sewer Collection	361,284	609,491	970,775	401,761	677,328	1,079,089	(108,314)		
640	Fleet Services	167,322	242,177	409,499	181,468	256,560	438,028	(28,529)		
643	AR Police Veh	28,469		28,469	28,000		28,000	469		
644	AR Fire Veh	31,150		31,150	36,150		36,150	(5,000)		
645	AR PW Veh	107,450		107,450	132,950		132,950	(25,500)		
646	AR Other Veh	10,200		10,200	13,700		13,700	(3,500)		
710	Engineering	214,965	360,272	575,237	266,045	445,876	711,921	(136,684)		
720	Engineering I&I	76,720	128,580	205,300	78,526	131,606	210,132	(4,832)		
740	GIS Development	129,879	217,668	347,547	131,224	287,103	418,327	(70,780)		
750	Environmental Svc	141,090	236,459	377,549	150,071	251,512	401,583	(24,034)		
830/831	Leary	0	22,131	22,131	0	27,755	27,755	(5,624)		
833/834	Miller Cty PWA	14,229		14,229	29,778		29,778	(15,549)		
	Total	6,445,232	12,084,738	18,529,970	6,849,099	13,106,799	19,955,898	(1,425,928)		
							AR	(403,867)		
							TX	(1,022,061)		
							Total Under Budget	(1,425,928)		

Attachment: 2017-081 ATTH 07 TWU Budget Presentation 2018 (1681 : 2017-081 ORD

FY18 Master Fee List (adopted 11 SEP 17)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
1	Extraordinary Event Cost Recovery Fee			An invoice may be sent by the City to any individual, organization or entity to recapture the cost of staff time, materials and supplies, and other costs related to an event, item or activity which is not considered a service provided to the general population in the normal and ordinary course of the City's operation.	All Departments and Offices		
2	Returned Checks	\$30.00	Each check	NSF –Non-Sufficient Funds	All Departments and Offices		
3	Coin Operated Machine Permit	\$15.00	Per Coin Operated Machine	Maximum \$250.00	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
4	Annual Special Event Permit	\$100.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
5	Daily Special Event Permit (20 days processing)	\$40.00	Each	No processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
6	Daily Special Event Permit (Expedited Processing)	\$150.00	Each	Five days processing after acceptance of a <u>completed</u> application: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
7	Daily Special Event Permit (Express Processing)	\$300.00	Each	Next day permit based on receipt of a <u>completed</u> application with proper insurance certificate included, received no later than 4:00 p.m. on a regular work day: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
8	Transient Dealer Precious Metal Permit	\$250.00	Each	For 30 Days	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
9	Alcoholic Beverage Permit: Beer Off-Premise (BF)	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
10	Alcoholic Beverage Permit: Wine & Beer Off-Premise (BQ)	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
11	Alcoholic Beverage Permit: Beer On-Premise (BE)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
12	Alcoholic Beverage Permit: Wine & Beer Retailer (BG)	\$175.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
13	Alcoholic Beverage Permit: Wine & Beer Retailer On-Premise Late Hours (BL)	\$250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
14	Alcoholic Beverage Permit: Brewpub License (BP)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
15	Alcoholic Beverage Permit: Package Store (P)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
16	Alcoholic Beverage Permit: Wine Only Package Store (Q)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
17	Alcoholic Beverage Permit: General Class B Wholesaler (X)	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
18	Alcoholic Beverage Permit: Importer's License (BI)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
19	Alcoholic Beverage Permit: Importer's Carrier's License (BJ)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

**FY18 Master Fee List
(adopted 11 SEP 17)**

*** Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
20	Alcoholic Beverage Permit: Beer Manufacturer's License (BA)	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
21	Alcoholic Beverage Permit: Brewer (B)	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
22	Alcoholic Beverage Permit: Winery (G)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
23	Alcoholic Beverage Permit: Local Distributor (to sell to private clubs) (LP)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
24	Alcoholic Beverage Permit: Branch Distributor (BC)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
25	Alcoholic Beverage Permit: Wholesaler (W)	\$1,875.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
26	Alcoholic Beverage Permit: General Distributors (BB)	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
27	Alcoholic Beverage Permit: Food and Beverage Certificate (FB)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
28	Alcoholic Beverage Permit: Caterer's Permit (CB)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
29	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - Original	\$3,000.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
30	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 1st Renewal	\$2,250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
31	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 2nd Renewal	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
32	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 3rd and all Subsequent Renewals	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
33	Alcoholic Beverage Permit: Public Storage (K)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
34	Alcoholic Beverage Permit: Beverage Cartage (PE)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
35	Alcoholic Beverage Permit: Private Carrier (O)	\$30.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
36	Alcoholic Beverage Permit: Package Store Tasting (PS)	\$25.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
37	Alcoholic Beverage Permit: Mixed Beverage Restaurant (RM)	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal (collect 3rd year and after issuance of license)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
38	Alcoholic Beverage Permit: Mixed Beverage Late Hours (LB)	\$150.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
39	Motor Vehicle Junk Yard or Business Permit	\$50.00	Each	Annual Note: \$1.00 Fee to Replace Lost Permit	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
40	Open Records Information: Copies (letter & legal)	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
41	Open Records Information: Copies over 50 pages	\$0.10	Per Page	Plus Labor charge prorated and overhead charge	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
42	Open Records Information: Copies (Oversize 11" x 17")	\$0.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
43	Open Records Information: Computer	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
44	Open Records Information: Diskette	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
45	Open Records Information: VHS video	\$2.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
46	Open Records Information: Audio Cassette	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
47	Open Records Information: CD	\$1.00	Per clock hour		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
48	Open Records Information: Maps/D Size	\$2.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
49	Open Records Information: Maps/D Size	\$3.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
50	Open Records Information: Maps/E Size	\$3.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
51	Open Records Information: Maps/E Size	\$4.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
52	Open Records Information: Other			Note: Any other charges for public information not listed will be as defined in Title 1, Part 3, Chapter 70 of the Texas Administrative Code. When applicable, labor cost will be added to open records requests and will be billed at \$15/hour plus a 20% overhead charge.	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
53	Airport Operations, Maintenance and Improvement Fee - Residential 1 *	\$0.00	Monthly	Collected via Utility Statement when water use less than 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
54	Airport Operations, Maintenance and Improvement Fee - Residential 2 *	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
55	Airport Operations, Maintenance and Improvement Fee - Commercial 1 *	\$0.00	Monthly	Collected via Utility Statement when water use is less than 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
56	Airport Operations, Maintenance and Improvement Fee - Commercial 2 *	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
57	Dog & Cat Registration (Unaltered) *	\$40.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
58	Dog & Cat Registration (Altered) *	\$10.00	Per Pet	Per Year - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
59	Dog & Cat Late Registration or Fail to Register *	\$15.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
60	Dog & Cat Registration 3-Year (Altered)	\$20.00	Per Pet	Every 3 years - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
61	Dog & Cat Registration - Replacement Tag *	\$5.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
62	Dangerous Dog Registration	\$50.00	Per Pet Per Year		Animal Services	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
63	Reclaim Impounded Animal	\$150.00	Per Pet	Does not Include Arkansas Animal Shelter Fees	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
64	Rabies Quarantine	\$150.00	Per Pet	To Be Done at Vet's Office Or Approved Place	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
65	Owner Surrenders	\$150.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
66	Birth Certificates	\$23.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
67	Death Certificates	\$21.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
68	Death Certificates (additional copies)	\$4.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
69	Abstract Poly Envelope	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
70	Long Poly Envelope	\$3.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
71	Mail Request: Shipping & Handling Fee	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
72	Credit/debit card payment	\$2.50	Each Transaction	In Addition to certificate fees	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
73	Garage Sale Permit	\$5.00	Each	3-day/max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
74	Estate Sale Permit	\$20.00	Each	3-days/Max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
75	Itinerate Vendor Permit	\$100.00	Each	\$10.00 each additional permit for same sales group. 1-year permit	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
76	Incident Report Copies	\$5.00	Per Report	Fire Department calls only	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
77	Fire Inspection Service: Nursing Home	\$150.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
78	Fire Inspection Service: Day Care	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
79	Fire Inspection Service: Group Home	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
80	Fire Inspection Service: Hospital	\$350.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
81	Fire Inspection Service: Hotel/Motel - Base	\$25.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
82	Fire Inspection Service: Hotel/Motel - Per Room	\$5.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
83	Fire Inspection Service: First Re-Inspection	\$0.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
84	Fire Inspection Service: 2nd and subsequent re-inspections.	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
85	Fire Inspection Service: After Hours Inspection (Minimum 2 hr.)	\$75.00	Per hour		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
86	Water Fill / Truck Only	\$25.00	Per Order		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
87	Fire Inspection Service: Home Safety Inspection	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
88	Fire Inspection Service: Foster Home Inspection	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
89	Permit: Fire Alarm Commercial	\$100.00	Annual Fee		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
90	False Alarm Fee - Commercial: 4-6 Alarms	\$50.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
91	False Alarm Fee - Commercial: 7 and more	\$75.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
92	False Alarm Fee - Residential: 4-6 Alarms	\$35.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
93	False Alarm Fee - Residential: 7 and more	\$45.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
94	Permit: Fixed Fire Extinguishing System	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
95	Permit: Sprinkler/Standpipe	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
96	Permit: Installation/Removal of UST's	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
97	Permit: Open Burning (not recreational)	\$1,000.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
98	Permit: Recreational Burning	\$50.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
99	Permit: Fireworks	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
100	Response: Hazardous Materials	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
101	Response: Technical Rescue	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
102	Inspection Service: Pool (each body of water)	\$100.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
103	Inspection Service: Pool Late Fee (each body of water)	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
104	Inspection Service: Pool 1st Re-inspection (each body of water)	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
105	Inspection Service: Pool Subsequent Re-inspections (each body of water/each additional inspection - incremental increase in fee)	\$100.00	Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
106	Inspection Service: Pool Complaint (each body of water)	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
107	Inspection Service: Pool Reinstatement (each body of water)	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
108	Health Service Inspection: Food Service w/1-5 employees	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
109	Health Service Inspection: Food Service w/6-10 employees	\$300.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
110	Health Service Inspection: Food Service w/11 or more employees	\$325.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
111	Health Service Inspection: Food Service each Public & Private School	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
112	Health Service Inspection: Food Service for each Non-Profit	\$75.00	Annual Fee	Complaint Inspection, reinstatement & re-inspection fees apply	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
113	Health Service Inspection: Day Care Food Service	\$100.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
114	Health Service Inspection: Day Care Non-Food Service	\$50.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
115	Health Service Inspection: Foster Home	\$40.00	Bi-annual		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
116	Health Service Inspection: Adoption	\$40.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
117	Health Service Inspection: Temporary Event	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
118	Health Service Inspection: Seasonal Permit	\$100.00	Each	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
119	Health Service Inspection: Mobile Food Unit	\$200.00	Annual Fee	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
120	Health Service Inspection: Late fee	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
121	Health Service Inspection: Complaint Inspection	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
122	Health Service Inspection: 1st Re-inspection	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
123	Health Service Inspection: Subsequent Re-inspections		Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
124	Health Service Inspection: Reinstatement	\$150.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
125	Health Service Inspection: Duplicate Permit	\$20.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
126	Copy: Texas Food Establishment Rules (picked up)	\$25.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
127	Copy: Texas Food Establishment Rules (mailed)	\$30.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
128	Health Service Inspection: Courtesy Follow Up Inspection	\$25.00	Each	Charged after the 2nd Courtesy Inspection	Health Inspections	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
129	Immunization: Child Administrative Fee	\$14.00	Per Visit	No Vaccine Maximum - No charge for Texas Medicaid Children	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
130	Immunization: Adult Administrative Fee	\$20.00	Per Visit		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
131	Copy: Shot Record	\$2.00	Each		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
132	Immunization: Private Purchase Flu vaccine	\$25.00	Per Shot	Price subject to change	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
133	Health Service: Tuberculosis Skin Test for Employment or Schooling	\$20.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
134	Health Service: Health Card Renewal	\$10.00	Per Card		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
135	Health Service: Blood Sugar (Finger Stick)	\$10.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
136	Notary Fee	\$5.00	Per Service		Human Resources Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3917
137	Portable Building Permit	\$50.00	Each	For buildings that are already constructed, moved on site	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
138	New Residential Building Permit	\$0.50	Per Square Foot	1. New SF, DD, MH and MF including units available for individual ownership; 2. Additions including but not limited to: bedrooms, bathrooms, screened porch, sunrooms and etc.; 3. Attached Accessory Structure including but not limited to: deck, garage, open porch and etc... 4. All space measured including heated and unheated space.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
139	Residential Repair Permit	\$30.00	Per House	For Greater Area Than 10% of House	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
140	Residential Remodel	\$0.25	Per Square Foot	Of Room Remodeled	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
141	Residential Re-Inspection Fee	\$25.00	All Trades	Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
142	Non-Residential Building Permit	See Separate Schedule	Each	Use the on-line file to determine permit fee and the fee will be based on the fiscal year in which the construction work is scheduled to begin.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
143	Residential Re-Roofing or Repair Permit	\$75.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
144	Non Residential Re-Roofing or Repair Permit	\$150.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
145	Application Plan Review Fee: Residential	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
146	Application Plan Review Fee: Non-Residential	\$300.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
147	Application Plan Review Fee: Non-Residential	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3913
148	Residential: Re-Review Plan or Change	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
149	Non-Residential: Re-Review Plan or Change	\$250.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
150	Non-Residential: Re-Review Plan or Change	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3913
151	Non-Residential: Re-Inspection Fee	\$50.00	Each Trade	Increases at \$25 rate per failed inspection, thus increasing to \$75, \$100, \$125 and etc... Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
152	Inspections Outside City Limits - Inside ETJ	\$150.00	Each	Per Request from owner/contractor	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
153	Demolition Permit	\$150.00	Each	Performance Bond/cashiers check Required	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
154	Non-Residential: Temporary Electrical Power	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
155	Work Performed without Permit		Each	Double Fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
156	Record Retrieval	\$60.00	Each Request	Pulling closed files, plans and etc...	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
157	Initial Certificate of Occupancy	\$50.00	Each	Does not include new construction; 2 inspections included; \$25 each additional inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
158	Replacement of Certificate of Occupancy Card	\$10.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
159	Re-stamp Previously Approved Plans	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
160	Non Residential Permit Renewal of Expired Permit	25%	Each	25% of original permit fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
161	Residential renewal of Expired Permit		Each	Price of the Original Permit	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
162	Failure to Pick-up Permit within 60 days of Approval			Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
163	Refund Fee for Non-expired Permits	\$0.00	Each	Forfeit Fees; Permit fees will be reimbursed.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
164	Refund Fee for Expired Permits			Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
165	Weekend/After Office Hours Inspection Fee	\$100.00	Per Hour	Minimum of 3 hours	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
166	Miscellaneous Inspection	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
167	Construction or Work Site Trailer	\$250.00	Per Trailer	Includes piers, tie-downs, steps, decks, electrical, plumbing, and mechanical	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
168	Minimum Inspection Miscellaneous Permit Fee	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
169	Courtesy/ Follow Up Inspection	\$25.00	Each	2 inspections included with building permit, 3rd + is charged for each inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
170	Builders & Mechanical Contractors (Plumbing, Electric, HVAC) Registration Fee	\$50.00	One time	Expiration or cancellation of license or insurance re-registration is \$30	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
171	Driveway Permit	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
172	Swimming Pool Permit	\$125.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
173	Tent Permit	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
174	Sign Permit for basic/simple sign	\$70.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole - No electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
175	Sign Permit for sign with electric power	\$100.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole with electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
176	Sign Permit for sign with electronic messaging (CVEMS) less than or equal to 50 Square Feet	\$125.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
177	Sign Permit for sign with electronic messaging (CVEMS) greater than 50 Square Feet	\$150.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
178	Sign Permit-Banner	\$25.00	Each	Per month	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9312
179	Sign Permit Promotional/Grand Opening	\$100.00	Each	Maximum Promotional 90 days; Grand Opening two weeks	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9313

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
180	Billboard/Off Premise advertising sign *	\$500.00	Per Year		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
181	Cell Tower Permit	\$650.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
182	Co-location Antenna on Cell Tower Permit	\$100.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
183	Basic Electrical Rough-In or General Repairs Permit (up to 4 circuits)	\$20.00	Permit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
184	Additional Electrical Rough-In or General Repairs Permit (5 – 16 circuits) (Basic + Additional)	\$2.00	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
185	Additional Electrical Rough-In or General Repairs Permit (More than 16 circuits) (Basic + Additional 1 + Additional 2)	\$1.50	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
186	Restore/Repair Electrical Service Permit (100 amp)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
187	Restore/Repair Electrical Service Permit (200 amp)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
188	Restore/Repair Electrical Service Permit (400 amp)	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
189	Restore/Repair Electrical Service Permit (600 amp)	\$35.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
190	Restore/Repair Electrical Service Permit (Greater than 600 amp)	\$40.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
191	Other General Electrical Repair Permit	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
192	Electric Power Permit for Sign	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
193	Placement of Temporary Pole for Electrical Power Permit	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
194	Appeal Concerning Electrical Code Filing Fee	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
195	Plumbing Permit Water (Installation or Replacement of Fixtures, Water Heater, Foot Spa, and etc.... Including general repair of water system)	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
196	Plumbing Permit: Sewer Line or Tap	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
197	Plumbing Permit Gas (Basic) (up to 4 openings)	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
198	Plumbing Permit Gas (Additional) (Greater than 4 openings) (Basic + Additional)	\$1.00	Each (over 4)		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
199	Plumbing Permit Irrigation: RPZ instillation	\$10.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
200	Plumbing Permit Irrigation: (Basic) (1-5 Heads)	\$8.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
201	Plumbing Permit Irrigation (Additional) (More than heads)(Basic + Additional)	\$0.60	Each Additional Head		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
202	Plumbing Permit Miscellaneous (Backflow, Grease Trap, Sand/Oil Separator and etc...)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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203	HVAC Permit: Residential Air Installation/Replacement	\$25.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
204	HVAC Permit: Non Residential Commercial Air Installation/Replacement	\$50.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
205	HVAC Permit: Mini Split Commercial Air Units	\$10.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
206	Library Membership Texarkana AR/TX Residents	\$0.00	Each		Library	600 West 3 rd Street	903-794-2149
207	Library Membership Non-Texarkana Resident	\$20.00	Annual Fee		Library	600 West 3 rd Street	903-794-2149
208	Library Overdue Fines (Books and Compact Discs)	\$0.25	Per Calendar Day	Up to the cost of the book or compact discs. Return stops the fine accumulation.	Library	600 West 3 rd Street	903-794-2149
209	Library Overdue Fines (Videos, DVD or Playaway)	\$1.00	Per Calendar Day	Until the return, up to the cost of the videos, DVD or Playaway	Library	600 West 3 rd Street	903-794-2149
210	Library card replacement	\$1.00	Per Replacement	Lost unexpired library card	Library	600 West 3 rd Street	903-794-2149
211	Library: Ear buds	\$1.00	Per Set		Library	600 West 3 rd Street	903-794-2149
212	Library: Memory Sticks (flash drive)	\$5.00	Per Drive		Library	600 West 3 rd Street	903-794-2149
213	Library Bag (Plastic)	\$0.50	Per Bag		Library	600 West 3 rd Street	903-794-2149
214	Library Bag (Canvas)	\$7.00	Per Bag		Library	600 West 3 rd Street	903-794-2149
215	Library: Use of Typewriter	\$0.50	Per 1/2 Hour		Library	600 West 3 rd Street	903-794-2149
216	Library: Case Replacement	\$1 - \$9	Per Case		Library	600 West 3 rd Street	903-794-2149
217	Library: Art Sleeve for case	\$1.00	Each		Library	600 West 3 rd Street	903-794-2149
218	Library: Due Date Card Replacement	\$1.00	Per Card		Library	600 West 3 rd Street	903-794-2149
219	Library: Photo copies (B&W)	\$0.15	Per Page		Library	600 West 3 rd Street	903-794-2149
220	Library: Photo copies (Color)	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
221	Library: Texas Notary	\$1.00	Per Service		Library	600 West 3 rd Street	903-794-2149
222	Library: Fax Service Receiving	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
223	Library: Fax Service Sending (local)	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
224	Library: Fax Service Sending (long distance)	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
225	Library: Fax Service Sending (International)	\$5.00	Per Page		Library	600 West 3 rd Street	903-794-2149
226	Library: Lamination			Inquire at Circulation Desk	Library	600 West 3 rd Street	903-794-2149
227	Library: David Nelson Meeting Room Rental	\$75.00	Per Rental	Non-Profit Organizations Exempt	Library	600 West 3 rd Street	903-794-2149
228	Municipal Court Technology Fees	\$4.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
229	Municipal Court Building Security Fees	\$3.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
230	Municipal Court Warrant Fee	\$50.00	Per Warrant		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
231	Park Pavilion Rental (Half Day)	\$15.00	Per Rental	8:00 AM - 2:45 PM or 3:00 PM to 10:00 PM	Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978

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232	Park Pavilion Rental (All Day)	\$25.00	Per Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
233	Ball Field Rental - Practice Game	\$20.00	Per Game		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
234	Ball Field Rental - Tournaments 1 Field	\$100.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
235	Ball Field Rental - Tournaments 2 Fields	\$175.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
236	Ball Field Rental - Tournaments 3 Fields	\$250.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
237	Ball Field Rental - Tournaments 4-5 Fields	\$300.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
238	Collins Senior Center Activity Room	\$75.00	Per Event		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
239	Collins Senior Center Meeting Room	\$25.00	Each Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
240	Southwest Center Multipurpose Room (GYM) Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
241	Southwest Center Multipurpose Room (GYM) Rental	\$150.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
242	Southwest Center Multipurpose Room (GYM) Rental	\$275.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
243	Southwest Center ABC Room Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
244	Southwest Center ABC Room Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978

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245	Southwest Center ABC Room Rental	\$75.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
246	Southwest Center Game/Activity Room Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
247	Southwest Center Game/Activity Room Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
248	Southwest Center Game/Activity Room Rental	\$50.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
249	Southwest Center Room A Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
250	Southwest Center Room A Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
251	Southwest Center Room A Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
252	Southwest Center Room B Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
253	Southwest Center Room B Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
254	Southwest Center Room B Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
255	Southwest Center Room C Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
256	Southwest Center Room C Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
257	Southwest Center Room C Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
258	Southwest Center Room D Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
259	Southwest Center Room D Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
260	Southwest Center Room D Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
261	Application for Zoning Change (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
262	Application for Specific Use Permit (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
263	Application for Site Plan approval (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
264	Application for Site Plan Amendments (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
265	Specific Use Permit Renewal (Base Fee) (Base + Variable)	\$100.00	Per Permit		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
266	Application fee for Amendment to Zoning Ordinance	\$250.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
267	Variances Requests (ZBA)(Base Fee) (Base + Variable)	\$150.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
268	Historic District Certificate of Appropriateness	\$75.00	Per Applicant		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
269	Subdivision Plats – preliminary (Base Fee) (Base + Variable Deposit)	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
270	Subdivision Plats – final (Base Fee) (Base + Variable Deposit)	\$200.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
271	Subdivision Plats – re-approval (Base Fee) (Base + Variable Deposit)	\$100.00	Per Re-approval		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
272	Subdivision Replats (Base Fee) (Base + Variable Deposit)	\$100.00	Per Replat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
273	Subdivision Plat - Vacated (Base Fee)	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
274	Subdivision Plat – amendments (Base Fee) (Base + Variable Deposit)	\$100.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
275	Subdivision Minor Plats (Base Fee) (Base + Variable Deposit)	\$50.00	Per Minor Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

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276	Deposit for Variable Fees	\$0.00	Per Application	(Variable costs include the costs such as advertising, mailing notices, sign manufacturing and posting and etc...) Unused deposit will be returned to petitioner once the final decision is rendered. If variable costs exceed the deposit amount the difference is required to be paid in full prior to issuance of the permit or other required document	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
277	Zoning Verification Document	\$25.00	Each		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
278	Voluntary Annexation Application Fee	\$500.00	Each Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
279	Street Name Change Application Fee	\$500.00	Per request	Additional cost for new signage	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
280	Street/Alley/Public ROW Abandonment Application Fee	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
281	Ground Level License to Encumber Right-Of-Way	100% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
282	Ground Level License to Encumber Right-Of-Way: Sign Only	\$10.00	Each Encumbrance		Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
283	Wireless Cell communication pole/tower with network nodes to Encumber Right-of -Way	\$250.00	Each individual network node	Maximum fee set by Texas State Legislators 2017, annual fee does not include fees for building permits issued by the Inspections Department	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
284	Air Space License to Encumber Right-Of-Way	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
285	Subsurface License to Encumber Right-Of-Way	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
286	Ornamental Device License to Encumber Right-Of-Way	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
287	Downtown CBD License to Encumber Right-Of-Way*	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
288	Solid Waste Pickup - Residential Rate	\$18.39	Per Month	Includes 96 gal. Trash cart, 65 Gal. recycle cart, Yard waste pickup. 2018 - \$10.48/month for additional cart.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
289	Solid Waste Pickup - Commercial Hand PU (1 Toter)	\$25.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
290	Solid Waste Pickup - Commercial Hand PU (2 Toter)	\$43.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
291	Solid Waste Pickup - Commercial Hand PU (3 Toter)	\$60.77	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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292	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$97.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
293	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$146.56	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
294	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$171.00	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
295	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$195.54	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
296	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$219.88	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
297	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$268.93	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
298	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$63.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
299	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$117.27	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
300	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$176.02	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
301	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$205.26	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
302	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$234.69	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
303	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$263.94	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
304	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$322.62	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
305	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$76.20	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
306	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$136.89	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
307	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$205.26	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
308	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$239.54	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
309	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$273.76	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
310	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$308.00	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
311	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$376.43	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
312	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$88.91	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
313	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$177.80	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
314	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$268.27	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
315	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$310.35	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
316	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$355.56	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
317	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$400.87	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
318	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$488.14	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
319	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$115.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
320	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$205.20	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
321	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$273.76	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
322	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$355.61	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
323	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$514.20	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
324	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$560.84	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
325	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$648.34	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
326	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$133.34	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
327	Solid Waste Pickup - Commercial 96-Gallon Toter (RECYCLE)	\$3.45	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
328	Solid Waste Pickup - Commercial 6-Yard FEL Container/Cardboard	\$55.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
329	Solid Waste Pickup - Commercial 8-Yard FEL Container/Cardboard	\$66.31	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
330	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$239.66	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
331	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$479.32	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
332	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$718.97	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
333	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$958.64	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
334	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,198.30	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
335	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,448.67	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
336	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$282.61	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
337	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$565.24	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
338	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$847.85	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
339	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,130.48	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
340	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,413.09	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
341	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,695.70	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
342	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$325.02	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
343	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$650.01	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
344	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$975.03	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
345	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,300.02	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
346	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,625.04	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
347	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,950.05	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
348	Solid Waste Pickup 20-Yard Roll-Off (Open Top)	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
349	Solid Waste Pickup 25-Yard Roll-Off (Open Top)	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
350	Solid Waste Pickup 30-Yard Roll-Off (Open Top)	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
351	Solid Waste Pickup 40-Yard Roll-Off (Open Top)	\$349.07	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
352	Solid Waste Pickup 30-Yard Roll-Off (Compactor)	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
353	Solid Waste Pickup 33-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
354	Solid Waste Pickup 34-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
355	Solid Waste Pickup 35-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
356	Solid Waste Pickup 40-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
357	Solid Waste Pickup 42-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
358	Utility Easement Abandonment Application Fee	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
359	Central Records and Communications	\$10.00	Per Copy or 911 Recording		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
360	Police: Accident or Crash Report	\$6.00	Copy of Report	Front and back pages	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
361	Police: Offense Report	\$5.00	Copy of Report	Front page only	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
362	Police: Criminal History	\$10.00	Each	Must show two forms of ID	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
363	Police: Certification of any Report	\$2.00	Each	Added to the cost of the report	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
364	Burglar Alarm Permits – Residential	\$35.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
365	Burglar Alarm Permits – Commercial	\$75.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
366	Burglar Alarm Permits -- late renewal (30 days or less late)	\$20.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
367	Burglar Alarm Permits -- late renewal (more than 30 days late)	\$40.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
368	False Alarm Fees	\$50.00	Each alarm	Per alarm after 6 alarms in any 12 month period	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
369	Wrecker Permits	\$20.00	Per wrecker	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
370	Vehicle Storage Facility	\$50.00	Per facility	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
371	Taxi Permits	\$40.00	Per taxicab	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
372	Sexually Oriented Business	\$400.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
373	Youth Club/Dance Hall Permit	\$100.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
374	Police: Extraordinary Response to Problem Location	\$28.78	Per additional Officer	Only after Owner/Manager has been placed on legal notice.	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
375	Water Service Connection	\$15.00	Each	Water Service Initiation	TWU	801 Wood Street	903-798-3800
376	Water Meter Disconnect	\$15.00	Each	Discontinue Service	TWU	801 Wood Street	903-798-3800
377	Water Service Transfer	\$20.00	Each		TWU	801 Wood Street	903-798-3800
378	Late Service Charge – Non-Payment	10%	On billed amount	If not paid by Due Date	TWU	801 Wood Street	903-798-3800
379	After Hours Service Call to reinstate water service	\$50.00	Each		TWU	801 Wood Street	903-798-3800
380	Non Payment Service Charge	\$35.00	Each	if not paid by disconnect date	TWU	801 Wood Street	903-798-3800
381	Water meter reread initiated by Customer	\$15.00	Each	No charge if initiated by TWU	TWU	801 Wood Street	903-798-3800
382	Water meter testing initiated by Customer	\$50.00	Each	Meters two inches & smaller	TWU	801 Wood Street	903-798-3800
383	Water meter testing, for 2" line or greater, initiated by Customer (Cost plus %)	10%	Each	Meters larger than two inches	TWU	801 Wood Street	903-798-3800
384	Water meter Tampering	\$50.00	Each		TWU	801 Wood Street	903-798-3800
385	Unauthorized Water Connection Inserted	\$100.00	Each		TWU	801 Wood Street	903-798-3800
386	Water meter Fees – 5/8" meter	Cost	Each		TWU	801 Wood Street	903-798-3800
387	Water meter Fees – 1" meter	Cost	Each		TWU	801 Wood Street	903-798-3800
388	Water: Single Register 2" (irrigation)	Cost	Each		TWU	801 Wood Street	903-798-3800
389	Inspection/Tapping Fee for Water Main	\$75.00	Each		TWU	801 Wood Street	903-798-3800
390	Bacteriological testing of water samples	\$20.00	Each		TWU	801 Wood Street	903-798-3800
391	Inspection/Tapping Fee for Sewer Main	\$50.00	Each		TWU	801 Wood Street	903-798-3800
392	Sanitary Sewer Availability Fee *	\$25.00	Monthly	Non-Connection when Sewer Connection is available to the property	TWU	801 Wood Street	903-798-3800
393	Sewer Surcharge -- Excessive Strength Wastes	\$0.10	TSS per pound		TWU	801 Wood Street	903-798-3800
394	Sewer Surcharge -- Excessive Strength Wastes	\$0.25	BOD per pound		TWU	801 Wood Street	903-798-3800
395	Industrial Wastewater Discharge Permit	\$300.00		Significant Discharger	TWU	801 Wood Street	903-798-3800
396	Industrial Wastewater Discharge Permit	\$200.00		Minor Discharger	TWU	801 Wood Street	903-798-3800
397	Industrial Wastewater Discharge Permit	\$50.00		Commercial Discharger	TWU	801 Wood Street	903-798-3800
398	Industrial Wastewater Discharge Permit	\$50.00		Intermittent Discharger	TWU	801 Wood Street	903-798-3800
399	Industrial Wastewater Discharge Permit	\$100.00		Transported Discharger	TWU	801 Wood Street	903-798-3800
400	Industrial Wastewater Discharge Permit	\$50.00		Non-Discharge	TWU	801 Wood Street	903-798-3800
401	Temporary Wastewater Discharge Permit	\$50.00			TWU	801 Wood Street	903-798-3800
402	Metered Discharge Treatment	\$0.05	Per Gallon		TWU	801 Wood Street	903-798-3800
403	Liquid Waste Transport Permit	\$50.00			TWU	801 Wood Street	903-798-3800
404	Liquid Waste Transport Permit Late Fee	\$25.00	Each Permit		TWU	3616 South State Line Ave	903-798-3870
405	Septic Waste Dumping	\$50.00	Per 1,000 Gallons	Per Volume of Tank	TWU	801 Wood Street	903-798-3800
406	Delivery of Non-Domestic Waste to POTW Treatment Plant	\$0.10	Per Gallon		TWU	801 Wood Street	903-798-3800
407	Septic Waste Manifest Books	\$13.00	Each		TWU	801 Wood Street	903-798-3800
408	Liquid Waste Transporter Manifest Late Fee	\$25.00	Each Occurrence		TWU	3616 South State Line Ave	903-798-3870
409	Non-Residential Backflow Prevention Assembly Device	\$50.00	Per Year		TWU	801 Wood Street	903-798-3800
410	Backflow Testing Fee	\$125.00	Each		TWU	3616 South State Line Ave	903-798-3870
411	Backflow Tester Registration Fee	\$25.00	Per Tester	Annual Fee	TWU	3616 South State Line Ave	903-798-3870
412	Commercial Customer Service Inspection	\$15.00	Each		TWU	3616 South State Line Ave	903-798-3870

FY18 Master Fee List (adopted 11 SEP 17)

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
413	Environmental Services Enforcement Fee	Cost plus 10%	Per Action		TWU	3616 South State Line Ave	903-798-3870
414	Backflow Assembly Text Booklet	\$7.00	Each		TWU	801 Wood Street	903-798-3800
415	Water Infrastructure Fee - Residential	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
416	Waste Water Infrastructure Fee - Residential	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
417	Water Infrastructure Fee - Commercial	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
418	Waste Water Infrastructure Fee - Commercial	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
419	Sales: Screened Compost	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
420	Sales: Screened Compost	\$2.00	Per bag (1-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
421	Sales: Unscreened Compost	\$5.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
422	Sales: Wood Chips	\$8.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
423	Sales: Wood Chips	\$1.00	Per Bag (2-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
424	Sales: Leaf Mulch	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
425	Residential Water Service Charge (Monthly)	\$8.15	Per Meter		TWU	801 Wood Street	903-798-3800
426	Residential Water Volume Rate Tier 1	\$1.75	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
427	Residential Water Volume Rate Tier 2	\$2.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
428	Residential Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
429	Residential Water Volume Rate Tier 4	\$3.75	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
430	Residential Water Volume Rate Tier 5	\$4.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
431	Commercial Water Service Charge 1 (Monthly)	\$9.28	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
432	Commercial Water Service Charge 2 (Monthly)	\$9.28	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
433	Commercial Water Service Charge 3 (Monthly)	\$10.61	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
434	Commercial Water Service Charge 4 (Monthly)	\$11.93	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
435	Commercial Water Service Charge 5 (Monthly)	\$13.24	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
436	Commercial Water Service Charge 6 (Monthly)	\$26.50	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
437	Commercial Water Service Charge 7 (Monthly)	\$39.75	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
438	Commercial Water Service Charge 8 (Monthly)	\$66.25	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
439	Commercial Water Service Charge 9 (Monthly)	\$66.25	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
440	Commercial Water Volume Rate Tier 1	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
441	Commercial Water Volume Rate Tier 2	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
442	Commercial Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
443	Commercial Water Volume Rate Tier 4	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
444	Commercial Water Volume Rate Tier 5	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
445	Industrial Water Rates and Service Charges	\$0.00	Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
446	Residential Water Service Charge (Monthly) [outside city limits]	\$12.23	Per Meter		TWU	801 Wood Street	903-798-3800
447	Residential Water Volume Rate Tier 1 [outside city limits]	\$2.63	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
448	Residential Water Volume Rate Tier 2 [outside city limits]	\$3.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
449	Residential Water Volume Rate Tier 3 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
450	Residential Water Volume Rate Tier 4 [outside city limits]	\$5.63	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
451	Residential Water Volume Rate Tier 5 [outside city limits]	\$6.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
452	Commercial Water Service Charge 1 (Monthly) [outside city limits]	\$13.92	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
453	Commercial Water Service Charge 2 (Monthly) [outside city limits]	\$13.92	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
454	Commercial Water Service Charge 3 (Monthly) [outside city limits]	\$15.92	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
455	Commercial Water Service Charge 4 (Monthly) [outside city limits]	\$17.90	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
456	Commercial Water Service Charge 5 (Monthly) [outside city limits]	\$19.86	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
457	Commercial Water Service Charge 6 (Monthly) [outside city limits]	\$39.75	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
458	Commercial Water Service Charge 7 (Monthly) [outside city limits]	\$59.63	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
459	Commercial Water Service Charge 8 (Monthly) [outside city limits]	\$99.38	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
460	Commercial Water Service Charge 9 (Monthly) [outside city limits]	\$99.38	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
461	Commercial Water Volume Rate Tier 1 [outside city limits]	\$4.88	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
462	Commercial Water Volume Rate Tier 2 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
463	Commercial Water Volume Rate Tier 3 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
464	Commercial Water Volume Rate Tier 4 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
465	Commercial Water Volume Rate Tier 5 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
466	Residential Sewer Minimum Charge (Monthly)	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
467	Residential Sewer Volume Rate	\$3.77	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
468	Residential Unmetered Sewer (Monthly) (from water supplied by sources other than TWU)	\$26.72	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
469	Commercial Sewer Minimum Charge (Monthly)	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
470	Commercial Sewer Volume Rate	\$4.41	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
471	Residential Sewer Minimum Charge (Monthly) [outside city limits]	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800

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472	Residential Sewer Volume Rate [outside city limits]	\$5.66	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
473	Residential Unmetered Sewer Charge (Monthly) (from water supplied by sources other than TWU) [outside city limits]	\$40.08	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
474	Commercial Sewer Minimum Charge (Monthly) [outside city limits]	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
475	Commercial Sewer Volume Rate [outside city limits]	\$6.62	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
476	Environmental Fee: Based on Residential Water Service Charge (Monthly)	\$2.45	Per Meter		TWU	801 Wood Street	903-798-3800
477	Environmental Fee: Based on Residential Water Volume Rate Tier 1	\$0.53	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
478	Environmental Fee: Based on Residential Water Volume Rate Tier 2	\$0.60	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
479	Environmental Fee: Based on Residential Water Volume Rate Tier 3	\$0.98	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
480	Environmental Fee: Based on Residential Water Volume Rate Tier 4	\$1.13	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
481	Environmental Fee: Based on Residential Water Volume Rate Tier 5	\$1.20	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
482	Environmental Fee: Based on Commercial Water Service Charge 1 (Monthly)	\$2.78	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
483	Environmental Fee: Based on Commercial Water Service Charge 2 (Monthly)	\$2.78	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
484	Environmental Fee: Based on Commercial Water Service Charge 3 (Monthly)	\$3.18	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
485	Environmental Fee: Based on Commercial Water Service Charge 4 (Monthly)	\$3.58	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
486	Environmental Fee: Based on Commercial Water Service Charge 5 (Monthly)	\$3.97	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
487	Environmental Fee: Based on Commercial Water Service Charge 6 (Monthly)	\$7.95	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
488	Environmental Fee: Based on Commercial Water Service Charge 7 (Monthly)	\$11.93	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
489	Environmental Fee: Based on Commercial Water Service Charge 8 (Monthly)	\$19.88	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
490	Environmental Fee: Based on Commercial Water Service Charge 9 (Monthly)	\$19.88	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
491	Environmental Fee: Based on Commercial Water Volume Rate Tier 1	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
492	Environmental Fee: Based on Commercial Water Volume Rate Tier 2	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
493	Environmental Fee: Based on Commercial Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800

**FY18 Master Fee List
(adopted 11 SEP 17)**

*** Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
494	Environmental Fee: Based on Commercial Water Volume Rate Tier 4	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
495	Environmental Fee: Based on Commercial Water Volume Rate Tier 5	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
496	Environmental Fee: Based on Industrial Water Rates and Service Charges		Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800

Population Group	City Population	Fee for 5,000 Gallons Residential	Fee for 10,000 Gallons Residential	Total Customers	Average Usage Residential	Fee for 50,000 Gallons Commercial	Fee for 200,000 Gallons Commercial
30,001 - 50,000							
Bedford	49,337	\$ 38.00	\$ 56.70	23,225	9,000	\$ 310.54	\$ 871.54
Del Rio	48,879	\$ 27.02	\$ 43.47	15,025	5,300	\$ 316.44	\$ 1,141.44
Cedar Hill	48,507	\$ 30.45	\$ 58.10	16,291	8,000	\$ 279.30	\$ 1,108.80
Wylie	46,708	\$ 30.31	\$ 52.16	12,506	13,000	\$ 260.57	\$ 1,004.57
Keller	45,758	\$ 34.66	\$ 51.44	15,633	12,286	\$ 352.54	\$ 1,401.04
The Colony	44,704	\$ 35.80	\$ 56.00	12,874	7,000	\$ 350.79	\$ 1,229.79
Haltom City	44,206	\$ 42.10	\$ 76.35	13,101	8,500	\$ 350.35	\$ 1,377.85
Burleson	43,625	\$ 36.29	\$ 58.24	14,670	6,700	\$ 336.02	\$ 1,245.02
Rockwall	42,566	\$ 35.72	\$ 54.42	15,678	5,300	\$ 311.89	\$ 1,154.89
Coppell	41,159	\$ 32.00	\$ 47.00	13,227	13,000	\$ 203.75	\$ 653.75
Huntsville	40,938	\$ 22.38	\$ 47.24	9,097	5,237	\$ 318.92	\$ 1,197.92
Sherman	40,667	\$ 33.24	\$ 49.09	13,580	6,000	\$ 303.21	\$ 778.71
Duncanville	39,826	\$ 27.32	\$ 48.34	12,530	7,000	\$ 247.57	\$ 1,026.07
Weslaco	39,474	\$ 28.13	\$ 41.68	10,697	8,706	\$ 189.25	\$ 678.25
Friendswood	39,121	\$ 21.30	\$ 35.80	12,663	10,000	\$ 189.95	\$ 624.95
Hurst	39,016	\$ 37.15	\$ 71.00	12,417	7,000	\$ 341.80	\$ 1,357.30
Lancaster	38,801	\$ 34.25	\$ 47.60	11,709	5,896	\$ 365.21	\$ 989.21
Little Elm	38,341	\$ 39.20	\$ 68.15	10,515	6,000	\$ 416.80	\$ 1,378.30
Schertz	37,938	\$ 49.08	\$ 63.82	13,877	5,400	\$ 330.26	\$ 954.76
Texarkana	37,442	\$ 17.65	\$ 35.40	18,373	3,800	\$ 169.24	\$ 656.74
Lufkin	36,333	\$ 23.46	\$ 40.46	15,592	4,920	\$ 176.46	\$ 765.96
Kyle	35,733	\$ 60.73	\$ 86.05	8,764	5,000	\$ 563.10	\$ 1,754.10
Rosenberg	35,510	\$ 28.78	\$ 52.28	12,665	6,600	\$ 296.00	\$ 1,061.00
La Porte	35,148	\$ 16.89	\$ 31.79	11,914	5,250	\$ 203.94	\$ 769.44
Nacogdoches	33,894	\$ 23.30	\$ 40.05	13,000	7,000	\$ 213.07	\$ 756.07
Deer Park	33,806	\$ 25.64	\$ 48.59	10,647	7,174	\$ 232.19	\$ 920.69
Waxahachie	33,384	\$ 32.75	\$ 55.20	12,667	7,500	\$ 273.56	\$ 947.06
Farmers Branch	32,689	\$ 32.53	\$ 56.88	9,753	6,000	\$ 316.42	\$ 1,169.92
Cleburne	30,400	\$ 52.53	\$ 82.53	10,783	5,000	\$ 322.53	\$ 1,222.53
30,001 - 50,000	Averages	\$ 32.71	\$ 53.65	13,223	7,158	\$ 294.54	\$ 1,041.30

Tiered Water Rates- Texarkana, Texas Customers

The City of Texarkana, Texas implemented conservation water rates beginning in Fiscal Year 2016 effective

10/1/2015, which uses a tiered rate structure comprised of 5 tiers based upon water usage for residential customers. Commercial water customers are set at the Tier 3 rate. This rate structure is comprised of 2 components- a fixed Service Charge based upon meter size and a Volume Charge based upon water consumption. Under tiered rates, customers using less water are charged at lower tier rates.

Tiered Rate Structure:

TML Averages

Residential Customers:

Service Charge	\$10.60
Volume Charge <i>(per 1,000 Gal)</i>	
Tier 1 >0- 2,000	\$2.28
Tier 2 >2,000- 5,000	\$2.60
Tier 3 >5,000- 7,000	\$4.23
Tier 4 >7,000- 10,000	\$4.88
Tier 5 >10,000	\$5.20

Commercial Customers:

Service Charge <i>(Based on meter size below)</i>	
5/8" Meter	\$12.06
3/4" Meter	\$12.06
1" Meter	\$13.79
1.5" Meter	\$15.51
2" Meter	\$17.21
3" Meter	\$34.45
4" Meter	\$51.68
6" Meter	\$86.13
8" Meter	\$86.13
Volume Charge <i>(per 1,000 Gal)</i>	
Tier 3 <i>(All usage set at Tier 3 Rate)</i>	\$4.23

	Monthly Impact	\$ 4.58	\$ 5.30		\$ 10.62			\$ 51.53	\$197.78	
Increase for Environmental	Percent Increase	RESIDENTIAL						COMMERCIAL		
		3,800	32.71 5,000	70.14% 6,000	53.65 10,000	85.78% 11,000	100.96% 20,000	294.54 50,000	1,041.30 200,000	89.42% 1,000,000
\$2.45	30.00%	19.83	22.95	27.17	46.02	51.22	98.02	223.31	857.06	
\$0.53	30.00%									
\$0.60	30.00%									
\$0.98	30.00%									
\$1.13	30.00%									
\$1.20	30.00%									
\$2.78	30.00%	33.19	37.41	54.31	58.54	96.56	223.31			857.06
\$2.78	30.00%	33.19	37.41	54.31	58.54	96.56	223.31			857.06
\$3.18	30.00%	34.92	39.14	56.04	60.27	98.29	225.04			858.79
\$3.58	30.00%	36.63	40.86	57.76	61.98	100.01	226.76			860.51
\$3.97	30.00%	38.34	42.56	59.46	63.69	101.71	228.46			862.21
\$7.95	30.00%	55.58	59.80	76.70	80.93	118.95	245.70			879.45
\$11.93	30.00%	72.80	77.03	93.93	98.15	136.18	262.93			896.68
\$19.88	30.00%	107.25	111.48	128.38	132.60	170.63	297.38			931.13
\$19.88	30.00%	107.25	111.48	128.38	132.60	170.63	297.38	931.13		
\$0.98	30.00%									

City of Texarkana, Texas Capital Improvements Program										\$39,801,663
Project Number	Project Name	City Program	Program Priority	Total Projects in Program	City Priority	Project Year	Debt Service	Debt Issuance	Estimating Year	Estimated Construction Cost
1520	Fire Station Relocation	FD	1.000	2	17.000	2023	GO	GO	2015	\$ 5,750,000
1040	Perot Theatre Restoration & Art Park - Phase I	PCD	1.000	4	16.000	2024	GO	GO	2015	\$ 4,706,556
1300	Airport Terminal (Texas Share)	AP	1.000	1	15.000		GO	GO	2015	\$ 1,000,000
1120	Perot Theatre Restoration & Art Park - Phase II	PCD	2.000			2025	GO	GO	2015	\$ 4,706,556
1590	Grady T Wallace Soccer Field Improvements	PR	1.000	1	54.000	2026	GO	GO	2017	\$ 1,162,850
1030	Extension of Gibson Lane from University Ave. to Pleasant Grove Road	ST	1.000	20	18.000	2026	GO	GO	2015	\$ 4,328,050
1010	Shilling Lane Street Reconstruction	ST	3.000	20	20.000	2027	GO	GO	2015	\$ 3,279,840
1100	North Highland Estates Concrete Reconstruction	ST	4.000	20	24.000	2028	GO	GO	2015	\$ 1,923,755
1210	North Kenwood Road Reconstruction	ST	10.000	20	34.000	2029	GO	GO	2015	\$ 3,215,215
1220	Waco St. and Falvey St. Concrete Reconstruction	ST	11.000	20	37.000	2030	GO	GO	2015	\$ 3,811,610
1080	North Park Road Widening and Reconstruction	ST	5.000	20	25.000	2031	GO	GO	2015	\$ 2,357,890
1090	North Park Road Repaving	ST	6.000	20	27.000	2036	GO	GO	2015	\$ 2,616,750
1020	College Drive Reconstruction	ST	7.000	20	30.000	2037	GO	GO	2015	\$ 2,115,665
1060	Wade Lane Reconstruction	ST	8.000	20	31.000	2038	GO	GO	2015	\$ 1,810,960
1070	Moore's Lane Concrete Reconstruction	ST	9.000	20	32.000	2041	GO	GO	2015	\$ 1,400,130
1250	Galleria Oaks Drive Concrete Replacement	ST	12.000	20	38.000	2043	GO	GO	2015	\$ 1,366,650
1240	Elizabeth Street Reconstruction	ST	13.000	20	39.000	2044	GO	GO	2015	\$ 1,336,505
1260	Capp Street Extension	ST	15.000	20	41.000	2044	GO	GO	2015	\$ 446,140
1230	Robison Road Reconstruction	ST	14.000	20	40.000	2045	GO	GO	2015	\$ 1,474,895
1330	Robin Lane/Galleria Oaks Traffic Circle	ST	17.000	20	43.000	2045	GO	GO	2016	\$ 500,000
1360	Spring Lake Park Trail	PCD	3.000	4	46.000	2045	GO	GO	2016	\$ 163,452
1390	Bringle Lake/University Blvd. Sidewalk Extension	ST	19.000	20	47.000	2045	GO	GO	2016	\$ 177,500
1440	New Boston Road and Texas Boulevard	ST	20.000	20	51.000	2046	GO	GO	2016	\$ 607,250

City of Texarkana, Texas Capital Improvements Program								\$6,922,567
Project Number	Project Name	City Program	Program Priority	Total Projects in Program	City Priority	Project Year	Estimating Year	Estimated Construction Cost
1170	Northridge Drainage Improvements	SW	6.000	17	28.000	2019	2015	\$ 955,450
1180	Drainage Improvements-Wyatt Lane and Lexington/Concord	SW	8.000	17	33.000	2020	2015	\$ 760,838
1190	Drainage Improvements-Palisades and St. Michael Dr. to Gregory	SW	9.000	17	35.000	2021	2015	\$ 605,650
1200	Drainage Improvements-Cherry Hills and Pecan Cove	SW	10.000	17	36.000	2022	2015	\$ 540,425
1410	St. Michael Drive and Richill Drive Drainage Improvements	SW	13.000	17	48.000	2023	2016	\$ 406,000
1320	Rochelle Addition Drainage Improvements Phase I	SW	11.000	17	44.000	2024	2017	\$ 2,000,000
1450	Sleepy Hollow Drainage Project	SW	16.000	17	52.000	2025	2016	\$ 396,680
1460	Pleasant Hills Drainage Project	SW	17.000	17	53.000	2026	2016	\$ 391,026
1040	Rochelle Addition Drainage Improvements Phase II	SW				2027	2017	\$ 2,000,000
1420	Summer Glen Drainage Improvements	SW	14.000	17	49.000	2028	2016	\$ 235,000
1430	Findley Drainage Improvements	SW	15.000	17	50.000	2028	2016	\$ 153,000
1520	Rochelle Addition Drainage Improvements Phase III	SW				2031	2017	\$ 2,000,000
1030	Rochelle Addition Drainage Improvements Phase IV	SW				2034	2017	\$ 2,000,000
1160	Channel Improvements from Potomac to Sabine	SW	7.000	17	29.000	2037	2015	\$ 1,002,300
1140	Drainage Improvments from 14th/Wood to 22nd/Wood	SW	4.000	17	23.000	2039	2015	\$ 1,490,930
1150	Channel Improvements from 10th/Oak to 11th/Walnut	SW	5.000	17	26.000	2042	2015	\$ 1,477,395
1130	Richmond Pines Drainage Improvements	SW	3.000	17	22.000	2046	2015	\$ 1,639,230
1120	Shilling Subdivision Drainage Improvements	SW	2.000	17	21.000	2050	2015	\$ 1,792,530
1110	Cowhorn Creek Drainage Improvements	SW	1.000	17	19.000	2055	2015	\$ 2,013,412

Environmental Fund

Fiscal Year	Beginning Fund Balance	Stormwater Revenue	Demolition Program	Weed Lot Program	Litter Control	Code Enforcement	Subtotal	Capital Projects	Total Expenditures	Ending Fund Bala
2018	\$0	\$2,080,368	\$300,000	\$203,956	\$77,747	\$140,408	\$722,111	\$0	\$722,111	\$1,358,257
2019	\$1,358,257	\$2,080,368	\$300,000	\$203,956	\$78,136	\$141,110	\$723,202	\$1,431,088	\$2,154,290	\$1,284,335
2020	\$1,284,335	\$2,080,368	\$350,000	\$203,956	\$78,526	\$141,816	\$774,298	\$1,162,386	\$1,936,684	\$1,428,019
2021	\$1,428,019	\$2,080,368	\$350,000	\$203,956	\$78,919	\$142,525	\$775,400	\$943,801	\$1,719,201	\$1,789,187
2022	\$1,789,187	\$2,080,368	\$350,000	\$203,956	\$79,314	\$143,237	\$776,507	\$859,002	\$1,635,509	\$2,234,046
2023	\$2,234,046	\$2,080,368	\$350,000	\$203,956	\$79,710	\$143,953	\$777,620	\$525,828	\$1,303,448	\$3,010,966
2024	\$3,010,966	\$2,080,368	\$400,000	\$203,956	\$80,109	\$144,673	\$828,738	\$3,178,988	\$4,007,726	\$1,083,608
2025	\$1,083,608	\$2,080,368	\$400,000	\$203,956	\$80,509	\$145,397	\$829,862	\$680,289	\$1,510,151	\$1,653,825
2026	\$1,653,825	\$2,080,368	\$400,000	\$203,956	\$80,912	\$146,124	\$830,991	\$684,005	\$1,514,996	\$2,219,196
2027	\$2,219,196	\$2,080,368	\$400,000	\$203,956	\$81,316	\$146,854	\$832,127	\$3,373,567	\$4,205,694	\$93,871
2028	\$93,871	\$2,080,368	\$500,000	\$203,956	\$81,723	\$147,588	\$933,267	\$655,694	\$1,588,961	\$585,278
2029	\$585,278	\$2,080,368	\$500,000	\$203,956	\$82,132	\$148,326	\$934,414	\$0	\$934,414	\$1,731,232
2030	\$1,731,232	\$2,080,368	\$500,000	\$203,956	\$82,542	\$149,068	\$935,566	\$0	\$935,566	\$2,876,033
2031	\$2,876,033	\$2,080,368	\$500,000	\$203,956	\$82,955	\$149,813	\$936,724	\$3,651,657	\$4,588,382	\$368,019
2032	\$368,019	\$2,080,368	\$500,000	\$203,956	\$83,370	\$150,562	\$937,888	\$0	\$937,888	\$1,510,499
2033	\$1,510,499	\$2,080,368	\$500,000	\$203,956	\$83,787	\$151,315	\$939,058	\$0	\$939,058	\$2,651,809
2034	\$2,651,809	\$2,080,368	\$500,000	\$203,956	\$84,206	\$152,072	\$940,233	\$3,875,168	\$4,815,402	-\$83,224
2035	-\$83,224	\$2,080,368	\$500,000	\$203,956	\$84,627	\$152,832	\$941,415	\$0	\$941,415	\$1,055,729
2036	\$1,055,729	\$2,080,368	\$500,000	\$203,956	\$85,050	\$153,596	\$942,602	\$0	\$942,602	\$2,193,495
2037	\$2,193,495	\$2,080,368	\$500,000	\$203,956	\$85,475	\$154,364	\$943,795	\$2,144,170	\$3,087,965	\$1,185,898
2038	\$1,185,898	\$2,080,368	\$500,000	\$203,956	\$85,902	\$155,136	\$944,994	\$0	\$944,994	\$2,321,271
2039	\$2,321,271	\$2,080,368	\$500,000	\$203,956	\$86,332	\$155,912	\$946,200	\$3,318,326	\$4,264,525	\$137,114
2040	\$137,114	\$2,080,368	\$500,000	\$203,956	\$86,763	\$156,691	\$947,411	\$0	\$947,411	\$1,270,071
2041	\$1,270,071	\$2,080,368	\$500,000	\$203,956	\$87,197	\$157,475	\$948,628	\$0	\$948,628	\$2,401,811
2042	\$2,401,811	\$2,080,368	\$500,000	\$203,956	\$87,633	\$158,262	\$949,852	\$3,489,465	\$4,439,317	\$42,862
2043	\$42,862	\$2,080,368	\$500,000	\$203,956	\$88,071	\$159,054	\$951,081	\$0	\$951,081	\$1,172,149
2044	\$1,172,149	\$2,080,368	\$500,000	\$203,956	\$88,512	\$159,849	\$952,317	\$0	\$952,317	\$2,300,200
2045	\$2,300,200	\$2,080,368	\$500,000	\$203,956	\$88,954	\$160,648	\$953,558	\$0	\$953,558	\$3,427,010
2046	\$3,427,010	\$2,080,368	\$500,000	\$203,956	\$89,399	\$161,451	\$954,806	\$4,190,857	\$5,145,664	\$361,714
2047	\$361,714	\$2,080,368	\$500,000	\$203,956	\$89,846	\$162,259	\$956,061	\$0	\$956,061	\$1,486,022
2048	\$1,486,022	\$2,080,368	\$500,000	\$203,956	\$90,295	\$163,070	\$957,321	\$0	\$957,321	\$2,609,068
2049	\$2,609,068	\$2,080,368	\$500,000	\$203,956	\$90,747	\$163,885	\$958,588	\$0	\$958,588	\$3,730,848
2050	\$3,730,848	\$2,080,368	\$500,000	\$203,956	\$91,201	\$164,705	\$959,861	\$4,960,553	\$5,920,414	-\$109,198
2051	-\$109,198	\$2,080,368	\$500,000	\$203,956	\$91,657	\$165,528	\$961,141	\$0	\$961,141	\$1,010,030
2052	\$1,010,030	\$2,080,368	\$500,000	\$203,956	\$92,115	\$166,356	\$962,427	\$0	\$962,427	\$2,127,971
2053	\$2,127,971	\$2,080,368	\$500,000	\$203,956	\$92,575	\$167,188	\$963,719	\$0	\$963,719	\$3,244,620
2054	\$3,244,620	\$2,080,368	\$500,000	\$203,956	\$93,038	\$168,024	\$965,018	\$0	\$965,018	\$4,359,970
2055	\$4,359,970	\$2,080,368	\$500,000	\$203,956	\$93,504	\$168,864	\$966,323	\$6,151,728	\$7,118,052	-\$677,714
2056	-\$677,714	\$2,080,368	\$500,000	\$203,956	\$93,971	\$169,708	\$967,635	\$0	\$967,635	\$435,019
2057	\$435,019	\$2,080,368	\$500,000	\$203,956	\$94,441	\$170,556	\$968,953	\$0	\$968,953	\$1,546,434
2058	\$1,546,434	\$2,080,368	\$500,000	\$203,956	\$94,913	\$171,409	\$970,278	\$0	\$970,278	\$2,656,524
2059	\$2,656,524	\$2,080,368	\$500,000	\$203,956	\$95,388	\$172,266	\$971,610	\$0	\$971,610	\$3,765,282
2060	\$3,765,282	\$2,080,368	\$500,000	\$203,956	\$95,865	\$173,128	\$972,948	\$0	\$972,948	\$4,872,702
2061	\$4,872,702	\$2,080,368	\$500,000	\$203,956	\$96,344	\$173,993	\$974,293	\$0	\$974,293	\$5,978,776
2062	\$5,978,776	\$2,080,368	\$500,000	\$203,956	\$96,826	\$174,863	\$975,645	\$0	\$975,645	\$7,083,499
2063	\$7,083,499	\$2,080,368	\$500,000	\$203,956	\$97,310	\$175,738	\$977,003	\$0	\$977,003	\$8,186,864
2064	\$8,186,864	\$2,080,368	\$500,000	\$203,956	\$97,796	\$176,616	\$978,369	\$0	\$978,369	\$9,288,863
2065	\$9,288,863	\$2,080,368	\$500,000	\$203,956	\$98,285	\$177,499	\$979,741	\$0	\$979,741	\$10,389,491
2066	\$10,389,491	\$2,080,368	\$500,000	\$203,956	\$98,777	\$178,387	\$981,120	\$0	\$981,120	\$11,488,739
2067	\$11,488,739	\$2,080,368	\$500,000	\$203,956	\$99,271	\$179,279	\$982,505	\$0	\$982,505	\$12,586,602

Attachment: 2017-081 ATTH 10 CIP (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

Last Project Date	Current CIP			Revised CIP			Environmental CIP	
			2044	2046			2055	
Totals	\$ 87,145,700	\$ 293,502,389	\$ 206,356,689	\$ 134,848,079	\$ 221,993,779	\$ 87,145,700	\$ 45,276,573	\$ (26,336,566)
	Programmed Debt Service	Total Debt Service	CIP Debt Service Added	CIP Debt Service Added	Total Debt Service	Programmed Debt Service	Stormwater Projects	Total Change In Capital Costs
2018	\$ 4,860,355	\$ 4,860,355	\$ -	\$ -	\$ 4,860,355	\$ 4,860,355	\$ -	\$ -
2019	\$ 5,062,592	\$ 6,639,512	\$ 1,576,920	\$ -	\$ 5,062,592	\$ 5,062,592	\$ 1,431,088	\$ (145,832)
2020	\$ 5,077,952	\$ 6,628,590	\$ 1,550,638	\$ -	\$ 5,077,952	\$ 5,077,952	\$ 1,162,386	\$ (388,252)
2021	\$ 4,801,466	\$ 6,757,047	\$ 1,955,582	\$ -	\$ 4,801,466	\$ 4,801,466	\$ 943,801	\$ (1,011,781)
2022	\$ 4,971,864	\$ 6,893,977	\$ 1,922,113	\$ -	\$ 4,971,864	\$ 4,971,864	\$ 859,002	\$ (1,063,111)
2023	\$ 4,632,739	\$ 6,778,370	\$ 2,145,631	\$ -	\$ 4,632,739	\$ 4,632,739	\$ 525,828	\$ (1,619,803)
2024	\$ 3,592,936	\$ 6,665,570	\$ 3,072,633	\$ 585,082	\$ 4,178,018	\$ 3,592,936	\$ 3,178,988	\$ 691,436
2025	\$ 3,605,262	\$ 6,823,135	\$ 3,217,873	\$ 1,134,180	\$ 4,739,442	\$ 3,605,262	\$ 680,289	\$ (1,403,404)
2026	\$ 3,619,578	\$ 7,045,752	\$ 3,426,173	\$ 1,695,769	\$ 5,315,348	\$ 3,619,578	\$ 684,005	\$ (1,046,399)
2027	\$ 3,637,286	\$ 6,998,974	\$ 3,361,688	\$ 2,345,227	\$ 5,982,513	\$ 3,637,286	\$ 3,373,567	\$ 2,357,107
2028	\$ 2,177,178	\$ 5,821,569	\$ 3,644,391	\$ 2,834,485	\$ 5,011,663	\$ 2,177,178	\$ 655,694	\$ (154,213)
2029	\$ 2,167,751	\$ 6,750,631	\$ 4,582,880	\$ 3,077,264	\$ 5,245,015	\$ 2,167,751	\$ -	\$ (1,505,616)
2030	\$ 2,171,303	\$ 6,664,153	\$ 4,492,851	\$ 3,572,438	\$ 5,743,740	\$ 2,171,303	\$ -	\$ (920,413)
2031	\$ 975,319	\$ 7,023,910	\$ 6,048,591	\$ 4,119,640	\$ 5,094,959	\$ 975,319	\$ 3,651,657	\$ 1,722,706
2032	\$ 969,850	\$ 7,087,043	\$ 6,117,192	\$ 4,434,101	\$ 5,403,951	\$ 969,850	\$ -	\$ (1,683,091)
2033	\$ 972,292	\$ 6,964,039	\$ 5,991,747	\$ 4,351,284	\$ 5,323,576	\$ 972,292	\$ -	\$ (1,640,462)
2034	\$ 963,278	\$ 6,829,581	\$ 5,866,302	\$ 4,268,468	\$ 5,231,747	\$ 963,278	\$ 3,875,168	\$ 2,277,334
2035	\$ 962,518	\$ 6,703,375	\$ 5,740,857	\$ 4,185,652	\$ 5,148,170	\$ 962,518	\$ -	\$ (1,555,205)
2036	\$ 708,691	\$ 6,324,102	\$ 5,615,412	\$ 4,102,836	\$ 4,811,527	\$ 708,691	\$ -	\$ (1,512,575)
2037	\$ 702,509	\$ 6,924,770	\$ 6,222,261	\$ 4,571,018	\$ 5,273,528	\$ 702,509	\$ 2,144,170	\$ 492,927
2038	\$ -	\$ 6,995,199	\$ 6,995,199	\$ 4,938,510	\$ 4,938,510	\$ -	\$ -	\$ (2,056,689)
2039	\$ -	\$ 8,259,616	\$ 8,259,616	\$ 5,242,402	\$ 5,242,402	\$ -	\$ 3,318,326	\$ 301,112
2040	\$ -	\$ 8,082,011	\$ 8,082,011	\$ 5,131,800	\$ 5,131,800	\$ -	\$ -	\$ (2,950,211)
2041	\$ -	\$ 7,616,923	\$ 7,616,923	\$ 5,021,198	\$ 5,021,198	\$ -	\$ -	\$ (2,595,724)
2042	\$ -	\$ 8,095,211	\$ 8,095,211	\$ 5,254,048	\$ 5,254,048	\$ -	\$ 3,489,465	\$ 648,303
2043	\$ -	\$ 7,755,445	\$ 7,755,445	\$ 5,136,720	\$ 5,136,720	\$ -	\$ -	\$ (2,618,725)
2044	\$ -	\$ 7,029,340	\$ 7,029,340	\$ 4,984,992	\$ 4,984,992	\$ -	\$ -	\$ (2,044,349)
2045	\$ -	\$ 7,519,269	\$ 7,519,269	\$ 4,975,712	\$ 4,975,712	\$ -	\$ -	\$ (2,543,556)
2046	\$ -	\$ 7,171,807	\$ 7,171,807	\$ 5,095,413	\$ 5,095,413	\$ -	\$ 4,190,857	\$ 2,114,463
2047	\$ -	\$ 7,007,691	\$ 7,007,691	\$ 4,679,400	\$ 4,679,400	\$ -	\$ -	\$ (2,328,291)
2048	\$ -	\$ 6,612,118	\$ 6,612,118	\$ 4,249,346	\$ 4,249,346	\$ -	\$ -	\$ (2,362,772)
2049	\$ -	\$ 5,840,188	\$ 5,840,188	\$ 3,956,158	\$ 3,956,158	\$ -	\$ -	\$ (1,884,030)
2050	\$ -	\$ 5,701,617	\$ 5,701,617	\$ 3,528,479	\$ 3,528,479	\$ -	\$ 4,960,553	\$ 2,787,415
2051	\$ -	\$ 4,561,970	\$ 4,561,970	\$ 3,037,565	\$ 3,037,565	\$ -	\$ -	\$ (1,524,405)
2052	\$ -	\$ 4,328,391	\$ 4,328,391	\$ 2,705,219	\$ 2,705,219	\$ -	\$ -	\$ (1,623,172)
2053	\$ -	\$ 4,225,237	\$ 4,225,237	\$ 2,639,895	\$ 2,639,895	\$ -	\$ -	\$ (1,585,342)
2054	\$ -	\$ 4,122,081	\$ 4,122,081	\$ 2,574,571	\$ 2,574,571	\$ -	\$ -	\$ (1,547,510)
2055	\$ -	\$ 4,018,926	\$ 4,018,926	\$ 2,509,247	\$ 2,509,247	\$ -	\$ 6,151,728	\$ 4,642,049
2056	\$ -	\$ 3,915,771	\$ 3,915,771	\$ 2,443,923	\$ 2,443,923	\$ -	\$ -	\$ (1,471,849)
2057	\$ -	\$ 3,324,421	\$ 3,324,421	\$ 2,043,442	\$ 2,043,442	\$ -	\$ -	\$ (1,280,979)
2058	\$ -	\$ 2,679,586	\$ 2,679,586	\$ 1,708,436	\$ 1,708,436	\$ -	\$ -	\$ (971,150)
2059	\$ -	\$ 1,103,318	\$ 1,103,318	\$ 1,415,653	\$ 1,415,653	\$ -	\$ -	\$ 312,335
2060	\$ -	\$ 1,078,605	\$ 1,078,605	\$ 1,378,115	\$ 1,378,115	\$ -	\$ -	\$ 299,511
2061	\$ -	\$ 1,053,892	\$ 1,053,892	\$ 1,340,577	\$ 1,340,577	\$ -	\$ -	\$ 286,685
2062	\$ -	\$ 596,708	\$ 596,708	\$ 1,094,126	\$ 1,094,126	\$ -	\$ -	\$ 497,418
2063	\$ -	\$ 574,281	\$ 574,281	\$ 1,063,315	\$ 1,063,315	\$ -	\$ -	\$ 489,034
2064	\$ -	\$ 535,334	\$ 535,334	\$ 816,169	\$ 816,169	\$ -	\$ -	\$ 280,835
2065	\$ -	\$ -	\$ -	\$ 501,673	\$ 501,673	\$ -	\$ -	\$ 501,673
2066	\$ -	\$ -	\$ -	\$ 104,529	\$ 104,529	\$ -	\$ -	\$ -
2067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other: